

MINUTES OF ACSA EXECUTIVE MEETING
Held on the Gold Coast. Wednesday 8th October. 2014

Agenda Item 1 Opening of the Meeting

The President declared the meeting open at 8.40 am on Wednesday, 8th October, 2014 and welcomed members of the Executive to the meeting. All members were present and there were no apologies. Administration Officer, Kylie McGrory was also present, as were observers Sue Hoyle from Ostomy Tasmania, David Munro from QLD Stoma Association Inc and Bob Newman from Ostomy NSW.

The meeting agenda was confirmed. The President advised that the standard Meeting Rules of Order would apply.

The President asked Executive members to declare any conflicts of interest. No conflicts of interest were declared.

Agenda Item 2 Minutes of previous meetings held in Canberra in March. 2014

The Minutes of the previous meeting held in Canberra in March, 2014 had been previously circulated and it was agreed that they would be accepted as a true record of the Executive meeting held.

Agenda Item 3 Business arising from the minutes of the previous meeting

a. Item 9 – Stoma Industry Group Meeting

President Peter McQueen informed the Executive that he had sought informal advice about the legality of suppliers engaging in the collective establishment of an agreement with associations for common delivery terms. The advice received was that the SIG did not appear to be engaging in behaviour which was prohibited by the Trade Practices Act.

b. Item 6.5 Department of Health Issues – Statistics

It was discussed that it was still unclear if the issue of Medicare providing statistical usage data for capitation fee purposes had been resolved and it was agreed that the matter should be followed up with Department of Human Services during the meeting.

There was no other business arising from the minutes of the previous meeting other than that carried over to general business.

Agenda Item 4 Correspondence

The Secretary tabled a list of correspondence received since the last Executive Meeting in Canberra in March, 2014 together with copies of the correspondence items. The correspondence was received and accepted.

There was no business arising from correspondence other than that carried over for discussion during general business.

Agenda Item 5 Reports

i. Treasurer's Report

The Treasurers Report covering the period 1/7/2013 to 30/6/2014 was received and accepted.

The Treasurer explained the key aspects of the reports. It was noted that total income for the period had decreased in comparison to the same period last year, primarily due to a reduction of approximately \$12K in advertising revenue. It was also noted that Ostomy Australia had recorded a net operating loss of \$6.4K for the 2013/2014 financial year in comparison to a \$1.1K operating loss for the previous financial year.

The Treasurer recommended that the capitation fee for 2014/2015 remain at \$1.50 plus GST per member and that Wilco Chartered Accountants be appointed as ACSA Auditor for 2015.

The Executive committee agreed to endorse the Treasurer's recommendation to Council.

The Treasurer presented the proposed budget for 2014/15.

Business arising from Treasurer's report

It was noted that no provision had been made in the budget for an amount to be transferred to the Australia Fund. It was moved by Vice President Geoff Rhodes, that:

" the budget be amended to include a \$10,000 transfer of funds to the Australia Fund".

The motion was seconded by ACSA Secretary Rosemary Quick.

The motion was carried unanimously.

There was no other business arising from the Treasurers report.

ii. IOA/ASPOA

The IOA/ASPOA report was submitted by President Peter McQueen and received and accepted by the Executive who noted the information therein.

Peter informed the Executive that World Ostomy Day 2015 will be held on 3rd October, 2015 and that the Ostomy Association of the Americas will be responsible for WOD coordination.

Peter also reminded the Executive that the meeting of the ASPOA is to be held in Ho Chi Minh City, Vietnam on 31st October, 2014 and 1st November, 2014 and that ACSA delegates to the meeting would be himself and Geoff Rhodes. It was agreed that Geoff should provide a report of the ASPOA meeting in Ho Chi Minh City to the Executive.

It was discussed that the Administration Officer, Kylie McGrory, will also be travelling to Vietnam and has booked her travel to coincide with the ASPOA meeting.

President Peter McQueen moved that:

“ ACSA contribute \$500 towards the cost of accommodation, conference registration and expenses incurred by the Administration Officer while attending the ASPOA meeting in Ho Chi Minh City”

Treasurer Peter Lopez seconded the motion.

The motion was carried unanimously.

iii. Stoma Products Assessment Panel (SPAP)

The SPAP report was submitted by SPAP Representative Geoff Rhodes and received and accepted by the Executive who noted the information therein.

Geoff informed the Executive that, in his opinion, the current SPAP committee under the guidance of Professor Lloyd Sansom is operating effectively and efficiently. Geoff also advised that the group 9 product review is likely to occur within the next 6 month period.

Geoff confirmed that the next meeting of SPAP is scheduled for November.

iv. Appliance Officer

The Executive received the report from the Appliance Officer and noted the information included therein.

The Appliance Officer noted in her report that the proposed SIG Efficiency guidelines have caused considerable concern amongst associations and that it is hoped that the matter can be further discussed at the ACSA General Meeting. The President confirmed that the draft SIG efficiency guidelines have been listed as an agenda item for further discussion during the Appliance Officers Meeting.

Sue elaborated on her report to inform the Executive that the product codes of some appliances (mainly Omnigon and Salts) are causing some entering and picking problems for associations due to the similarity of product codes. It was also discussed that the outsourcing of Coloplast warehousing to CH2 has created some serious stock receiving issues for many associations.

v. Editor of Ostomy Australia

The Executive received the report from the Editor of Ostomy Australia and noted the information included therein.

It was noted from the Editor's report that the three year printing cost agreement negotiated by previous Editor Noel Dillon expires at the end of 2014 and that, while the current printer, Graphic Print Group, had agreed to continue with current pricing for a further 3 year period, the Editor did intend to "test the market" for comparable pricing during the new year.

It was also noted from the report that Editor, Kim Lyell, has indicated his intention to retire as Editor in July, 2016.

vi. Administration Officer (incl. Webmaster and Australia Post Contract Coordinator)

The Executive received the report from the Administration Officer and noted the information included therein.

It was noted from the Administration Officers report that a number of association websites are still displaying links to superseded DHS forms and it was agreed that associations should be reminded to ensure that scheme related information on websites is current.

It was also noted that the Australia Post contract had been renewed with a rate increase of 7.5% and that Australia Post are now encouraging associations to move to an e-parcel arrangement.

*The meeting was adjourned temporarily to accept a conference call from Karen Holas from Department of Human Services. Karen apologised for not being able to attend the 2014 ACSA Meeting and took the opportunity to respond to those issues raised by associations for discussion with DoH/DHS. Refer to the notes for **Department of Health and Department of Human Services Presentation** (Addendum to the 2014 ACSA AGM Minutes) for Karen's responses*

vii. Australia Fund/Relief Coordinator

The Executive received reports from the Chairperson and the National Coordinator of the Australia Fund and noted the information included therein.

It was acknowledged that many associations continue to actively support the activities of the Australia Fund and that the quality of life of recipients is vastly improved by the work of the fund and contributing associations.

It was agreed by the Executive that the ACSA By Laws and Guidelines should be updated to reflect the decisions made by the Executive at the May 2013 Executive Meeting (decision – *that to effectively carry out the business of ACSA, it was essential for the key ACSA Coordinators to attend annual ACSA Conferences to keep delegates up to date with current activities. It was agreed that those key coordinators not funded by their local association to attend ACSA conferences will continue to be funded by ACSA*) and at the October 2013

Executive Meeting (decision – *that only one Australia Fund representative should be funded to attend the annual conference and that the funded representative would be responsible for the presenting the funds report and chairing the meeting*).

The President thanked all coordinators for their reports and for their assistance in carrying out ACSA business.

Agenda Item 6 General Business

1. Proposed Computer Management System Progress

Vice President Geoff Rhodes (on behalf of the ACSA Computer Subcommittee) provided the Executive with an update of investigations into a national computer system. In summary, Geoff informed that:

- TOMAS (the computer claiming system developed by Ostomy NSW) presents the best prospects for a national system in terms of technical integrity and functionality
- Ostomy NSW does believe that an acquisition of the TOMAS IP can be achieved
- Ostomy NSW are prepared to sell the IP on a cost recovery basis (indicative value on this basis currently \$100K) and to have their valuation independently audited
- Ostomy NSW are prepared to relinquish all ownership and control of the IP following a sale
- Ostomy NSW are prepared to assist other associations during the transition phase on a cost recovery basis.
- The ACSA Computer Subcommittee has recommended that a proposal be put to council for the ACSA Executive to proceed with the acquisition of the IP from Ostomy NSW for an agreed sum which is fair to both parties.

The ACSA Subcommittee proposed that the following motions be put to Council for consideration at the ACSA General Meeting:

Motion 1:

“that an amount of up to \$250K be allocated for the acquisition and implementation of a National Stoma Appliance Scheme Management System. This amount is inclusive of the \$50K allocated for the feasibility study in 2013”

Motion 2:

“that, on behalf of member associations, ACSA acquire the intellectual property of TOMAS to form the basis of the National Stoma Appliance Scheme Management System.”

Motion 3

“that two subcommittees be established for the purpose of implementing and managing the National Stoma Appliance Scheme Management System across the association network:

1. *The System Implementation Committee*
2. *The Configuration Control Committee*

Each subcommittee will consist of 3 members, each drawn from separate member associations, one of whom will be either be the ACSA President or the ACSA Vice President.”

Motion 4

“that an ACSA Strategic Directions Subcommittee be established to define the strategic direction of the National Stoma Appliance Scheme Management System and that, for the first two years, the committee shall consist of members of the System Implementation Committee and the Configuration Control Committee”

Motion 5

“that ACSA reimburse any National Stoma Appliance Scheme Management System associated staff training and data migration costs of those associations who implement the system within two years from the date that the System Implementation Committee deems it to be ready for implementation “

It was agreed that the ACSA Executive would accept the recommendation of the ACSA Computer Subcommittee and would table a proposal to purchase TOMAS and to support the motions as suggested by the ACSA Subcommittee at the ACSA General Meeting

2. Computer Program Management issues (Current Programs)

SAMSON – Geoff Rhodes informed the Executive that the master version of SAMSON had been successfully converted to an SQL database but that there was reluctance by SAMSON user associations to use the master version. Geoff advised that the age and quality of the code was such that the longevity of the program was questionable.

JANT – Geoff informed that the coding of the JANT program was also dated. Geoff raised his concern that the continuing support of the program was subject to the availability of developer Noel Patchett.

3. ACSA- The Future

Vice President Geoff Rhodes tabled his discussion paper “Discussion Points for the ACSA the Future Workshop” which had previously been circulated as an addendum to the ACSA General Meeting Papers. Geoff informed that the motivation for his paper was a concern about the ability of associations to continue to offer support to ostomates in the face of rising SAS appliance distribution demands.

President Peter McQueen reminded the Executive that the workshop scheduled for this year’s conference was titled “ACSA the Future” and that conference delegates and observers would be given the opportunity during the workshop to further discuss the contents of the discussion paper.

4. SPAP representation

Ostomy Association of South Australia asked for clarification about the role of the ACSA Representative to the SPAP.

It was agreed that an opportunity to respond to OASA would be provided during the ACSA General Meeting.

5. New member statistics. (AASTN Response)

President Peter McQueen informed the Executive that a letter had been sent to the Australian Association of Stomal Therapy Nurses (AASTN) President in May 2013 seeking the AASTN opinion on a SIG request to extend new member capture data to include hospital referral information.

The President stated that a response had now been received and that the position of the AASTN was that they did not support an extension of the data. An advice had already been sent to SIG accordingly, and it was agreed that an advice should also be circulated to associations.

6. Patron (The Governor General's acceptance)

The President confirmed that incoming Governor General, the Hon General Peter Cosgrove had accepted an invitation to continue with the Patronage of ACSA.

7. Stoma industry Group (SIG) Meeting June 2014

The President informed the Executive that the latest version of the SIG Efficiency Guidelines had been produced and circulated to associations for further discussion during the 2014 Appliance Officers Meeting.

8. Fundraising

Ostomy Association of South Australia queried why ACSA had not pursued a grant similar to one recently awarded to the Crohns and Colitis Association (\$500K to improve IBD care).

It was discussed that, as independently incorporated bodies, associations are free to apply for grant funding as they so choose and that the ACSA Executive are happy to support association applications by providing a letter of support if required.

9. ACSA Logo

Administration Officer Kylie McGrory advised the Executive that communication with logo developer, Tony Mammoliti had been sporadic. Kylie informed that she had the draft copy of the logo which can be used if necessary for letterheads but that she was still waiting on Tony to provide the logo in a format which was suitable for use with Ostomy Australia and the ACSA website.

10. Noel Dillon Award (Ostomy Australia)

The President proposed the "Noel Dillon Award" in recognition of former Ostomy Australia Editor Noel Dillon's contribution to the ostomy journal over the past 10 years. The President informed that it was his desire to see the award conferred annually on the writer of the best

article submitted to Ostomy for the previous year. The Executive endorsed the President's proposal and agreed that the award recipient should be announced at the annual ACSA conference and be in a certificate format.

11. Distribution of Ostomy Australia to all STN's

It was agreed that the responsibility for the distribution of Ostomy Australia to STN's should be left to associations as many have a newsletter inclusion which may contain information pertinent to STN's working in their area. It was also agreed that a generic landing site for the current version of Ostomy should be placed on the ACSA website and that an invitation would be extended to associations to link to the landing site from individual association sites.

12. Impact to Australia Post contract if Associations move a percentage of deliveries to other couriers.

Administration Officer Kylie McGrory informed the Executive that the current Australia Post contract pricing volume is 150,000 and that the number of parcels sent during the last contract period was approx 155,000. Kylie raised that a number of associations had already partially moved parcel distribution to courier delivery and that more were likely to move as Australia Post parcel costs became increasingly uncompetitive. It was acknowledged that, regardless of whether or not associations moving to a courier delivery service jeopardised future Australia Post contract pricing, associations should make their decisions based on what option provides the best outcome for their individual association.

The possibility of a national courier distribution contract was discussed and it was agreed that enquiries should be made with DHL to obtain a quote for national contract pricing.

13. Risk Management –follow up (Risk management processes in place)

Administration Officer Kylie McGrory tabled a draft "ACSA New Committee Member Acknowledgement and Declaration" for use by new ACSA Committee members to:

- confirm their understanding of the legal and ethical obligations of being an ACSA Committee member, and
- declare that they are suitable to be a responsible person of a charity within the requirements of the ACNC.

It was agreed by the Executive that the Acknowledgement should be signed by all incoming committee members and retained by the Secretary in electronic form for a period of 5 years.

14. Stomal Therapy Training

The President informed the Executive that attempts to establish worthwhile communications with the Fijian Cancer Society to establish STN training had not progressed.

It was agreed that no further funds should be allocated for Stomal Therapy Nurse training in the current year.

15. Cross Training: Association Staff Skill Sets

The Executive discussed that the recent and very sad passing of Geelong Ostomy Association Administrator, Joanne Holmes, had again highlighted the importance of cross skilling staff to ensure that associations can continue to operate in the unexpected absence of key personnel.

It was agreed that a reminder to this effect should again be delivered to associations during the 2014 General Meeting.

16. Australian Charities and Not for Profit Commission (ACNC) Update

Administration Officer Kylie McGrory provided the Executive with an update of ACNC repeal proceedings. Kylie informed that, while an ACNC Repeal Bill 2014 had been tabled in Parliament, the ACNC was still very much in operation until further notice. Submissions to the Senate Economics Legislation Committee who are seeking feedback on the Governments plans to disband the ACNC had now closed with preliminary indications being that most respondents were not in favour of disbanding the commission. It was clear from reports that, while the current ACNC may eventually be disbanded, it would not be disbanded until such times as a similar replacement organisation had been established.

It was agreed that associations should be reminded that, despite the uncertainty surrounding the future of the ACNC, all ACNC governance and reporting obligations must continue to be met.

17. 2014 ACSA Conference update

Norm Kelly and Warren Rayment from Gold Coast Ostomy Association Inc attended the meeting for a short period to provide an update on preparations for the 2014 ACSA Conference. As Chairperson for the 2014 QLD Conference Organising Committee, Norm confirmed that arrangements were well in hand.

18. Conference Structure (Treasurers group and Suppliers involvement)

The Executive reflected on association interest in the Treasurers Group meeting and agreed that it was lukewarm at best. It was agreed that the Treasurers Group meeting should be held as scheduled at the 2014 meeting but be reviewed for future years.

It was agreed by the Executive that the opportunity for supplier involvement in the Appliance Officers Meeting delivered value to industry and associations alike and that this practice should continue.

It was also discussed that Ostomy Association of South Australia (OASA) had raised a concern that the decrease in conference duration has not resulted in an improvement in attendance and so had recommended improvements to the conference format to streamline proceedings to allow for fuller discussions on vital issues. Improvements suggested were:

- The opening ceremony should be held concurrently with the welcome event on

Thursday evening

- The number of active sub committees should be increased to address issues that arise through the year (communication through video conferencing)
- Run sub group meetings (Appliance/Treasurers) concurrently
- Extend conference duration to 3 days but only hold every second year

It was agreed that the matter should again be discussed at the 2014 General Meeting

19. Conference sponsorship

Ostomy Association of South Australia raised a concern that the current conference sponsorship structure was inadequate in that it only covered the cost of the complimentary sponsorship package inclusions. A cost analysis spreadsheet was provided which showed a forecast loss of \$20 on sponsorship for the 2015 SA Conference.

While it was discussed that the calculations of OASA appeared to be on an opportunity cost basis, it was acknowledged that the inclusions for each sponsorship level were quite generous and so, if the current arrangement for the Executive to liaise with industry with regards to conference sponsorship was to continue, the inclusions of each level should be reviewed prior to the 2015 SA Conference.

The President also reminded that the current arrangement for the Executive to liaise with industry in conference sponsorship matters had been decided by Council at the Executive meeting in 2012 but it was agreed that the matter should again be raised as an agenda item at the 2014 Executive Meeting to ensure that the arrangement was still supported.

20. ACSA Awards

President Peter McQueen advised that no applications had been received for the ACSA Awards for 2014.

Peter informed the Executive that the ACSA Awards Committee had proposed a broadening of the ACSA Awards Program from a two tier system to a three tier system to include the ACSA Professional Achievement Award. It was also proposed that the committee member tenure period be changed from three years to two years in line with other ACSA Committee officer bearer terms

The Executive agreed to endorse the ACSA Award Committee's recommendation to Council.

21. Great Comebacks update, Convatec sponsored advocacy program

President Peter McQueen provided the Executive with an update of Convatec's planned launch of the Great Comebacks Program in Australia. Peter informed that an Australian Ambassador (Paul Omond- Convatec employee and ostomate) had been chosen to lead the launch and that a website was in development with an expected live date of late October 2014. Other stakeholders in the program were expected to be AASTN, ACCA, BGK and Bowel Cancer Australia. At this stage Convatec anticipated that the first awards dinner would be held in October, 2015 in conjunction with the Colorectal Surgeons/AASTN Conference.

Peter informed the Executive that Administration Officer Kylie McGrory had received an invitation to act as the ACSA Representative on the Great Comebacks Awards Committee and that the Committee Terms of Reference had previously been circulated to the Executive by email.

It was agreed by the Executive that a recommendation be made to Council for Kylie to be approved as the ACSA representative on the inaugural Great Comebacks Awards Committee.

Agenda Item 7. Other Business

a. Format of the 2015 Conference – (SA Conference Organising committee)

Rosemary Quick as liaison Officer for the South Australian Conference Organising Committee enquired if the conference opening for 2015 could be held on the Thursday evening during the conference welcome function. Vice President Geoff Rhodes responded that, as conference registration was offered on both the Thursday afternoon and Friday morning of the conference, there was no guarantee that all delegates would be present on the Thursday evening. It was agreed that the official opening should remain on the Friday morning.

b. Sponsorship of the 2015 Conference – (SA Conference Organising Committee)

Rosemary Quick as liaison Officer for the South Australian Conference Committee asked that sponsorship letters be sent to industry earlier to ensure that sponsorship funding could be budgeted by industry. It was discussed that, as sponsorship budgets were more than likely prepared more than a year in advance of the conference, it was doubtful if sending the letters earlier would be beneficial. It was agreed however that sponsorship letters should be sent as early as practicable.

Agenda Item 8. Date and Place of Next Meeting

It was confirmed that the next Executive Meeting would be held on the Gold Coast on 13th March, 2015.

There being no further business, the President declared the meeting closed at 3.15 pm.

Peter McQueen
President.

