

MINUTES OF ACSA EXECUTIVE MEETING
Held in Canberra, 28th March, 2014

Agenda Item 1 Opening of the Meeting

The President declared the meeting open at 8.40am on Friday, 28th March, 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.

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. All Executive members reported that no conflicts of interest were required to be declared.

Agenda Item 2 Minutes of previous meetings held in Hobart in October, 2013

The Minutes of the previous meetings held in Hobart in October, 2013 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

17 October, 2013 meeting:

Item 5 (Vii) Printing of ABNAE: The President confirmed that Ostomy Australia Editor, Kim Lyell, had agreed to take over the role of ABNAE printing and distribution management.

19 October, 2013 meeting:

Item 2(a) Update of constitution and bylaws: The Secretary confirmed that the constitution and bylaws had been updated following the 2013 conference in Hobart and that a copy of the update had been circulated to all associations.

The Vice President confirmed that the ACT Office of Regulatory Services had also been notified accordingly.

All other business arising was carried over to be discussed as General Business (Agenda Item 6).

Agenda Item 4 Correspondence

The Secretary tabled a list of correspondence received since the last Executive Meeting in Hobart in October, 2013 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 28/2/2014 was received and accepted.

The Treasurer explained the key aspects of the reports. It was noted that revenue for the period had decreased in comparison to the same period last year, mainly due to a reduction in advertising revenue. It was also noted that Ostomy Australia had recorded a net operating loss of \$6.4K for the period.

The Treasurer reported that three associations had failed to provide their financial reports for 2011/12 and that a number of associations were still not providing their financial reports in the required format which was making it difficult to compile accurate statistical information.

The Treasurer confirmed that a payment of \$10,000 had been made to the Australia Fund as ratified at the 2013 meeting in Hobart.

Business arising from Treasurer's report

There was no 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 provided a brief summary of current support programs in the region including those in Sri Lanka, Singapore and Iran. Peter also informed the Executive that the Lions for Stoma Care program in China and Indonesia (the major support programmes in the region) had been wound down.

Peter informed that ASPOA President, Barry Maughan, was currently in discussion with the Cancer Council of Fiji for the development of a program to provide stomal therapy training to Fijian Nurses. Peter confirmed that there may be an opportunity in the near future to send an Australian STN to Fiji to participate in the stomal therapy training and recommended that the Executive support the program to the extent that it met the parameters of STN training within the ASPOA region as agreed at the 2012 General Meeting in Perth.

iii. SPAP

A verbal report was presented by ACSA SPAP Representative Geoff Rhodes.

With respect to the current delays in approval of new appliances, Geoff reminded the Executive that the SPAP's responsibility is to review existing appliances on the scheme and to accept applications for new products to be listed on the SAS schedule and make recommendations about those products to the Minister for Health. It is therefore outside the Department of Health's capabilities to implement SPAP recommendations.

Geoff confirmed that, while the ACSA Representative on the SPAP does not yet have formal voting rights, the representative is now actively involved in SPAP discussions. The input of the ACSA representative is also sought with respect to SPAP decisions and does influence the outcome of those decisions.

iv. Appliance Officer

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

In her report, the Appliance Officer provided an update for a number of issues discussed by delegates and supplier representatives at the 2013 Hobart meeting.

v. Editor of Ostomy Australia

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

In his report, Editor Kim Lyell Kim informed the Executive that health issues had forced a change in graphic designer for the April, 2014 issue of OA.

Kim confirmed that advertising revenue for the 2013/2014 financial year was expected to be nearly \$12K less than the 2012/2013 and that several suppliers had cited the SAS product pricing changes as the reason behind advertising budget reductions. Kim discussed the impact of increasing printing costs and reducing revenue on the size and quality of the journal and asked that the Executive consider reducing the focus on a self funded journal by amending the existing 60:40 content/advertising ratio to 63:37 with an additional 4 x pages to be directly funded by ACSA (approximately \$850 per issue for a 48 page journal or \$3153 per issue for a 44 page journal).

The Executive accepted Kim's recommendation to amend the existing 60:40 content/advertising ratio to 63:37 unanimously.

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

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

Administration Officer, Kylie McGrory, informed the Executive that the focus of activities over recent months had been overcoming problems associated with the redesign of SAS forms by DHS. It was agreed by the Executive that the matter of the redesigned forms (which had not yet been resolved) should be raised with DHS again later in the meeting.

Kylie also informed the Executive that a number of problems had been experienced with the ACSA website host provider over recent months and that, as a result of the increasingly poor reputation of the provider, association hub emails were sporadically being rejected as "spam". Kylie confirmed that, if problems continued, she would be looking to transfer the ACSA website, email and domain name to a new provider.

Kylie confirmed that the Australia Post contract was due to be renegotiated over the coming months and that it was expected that prices would increase as Australia Post appeared to be in a revenue recovery phase. Kylie informed the executive that advice had been received from Australia Post that the \$100 cheque fee for NFP's would no longer be waived. While all associations should have received a similar advice, it was agreed that a notice should be circulated through the hub to inform associations that the fee would apply for all cheque payments and so associations should make alternative arrangements to pay accounts electronically if they wished to avoid the fee. Peter Lopez informed the Executive that he routinely pays his association's account by cheque over the counter at an Australia Post outlet and that the cheque was always accepted without question.

Kylie informed the Executive that an informal discussion had been held with Australia Post concerning their plan to phase out parcel post in favour of "e-parcel" but that a request for more information and pricing had not been followed through with by Australia Post. Kylie stated that she had no intentions of raising the issue prior to the May 2014 contract renewal and would strongly object to any attempts by Australia Post to introduce the service without an appropriate period of notice (greater than 12months).

vii. Australia Fund/Relief Coordinator

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

In her report, coordinator Sharleen Condon informed that the fund had now fully adopted the support model of obtaining details from overseas coordinators of appliances required and arranging shipments of appliances to meet those specific needs. Sharleen explained that the model had been adopted to ensure that all goods sent were of value to recipients and that accordingly, transport costs were being efficiently and effectively spent to achieve best outcomes.

A summary of current relief activities was also provided by Sharleen and indicated that the work of the Australia Fund continued to be of great value to less fortunate ostomates living within the ASPOA region.

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 and Computer Committee member Geoff Rhodes provided the Executive with a summary of the progress of investigations into the feasibility of a national Computer Management System.

Geoff informed that the Computer Committee (and Kylie McGrory as guest) had accepted an invitation to visit Ostomy NSW Ltd in February to view a presentation on their TOMAS program and to meet the program developer, Sean Donnelly. Geoff confirmed that, in his

opinion, from a technical perspective TOMAS provided an adequate basis for a national program.

Geoff clarified however that, before any recommendation could be put to associations concerning the feasibility of TOMAS as a national program, commercial terms must be discussed with the board of Ostomy NSW Ltd. Geoff recommended that a committee of three persons be established and authorised to conduct discussions on potential commercial issues with ONL and that those persons be Geoff Rhodes, David Munro and Kylie McGrory (Geoff – technical, David – analytical, Kylie- association usage). It would be expected that the timeline for discussions should facilitate a recommendation to council at the 2014 ACSA meeting in October, 2014.

2. Computer Program Management issues (Current Programs)

Kylie McGrory provided the Executive with an update of SAMSON on behalf of the SAMSON user group and confirmed that the SAMSON database had been upgraded to SQL with testing currently underway. Kylie informed that QSA would commence operating the SQL version in parallel with the Access database version and that testing should be completed at the end of April with introduction to each SAMSON user association to be scheduled by developer Joe Borg thereafter.

No report was received on behalf of the JANT user group.

3. ACSA- The Future

Vice President Geoff Rhodes was invited to present his ideas about the future of ACSA which had been introduced through an article written by Geoff and published in the April, 2014 edition of Ostomy Australia. Essentially the thrust of Geoff's article was the need to review the existing SAS distribution framework to achieve efficiencies for the benefit of all stakeholders.

It was acknowledged that there was room for improvement within the current SAS distribution mechanism and it was agreed that further discussion should be held within a collaborative workshop environment at the 2014 ACSA Conference in October, 2014.

4. DoH issues

DoH representatives, Lynda Hurley and Angela Vaughan attended the meeting for a short period to address the following issues raised by the Executive:

Update of the Operational Guidelines for Stoma Associations:

Lynda informed that a timeframe for an update of the guidelines was not yet available but that ACSA would be given the opportunity to provide feedback when the guidelines were eventually reviewed.

Lynda confirmed that minor amendments to the guidelines are still being made as required.

Timeframes for the review of groups 8 and 9 of the SAS Schedule:

Lynda confirmed that the review of group 9 had commenced and informed the Executive that the University of Tasmania has been contracted to carry out a literature review (clinical evidence for use and benefits of products), and that an economic analysis is also underway. Linda reassured that a discussion paper will be released with findings in due course and that opportunities for stakeholder feedback would be given.

Lynda advised that it was expected that the group 8 review would commence in 2015.

Review of quantity allowances:

Lynda confirmed that there is no definite timeframe for the quantity allowance review as yet but that it was expected to commence after the group 9 and 8 review was finalised. Lynda also confirmed that associations and other stakeholders would be given the opportunity to provide feedback in a similar manner to that provided during the group 9 and 8 review.

ACSA involvement in changes to the SAS that may affect the operations of associations:

Lynda reassured the Executive that the input of ACSA was very much valued and that ACSA would be involved in any decisions to make changes to the SAS that may affect the operations of associations. Lynda also acknowledged that it is far easier from a DoH perspective to deal with one Executive group rather than 22 different associations.

The development of a formal agreement between ACSA/Associations for the provision of services through the Stoma Appliance:

Lynda confirmed that, while the matter has been considered, no plans had been made to introduce a formal agreement at this stage. Lynda did note however that it was unusual for a government program not to have an agreement or Memorandum of Understanding in place.

It was agreed that DoH would investigate the possibility of developing an agreement or Memorandum of Understanding with ACSA for the distribution of appliances through the Stoma Appliance Scheme

Supply of appliances to persons in hospital with the context of clause 3.1.1 of the guidelines:

Lynda confirmed that new ostomates should not be supplied SAS funded products while still an inpatient of a hospital.

Peter McQueen informed Lynda that some associations were sending product to hospitals at the request of an STN so that new members could be guaranteed a full take home supply upon discharge. He clarified however that the supply was only intended to be used by the ostomate post discharge and not within the hospital environment.

Lynda confirmed that she would seek further advice about this practice and that the outcome of this advice would be sent to the Executive in due course.

Review of the SAS Access Fee

Peter McQueen informed the DoH representatives that the ACSA council had agreed at the 2013 meeting to seek an increase in the access fee from \$45 to \$60. Lynda informed that further advice would need to be sought from DoH Executive and requested that a letter be sent to her outlining details of the suggested increase so that the matter could be referred for further advice accordingly.

The inclusion of Ostomy Journal within members parcels

Clarification was sought from DoH re the dispatch of Ostomy Australia in members parcels within the context of the recent advice received from DoH concerning the inclusion of supplier advertising in parcels. DoH was informed that the disclaimer appearing in each edition of Ostomy Journal was in the process of being updated to reflect that products advertised in Ostomy were not endorsed by government.

Lynda confirmed that the inclusion of Ostomy in parcels was quite separate to direct supplier advertising and that DoH did not have an issue with Ostomy Australia being sent in members parcels.

Timing of the next SAS Schedule update:

Lynda confirmed that the timing of the next SAS schedule update was still unknown and that ACSA would be advised as soon as the next SAS schedule update had been confirmed. Lynda acknowledged that the current backlog of listings was creating some angst for industry but reiterated that DoH had no influence over cabinet decision making.

The DoH/ACSA relationship:

On behalf of DoH, Lynda and Angela thanked the ACSA Executive for their continuing cooperation with scheme related issues and stated that continuing collaboration between DoH and ACSA was key to achieving best outcomes.

5. Dept. Human services issues

DHS Representatives Karen Holas and Naomi Mikic attended the meeting and addressed the following issues raised by the Executive:

Statistics:

Peter McQueen informed the DHS Representatives that, due to a DHS system error, accurate association unique usage statistics for 2012/13 had not been able to be generated and asked if the matter had been resolved. Karen Holas responded on behalf of DHS and confirmed that, while she was not aware if the problem had been rectified as yet, the request for Medicare statistical data for 2013/2014 should be sent to her by email in due course and she would follow through.

Collaboration in the development of official forms:

Karen acknowledged the importance of stakeholder collaboration in the development of forms and confirmed that all attempts would be made to collaborate with ACSA in the development of future forms to the extent allowed by departmental policy and legislation.

Timing for payment of claims.

Peter McQueen confirmed that payment of association claims were consistently being made better than standard 30 day payment terms and expressed his appreciation to DHS on behalf of associations.

Future plans to change the method/format of claims:

Karen confirmed that, while there were no plans to change the method or format of association claiming at this stage, it was recognised that there were efficiencies to be achieved through online claiming and it was the general direction of the government to move towards online based services.

Monitoring of association compliance with the Operational Guidelines:

Karen confirmed that there were no plans to change association compliance monitoring at this stage.

Australian Privacy Principles – Application for Additional Stoma Appliances Form PB050:

Administration Officer Kylie McGrory raised her concern that the Application for Additional Stoma Supplies form did not comply with the Australian Privacy Principles in that there was no privacy consent provision for members on the form and there was no disclosure information re the exchange of private details between STN's, associations and DHS. Karen informed that the matter would be investigated as a matter of priority.

The DHS/ACSA Relationship:

On behalf of the Department of Human Services, Karen thanked the ACSA Executive for their collaborative approach and suggested that open communication was the key to smooth operation.

On behalf of the Executive Committee, Peter McQueen thanked Lynda, Angela, Karen and Naomi for their attendance.

6. Australia Fund Policy and Procedural Manual (as submitted)

It was discussed that an Australia Fund Policies and Procedures Manual had been developed by Australia Fund Chairperson, Gerry Barry and that a motion had been received from Gerry for the manual to be endorsed as ACSA Policy.

The Executive accepted the proposal put forward by Australia Fund Gerry Barry that the Australia Fund Policies and Procedures Manual be endorsed as ACSA Policy.

7. New member statistics.

Secretary Rosemary Quick confirmed that new member statistical data reporting by associations had generally improved but that, more often than not, at least one association per month still needed to be followed up for their data.

Peter McQueen informed the Executive that a request had been received from industry for new member statistical data to be expanded to include more information about new members, most particularly information about the referring hospital. Peter reiterated that it was essential for such a request to be supported by the AASTN and confirmed that a letter had been sent to this effect to the President of the AASTN. No response had been received to date.

8. ACSA Patron

President Peter McQueen informed the Executive that a letter had been received from the Governor General's office confirming the impending retirement of the current Governor General, Quentin Bryce. The President informed that a reply had been sent to the Governor General's office thanking Ms Bryce for her patronage and inviting the incoming Governor General, Peter Cosgrove, to be the new Patron of ACSA. A response from the Governor General's role was yet to be received.

It was discussed by the Executive that associations should be encouraged to identify "high profile" ostomates within their membership base with the objective of identifying potential public advocates.

9. Stoma industry Group (SIG) Meeting February 2013

President, Peter McQueen, informed the Executive that Vice President Geoff Rhodes, Administration Officer, Kylie McGrory and he had attended a meeting at the Melbourne rooms of AusBiotech with the SIG in February to discuss current issues being faced by industry with respect to logistics and distribution. At the meeting, the SIG had raised the possibility of entering into a formal agreement between ACSA member associations and industry for standard terms of supply and carriage of SAS listed products. It had been suggested by SIG that the agreement should cover aspects such as standard timeframes of supply, frequency of supply, and quantities of supply. The rationale behind the request by SIG was increasing non recoverable costs of freight being incurred by industry in delivering SAS listed product to associations.

Peter explained that the suggestion presented by SIG was considered to be an excellent opportunity in principle to formalise the "free into store" agreement with industry but only if the proposed agreement terms were not too disruptive to the current operations of associations. As a result of discussions, SIG had been asked to send details of the proposed agreement to the Executive for circulation to associations. In the meantime, it was agreed that associations should be canvassed about current supply expectations so that the Executive could best represent the needs of associations.

Peter further informed the Executive that the suggested terms of agreement had been received from SIG but that it was considered that they would be too disruptive and so a reply had been sent to SIG to this effect requesting that the suggested terms be reconsidered in consideration of current association operations.

It was discussed that informal feedback had been received and that the indications were that SIG were not demonstrating any degree of flexibility in their position. The Executive agreed that, upon receipt of a formal response from SIG, the response should be circulated to associations for feedback. It was also agreed that it should be made clear to associations that the content of the SIG proposal did not reflect the suggestions proposed by ACSA and that associations should be asked to provide information about the impact of the proposed changes on their operations.

It was also recommended that, if necessary, legal advice should be sought to establish if the collective establishment of commercial terms by industry which threatened to restrict open trade was legal within the context of the Trade Practices Act.

10. Supply Expectation Survey results

The Administration Officer informed the Executive that 20 of the 22 associations had participated in the survey and that the results had been collated to provide a broad overview of the supply delivery timeframes expected by associations and how these timeframes fitted in with association opening hours and procedures.

11. Newsletter (Feedback to Associations).

Secretary Rosemary Quick confirmed that the regular ACSA Updates newsletter had been well received by associations.

12. ACSA Logo

Administration Officer Kylie McGrory presented the latest version of the draft ACSA logo developed by Graphic designer, Tony Mammoliti.

The Executive considered the options presented and unanimously agreed on a suitable logo.

13. Access Fee

Following discussions with DoH, it was agreed that a formal application should be made to DoH for an increase in the access fee from \$45 to \$60 as ratified by council at the 2013 ACSA meeting in Hobart. The Executive agreed to recommend to DoH that the increase be phased in over 3 years (\$5 per year).

It was discussed by the Executive that, while the SAS access fee as set by DoH was compulsory, the application of a sliding scale of fees based on joining date was at the discretion of each association.

15. Risk Management Issues

Administration Officer Kylie McGrory informed the Executive that a letter had been received from Ileostomy Association of Victoria to advise that an opinion had been received which confirmed that they were legally required to have a Workcover policy in place, even though the association did not employ paid staff. The requirement had arisen because the association paid a reimbursement to volunteers which exceeded the minimum rateable remuneration value of \$7,500 per year in total.

It was agreed that an advice should be circulated to all associations recommending that the appropriate state Work Cover authority should be contacted to establish the work cover requirements applicable to that state.

To help the ACSA Executive to meet their risk management obligations, Treasurer Peter Lopez suggested that a standard declaration should be developed for use by new ACSA Committee members to confirm their understanding and agreement of the legal and ethical obligations of being an ACSA Committee member.

16. Transfer of Members (Particularly new members)

The Executive discussed the practice of some stomal therapy nurses to encourage new members living within a regional area to join city associations following surgery, rather than to a regional association closer to where the ostomate lived.

It was further discussed that quite often following discharge from hospital, the ostomate chose to transfer their membership to the regional association for conveniences sake.

It was acknowledged that, although the original association as the association chosen by the ostomate to process scheme registration was entitled to the new member payment, the association may choose to remit a portion of the joining fee to the transferee association.

17. Stomal Therapy Training

As per the ASPOA report, Peter informed that there may be an opportunity in the near future to send an Australian STN to Fiji to participate in stomal therapy training of Fijian nurses and recommended that the Executive support the program to the extent that it met the parameters of STN training within the ASPOA region as agreed at the 2012 ACSA Meeting in Perth.

18. ACNC Update

Administration Officer, Kylie McGrory, confirmed that a bill had been introduced into the House of Reps to repeal the ACNC legislation. It was discussed that until such times as the bill was enacted though, ACNC legislation was still enforceable and so associations should continue to meet the requirements of the legislation until further notice. It was agreed that a notice to this effect would be included in the next ACSA newsletter.

Kylie confirmed that further information about the future of the ACNC would be circulated to associations when it became available.

19. 2014 ACSA Conference update

Treasurer Peter Lopez as ACSA Liaison Officer provided the Executive with an update of the Queensland Conference and confirmed that arrangements were well in hand.

The Executive discussed that, as a matter of protocol, the prevailing conference organising committee should ask their respective State Governor to open the annual ACSA conference in lieu of the ACSA Patron, the Governor General.

20. Conference Structure (Treasurers group and Suppliers involvement)

It was agreed that a meeting of the Treasurers Group should again be included in the agenda for the 2014 ACSA Conference and that the Treasurer should send a request for Treasurers Meeting agenda items prior to the conference.

It was also agreed that time should be allocated within the agenda to allow appliance officers the opportunity to discuss current issues with industry representatives.

21. ACSA Awards

It was agreed that the Secretary should circulate a reminder about ACSA award nominations with the 2014 ACSA Annual General Meeting notice.

22. Great Comebacks update, Convatec sponsored advocacy program

President Peter McQueen informed the Executive that an email had been received from Rachael Tiberi (Convatec) confirming that plans to introduce the Great Comebacks program to the Australian market were proceeding with a proposed launch date of May, 2014. Development of a website www.greatcomebacks.com.au was underway and an Australian Ambassador, Convatec employee and ostomate Paul Ormond, selected. Convatec had indicated that the inaugural awards dinner would be held in October, 2015. Confirmation of other potential stakeholder involvement was still to be received.

Agenda Item 7. Other Business

A. ACSA Executive Committee Nominations:

President Peter McQueen reminded the Executive that 2014 is an Executive Committee nomination year.

The Secretary confirmed that a call for Executive committee nominations would be circulated within the required timeframe as per the by laws

B. 2014 ACSA Conference Workshop topics:

It was agreed that the conference workshop topic for 2014 should be “ACSA – The Future” and that the workshop should have a dual focus, being ACSA Management (performance standards, professional management structure, ACSA/Assoc/DoH agreement inclusions, management of the SAS) and ostomate support (a national approach to ostomate support,

planning for the future).

C. Executive Travel:

Treasurer Peter Lopez raised a concern that By Law 4.2 which deals with the reimbursement of executive travel expenditure was no longer particularly relevant when considered within the context of current airfare options.

It was recommended by the Treasurer that ACSA By Law 4.2 be changed from:

“Travel will be by the most appropriate means of transport. Air travel, where possible, should be arranged with advance purchase fares, seniors rate or conference fare rate. The airfare, taxis and all incidental costs will be borne by ACSA” to

“Domestic travel will be by the most appropriate means of transport. Air travel should be arranged as soon as practical following confirmation of travel dates and should be at the cheapest fares on offer at the time. When booking a non flexible fare, travel insurance should be obtained.

International travel will be by the most appropriate means of transport. Air travel should be arranged as soon as practical following confirmation of travel dates and should be at the cheapest fares on offer at the time. When booking all international travel, travel insurance should be obtained.

The airfare, taxis and all incidental costs will be borne by ACSA” .

The treasurers recommendation was accepted unanimously.

D. Sponsorship of conference

President Peter McQueen confirmed that letters had been sent to all suppliers requesting support for the 2014 Gold Coast Conference. Peter also confirmed that \$5250 had been promised to date.

E. Vale Noel Dillon

The Executive acknowledged the passing of former Ostomy Australia Editor, Noel Dillon, and acknowledged his significant contribution to the ostomy movement, both as the inaugural President of Wide Bay Ostomates Associations and as the Editor of Ostomy Journal for 13 years.

It was suggested by Vice President Geoff Rhodes that an annual award for the best Ostomy Australia contribution should be established in memory of Noel. It was agreed that a recommendation to this effect be made to council at the 2014 ACSA General Meeting on the Gold Coast.

F. ACSA Delegates to ASPOA meeting in Vietnam

The Executive discussed that the next ASPOA meeting was scheduled to be held in late October, 2014 but that dates had not yet been confirmed.

It was also discussed that, although it had been ratified by council at the 2013 ACSA meeting that ACSA Delegates to the ASPOA meeting would be Peter McQueen and Geoff Rhodes, Peter informed the Executive that he may not be able to attend due to health issues. The Executive agreed that, should Peter not be in a position to travel to the ASPOA meeting, an alternative ACSA delegate would be selected.

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 Wednesday 8th October, 2014 prior to the 2014 ACSA Conference.

There being no further business the President declared the meeting closed at 4.30 pm.

Peter McQueen
President.