

AUSTRALIAN COUNCIL OF STOMA ASSOCIATIONS INCORPORATED
43rd GENERAL MEETING

HELD IN FREMANTLE ON 21st AND 22nd SEPTEMBER, 2012

The President opened the meeting opened at 9.05 am and welcomed all delegates and observers.

Present

President	Peter McQueen
Vice President	Geoff Rhodes
Secretary	Norm Kelley
Treasurer	Peter Lopez

Associations:

<i>ACT & District Stoma Association</i>	Peter Fuller
<i>Colostomy Association of NSW</i>	Maurice Ross Michael O'Connell
<i>Ostomy NSW Ltd</i>	Tom Flood Warren Nalty
<i>Ostomy Tasmania</i>	Sue Hoyle Maree Mills
<i>Colostomy Association of Victoria</i>	Jack Nicholls
<i>Ileostomy Association of Victoria</i>	Terry Carver Wendy Taylor
<i>Ostomy Association of Melbourne</i>	Ian Samuel Sue Read
<i>Colostomy Association of South Australia</i>	Rosemary Quick Bruce Harvey
<i>Ileostomy Association of South Australia</i>	Val Macey Ian Draper
<i>Gold Coast Ostomy Association</i>	Warren Rayment Sharleen Armstrong
<i>North Queensland Ostomy Association</i>	Gwenda Williams

Queensland Colostomy Association	Bernie Preuss Margaret Duggan
Queensland Stoma Association	Joan Carruthers David Munro
Toowoomba & SW Ostomy Association	Bob Schull Rebecca Schull
Warrnambool Ostomy Association	Ray Hoy
Wide Bay Ostomates Association	Amy Wilson Trina McRae
Western Australian Ostomy Association	Alan Drever Jess Whitehouse

Voting Entitlements

ASSOCIATION	MEDICARE 2012	VOTES
ACT & District Ostomy Association	829	2
Colostomy Association of NSW	4544	10
Ostomy NSW	6716	14
Ostomy Tasmania Incorporated	1552	4
Cancer Council of Northern Territory	228	1
Bendigo & District Ostomy Association	898	2
Colostomy Association of Victoria	1683	4
Geelong Ostomy Association	890	2
Ileostomy Association of Victoria	1107	3
Ostomy Association Of Melbourne	4384	9
Peninsular Ostomy Association	1811	4
Victorian Children's Ostomy Association	252	1
Warrnambool Ostomy Association	172	1
Colostomy Association of South Australia	2084	5
Ileostomy Association of South Australia	1919	4
Gold Coast Ostomy Association	1290	3
North Queensland Ostomy Association	1030	3
Queensland Colostomy Association	2209	5
Queensland Stoma Association	2365	5
Toowoomba & SW Ostomy Association	422	1
Wide Bay Ostomy Association	558	2
Western Australian Ostomy Association	<u>3524</u>	<u>8</u>
	40467	93

The meeting opened with a roll call of all members present and a call for apologies. Apologies were received from Geelong Ostomy Inc, Peninsula Ostomy Association, Life Member Ed Webster and from Ostomy Australia Editor, Kim Lyell.

It was noted that Bendigo Ostomy Association, Geelong Ostomy Inc and Peninsula Ostomy Association had given general proxies to Ileostomy Association Of Victoria delegate, Terry Carver. It was agreed by the meeting that the Agenda as set out by the Secretary plus items brought forward from the Executive meeting on the 19th September, 2012 be confirmed, and that the rules of debate as circulated be adopted.

Agenda Item 2 Minutes of the Previous Meeting

The Minutes of the previous meeting held in Sydney during October 2011 and previously circulated were received.

A resolution to accept the minutes was approved and carried.

Agenda Item 3 Business Arising from the Minutes of the Previous Meeting

Item 6(i) ACSA Meeting in Darwin

Delegates were informed that the March 2012 Executive Meeting had been held in Darwin and it had been agreed that the prevailing climate of Darwin during the ACSA conference month of October was prohibitive to a future conference.

There was no other business arising other than that listed to be dealt with in general business.

Agenda Item 4 Correspondence

Correspondence as per the list circulated by the Secretary was received and adopted.

A resolution to accept correspondence was approved and carried.

Agenda Item 5 Acceptance of Association Reports

The association reports as circulated were received and adopted.

A resolution to accept the association reports was approved and carried

Agenda Item 5A: Business arising from the Association Reports

There was discussion amongst delegates about the level of Stomal Therapy support available through associations with some associations receiving in house Stomal Therapy support funded by State Health Departments and some paying up to \$60 per hour for stomal therapy services on behalf of their members. There was also discussion between delegates about how they managed requests for education from members of the community with some insightful information shared by Amy Wilson

of Wide Bay Ostomates Association who, in addition to her role as President of Wide Bay Ostomates Association, was employed within a residential care environment.

There was no other business arising from association reports.

Agenda Item 6 General Business

a) ACSA Executive involvement in future conferences

Delegates considered the discussion paper presented by Ostomy NSW Ltd with respect to future conference organisation, management and funding. The President reminded delegates that the ACSA guidelines comprehensively dealt with conference organisation and that it was expected that conference organising committees would work towards achieving a “break even” position. It was also pointed out by the President that, while some conference organising committees had experienced losses over recent years, this loss could be offset to some extent in most cases by an absence of home state attendance costs.

It was acknowledged by the President that the ACSA Executive could become more involved in conference preparation by developing a “conference preparation pack” including a procedural checklist, generic registration form, name and desk plate template and financial reporting template to be used by conference organising committees. Sue Hoyle from Ostomy Tasmania also reminded all delegates that ACSA was not just the four executive committee members but also the 22 national associations and that the annual conference was organised by host associations for the benefit of all associations.

Peter Fuller (ACT Association) spoke about his experience with organisation of the ACT Conference which had resulted in a loss of approximately \$2,000 to ACTDSA. Peter acknowledged that the loss was the result of a decision not to increase registration fees and stated that it should be an expectation by all delegates that increasing costs will be passed onto associations through increased registration fees.

Gerry Barry (life member) supported Peter Fullers remarks by stating that organising committees should make all attempts to break even in terms of the ACSA by laws and that all costs should be offset by an appropriately priced registration fee. Gerry also addressed ONL’s concern about legal liability and suggested that the existing ACSA Indemnity Insurance should extend to conference organising committees. Peter Lopez confirmed that he would seek advice from ACSA insurer AON to this effect. Gerry responded to the ONL concern that a contingent liability existed for all conference organising committees in that external factors may force the cancellation of a conference and suggested that, should this occur, a special levy should be imposed on all associations to help spread the cost. Gerry also supported the ONL suggestion that the practice of having a dignitary open the conference should be dispensed with. Wendy Taylor from IAVic however felt that an opening address by a dignitary was both inspiring to delegates and to the dignitary themselves who was given the opportunity to learn about Ostomy and the role that associations play in helping almost 40,000 ostomates within the Australian community to maintain a normal quality of life.

President Peter McQueen responded to Gerry's comments and stated that it was reasonable to expect that conference registration fees should cover room hire, morning and afternoon teas, lunches and any incidental costs. The cost of Saturday night dinner and Sunday outing however should be separate and self funded by an additional fee charged to delegates. Peter also suggested that sponsorship should be sought for the first night welcome function but also confirmed that the Executive had endorsed that a first night onsite welcome function could be financially subsidised by ACSA if necessary as per the existing guidelines.

It was agreed that the Administration Officer should develop a comprehensive conference organising package for future organising committees including a summary of key outcomes of past conferences and reporting templates.

By a show of hands, delegates overwhelmingly supported a continuation of existing conference organisational arrangements.

President Peter McQueen confirmed that he would speak to the suppliers to determine their preference of sponsorship liaison at either a national or state level.

b) ACSA Awards

Warrant Rayment on behalf of the ACSA Awards Committee presented the proposed ACSA Award structure and explained that it was a two tier award system comprising of an ACSA Distinguished Service Award and an ACSA Merit Award. The criteria for eligibility and rules of nomination for each of the awards were explained to delegates through a slideshow presentation.

It was moved that:

"The Award Structure as proposed by the ACSA Awards Committee be adopted and that the ACSA Award system information be included within the ACSA By-Laws"

The motion was carried by a majority.

It was agreed that the existing ACSA Awards Committee, Warrant Rayment, Peter Fuller, and Ian Samuel, should continue for a further two year tenure.

It was also agreed that Award information and material should be made available to associations through the ACSA website.

c) World Ostomy Day

Delegates were invited to share with Council their association plans to celebrate World Ostomy Day.

Colostomy Association of South Australia informed delegates that WOD celebrations would be combined with 50th anniversary celebrations.

QLD Stoma Assoc Inc confirmed that a trivia afternoon had been organised in the theme of Wear Lilac for Life and that the associations had been well supported by local business who had donated a number of prizes for raffling on the day. All funds raised were to be donated to the QLD Cancer Fund with proceeds of the WLFL ribbon sales.

QLD Colostomy Association advised that they were holding a mega garage sale, had arranged for the day to be acknowledged by their respective state member during the sitting of parliament and had painted the QCA association premises in the colours of lilac and purple. All funds raised from the garage sale were to be donated with WLFL ribbon sales to Spina Bifida Association of QLD

Ileostomy Association of South Australia confirmed that they were holding a luncheon for life members.

Wide Bay Ostomy Association confirmed that their WOD celebrations would be timed to coincide with the return of a member who was currently circumnavigating Australia to raise awareness of ostomy.

President Peter McQueen thanked all associations for their efforts in supporting the World Ostomy Day 2012 theme of "Lets be Heard" and for their support of the national awareness campaign "Wear Lilac for Life".

d) IOA/ ASPOA issues

Delegates discussed the merits of supporting Stomal Therapy training within the ASPOA region in meeting the objectives of the IOA's Charter of Ostomates rights. It was proposed that an ACSA fund should be established to support stomal therapy training within the Asia South Pacific region and that support could be extended either by assisting with the funding of an Australian STN's travel to the ASPOA region for the purpose of providing stomal therapy training to local nurses or by assisting with the costs of a nurse living within the ASPOA region to travel to Australia for stomal therapy training purposes and then provide basic stomal therapy courses in their region.

It was moved by Ileostomy Association of Vic that:

"A fund of \$10,000 be established within the accounts of ACSA for the purpose of supporting stomal therapy training within the Asia South Pacific Region"

.It was agreed that the President would liaise with the Australian Association of Stomal Therapy Nurses to initiate an ACSA/AASTN training partnership for nurses living within the ASPOA region and to discuss appropriate methods of training provision.

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e) ACNC (Australian Charities and Not for Profit Commission) Reform Presentation – Kylie McGrory

Administration Officer Kylie McGrory provided delegates with a summary of the impending NFP Reform Package, the impact that the reform initiatives may have on associations as not for profit entities and steps that associations should take to prepare for the reforms which commence with the establishment of the Australian Charities and Not for Profit Commission on 1 October 2012. Delegates were provided with handout information which explained each of the reform initiatives in greater detail and were advised to discuss the NFP package with their respective committees upon their return.

f) Succession Planning

President Peter McQueen presented a slideshow to delegates on the critical nature of Succession Planning with respect to continuity of association operations. Peter discussed the reasons why it was important to have a succession plan in place and steps that associations can take to develop a Succession Plan.

g) Ways & means of lifting Public Profile of Assns. at National level & benefits of doing so. – QCA

Bernie Preuss on behalf of Queensland Colostomy Association Inc spoke to the agenda item and offered some suggestions on steps that associations should take to lift the profile of ostomy on an ongoing basis. Bernie cited some examples that QCA had taken to lift their profile including painting their association premises in the colours of purple and lilac and liaising with local politicians. Bernie on behalf of QCA also encouraged other associations to seek public support and ostomy advocacy from high profile members and suggested that a national ostomy awareness day should be held on an annual basis rather than on a three yearly basis as was currently the case.

President Peter McQueen thanked Bernie for her comments. Ian Samuel (OAM) commented that it was appropriate that awareness efforts be concentrated on those conditions which resulted in ostomy and also on breaking down public fear of living with a stoma. Ray Hoy (Warrnambool) reminded delegates that the private nature of ostomy had been identified as a barrier to awareness initiatives gaining momentum. Peter McQueen confirmed that, in his experience, those countries that were successful in raising awareness of ostomy were usually those which did not have a great level of government support and that awareness was usually the result of intense advocacy efforts. Sue Hoyle (Ostomy Tas) commended the efforts of QCA but also commented that many associations did not have the resources available to engage in advocacy initiatives such as those suggested by QCA. Warren Rayment (GCOA) added that the level of support given to Australian ostomates through the SAS had led to a degree of complacency. Peter McQueen agreed that the ACSA

Executive would seek to liaise with organizations such as the Colorectal Surgical Society of Australia and New Zealand and the Urological Society of Australia and New Zealand to promote the positive aspects of living with a stoma.

Bernie Preuss on behalf of Queensland Colostomy Association Inc agreed to pursue the viability of a national ostomy awareness day as a Queensland Colostomy Association Inc project.

h) SAS responsibilities (Exec & Associations)

Peter McQueen reminded delegates of their obligations in terms of the Operational Guidelines for Stoma Associations with respect to their SAS activities. Peter encouraged all delegates to review the guidelines and to ensure that all associations continued to meet their obligations. Peter informed delegates that adherence to the guidelines by all associations was critical to the ongoing credibility and viability of the current SAS administrative structure.

Agenda Item 7 Presentation – Cyber Security

Vice President Geoff Rhodes presented an interesting and thought provoking slideshow on the risks associated with not effectively managing the security of computer networks and smart phones. Geoff explained the dangers in relying on “cloud computing” as a backup source and provided associations with some useful tips on effectively managing cybersecurity and resilience.

Agenda Item 8 Other General Business

a) Matters arising from the AGM requiring Council Resolution

There were no matters arising from the AGM requiring Council resolution.

b) Matters arising from the Executive meeting requiring Council resolution

There were no matters arising from the Executive meeting requiring Council Resolution.

c) Matters arising from Committee/Coordinators Reports requiring Council resolution

There were no matters arising from Committee/Coordinators reports requiring Council resolution

d) Other General Business

i. Amendment to the Budget

Delegates were informed by Treasurer Peter Lopez that, as a result of Agenda item 6(d), an amendment was required to be made to the 2012/13 budget.

Accordingly it was moved that:

“ the 2012/13 budget be amended to include an expense item of \$10,000 for the purpose of supporting stomal therapy training of nurses living within the Asia South Pacific Region”

The motion was carried by the majority.

ii. Increase in Executive Honorarium

It was raised by delegates that the current combined Executive honorarium should be reviewed in consideration of the increasing level of demand that ACSA responsibilities placed on Executive members. It was noted that members of the ACSA Executive were not involved in honorarium discussions.

Accordingly, it was moved by Colostomy Association of Victoria that:

“ the combined Executive Honorarium be increased from \$8,000 to \$10,000 per year and that the 2012/13 budget be amended accordingly”

The motion was seconded by Ileostomy Association of Victoria.

The motion was carried unanimously.

iii. Ownership of SAMSON IP

It was raised by Geoff Rhodes on behalf of SAMSON Agreement Participants that events over recent months had highlighted a flaw in the current ownership structure of the SAMSON IP rights and that SAMSON Agreement Participants had unanimously endorsed a change of SAMSON Agreement Manager from QLD Colostomy Association Inc to ACSA who would hold the SAMSON IP rights in trust for SAMSON Agreement Participants.

Accordingly, it was moved that:

“Queensland Colostomy Association Inc be removed as SAMSON Agreement Manager and replaced with the Australian Council of Stoma Associations and that this change be reflected in the SAMSON Agreement along with any other amendments deemed necessary to facilitate the change in Agreement Manager to ACSA”

The motion was seconded by Ian Samuel.

The motion was carried unanimously.

iv. Directors Liability Insurance

Treasurer Peter Lopez raised a concern that some associations may not be carrying Directors Liability insurance and had instead agreed to indemnify directors from the assets of the association which may not be enough to cover any contingent liability. Peter encouraged all associations to review their current arrangements for protection of directors and officers against a claim for damages to ensure that adequate protection was in place. Ian Samuel (OAM) made a valid point that Directors and Officers Liability Insurance did not provide protection against unlawful activities.

Agenda Item 9 Presentation from Ostomy TAS for 2013 Conference

Sue Hoyle on behalf of the Tasmanian Ostomy Association invited all delegates to participate in the 2013 Conference to be held at Wrest Point Hotel, Hobart between Thursday 17th October 2013 and Sunday, 20th October 2013.

Agenda Item 10 Guest Speakers

1 Department of Health and Ageing – Director, Mary- Ann Fisher

Director of Product Services Division, Mary-Ann Fisher, presented delegates with an overview of current SAS operations and thanked Associations for the role that they played in ensuring that the product needs of ostomates in Australia continued to be met.

A Question and Answer session followed during which delegates raised a number of issues with both the Department of Health and Ageing (Mary-Ann Fisher and Jenny Brockwell) and the Department of Human Services (Tracey Pittard and Jenny Thompson) who were also present. The Department of Health and Ageing provided the rationale behind the recently released addendum to the guidelines with respect to scheme eligibility and Applications for Additional Stoma Supplies (Form 4050).

In response to queries raised by Associations with respect to the recent protraction in claim payment days from 21 days to 30 days, Jenny Thompson on behalf of the Department of Human Services confirmed that, while standard payment days for all Federal Government contracts was 30 days, the existing arrangement between ACSA and DHS for payment of accounts had not changed. Jenny commented that she had investigated the claim by some associations over recent months that claim payments had been extended to 30 days and beyond and had found that payments had been made within 17-21 days of receipt. A number of association delegates

confirmed that this was not the case and so Jenny agreed to look into the matter.

1. Prof. Barry Iacopetta PhD. (Head of the Translational Cancer Research Lab at School of Surgery, University of WA) -

Professor Iacopetta gave a very interesting presentation on his work with Translational Cancer Research, particularly in the area of Lynch's Disease (Familial Cancer). Professor Iacopetta explained that Lynch's Disease was the result of a mutated gene which, if passed to offspring, had a 100% chance of developing into cancer but which, if diagnosed early enough, could be managed with a good long term prognosis.

2. Dr Kerlyn Carville (Assoc. Prof. of Domiciliary Nursing)

Dr Carville provided delegates with a slideshow presentation of her work with the Tanzanian Project which was the result of a partnership between the Australian and Tanzanian Government. Dr Carville explained to delegates that the objective of the project was to train Tanzanian nurses in the fields of stomal therapy, wound care, midwifery, and burns treatment and that, to date, 50 nurses had been trained through the short course program.

Agenda Item 11 Conclusion of Conference

President Peter McQueen in his closing remarks thanked the organising committee from WA Ostomy Association for hosting the conference and the Annual Meeting. The President also thanked all delegates and observers for their contribution to the conference and encouraged all to attend the 2013 Tasmanian Conference.

The President declared the meeting closed at 1pm.

Confirmed by:

Peter McQueen
President.