

**Minutes of Annual General Meeting
of the Australasian Society for Breast Disease
Held on Saturday 18th September 1999 at 7am at Marriott Surfers Paradise Resort
Queensland Australia**

1. Present / Apologies

The meeting was opened at 7.00 am.

Those present were welcomed by the Chair. A list of those members who were present is attached.

Apologies were received from the following:

Michael Green, John Boyages, David Adamthwaite, Leslie Glen, Peter Graham, Phillip Yuile, Denise Lonergan, Siew-Khin Tang, Phil Crowe.

2. Minutes from the previous Annual General Meeting

The minutes of the previous Annual General Meeting held on 5 September 1998 had been circulated. There were no matters arising from those minutes for correction or clarification. Acceptance of the minutes as a true record of the previous AGM was moved by Jack Jellins and seconded by Colin Furnival. The motion was carried.

3. Business arising from the minutes

3.1 Relationship with the Senologic International Society

Jack Jellins spoke on this topic. He explained that there were continuing divisions within the Society with a major dissenting group. Jack recommended that until these major issues and the future of that Society is determined, we make no commitment to it. A motion to this effect was put by Jack Jellins and seconded by Cherrell Hirst. The motion was carried.

3.2 Conferences for the Society in the year 2000 and beyond

Cherrell Hirst explained to the meeting that the Executive had decided not to have a meeting in the year 2000 but rather that the multi disciplinary meeting at Leura in November be supported and members of the Society encouraged to attend. Cherrell asked for a response from the meeting. Support was expressed and no dissenting comments were made.

For the year 2000 the Chair explained that there were options with regard to timing, location and nature of the meeting. The matter was thrown open for discussion. There was overwhelming support from those in attendance for a continuation of the current meeting format ie to be held in August/September; to be held at the Marriott or elsewhere on the Gold Coast; and to remain a focused two day meeting Friday morning and finishing Saturday evening.

All variations on these parameters were discussed including different times of the year and different days of the week. There was essentially no support for any other format for the meeting. It was therefore moved by Mary Rickard and seconded by Jack Jellins that -

"The Australasian Society for Breast Disease Meeting in 2001 be held at the Gold Coast in August/September commencing on a Friday and finishing on a Saturday evening."

The motion was carried.

4. Reports

4.1 President's Report

The President's report was tabled and important issues highlighted. Discussion was invited and there were no comments. A copy of the report is attached to these minutes.

4.2 Treasurer's Report

It was pointed out that the end of the financial year was 31st December 1999 and that the current balance included an amount in excess of \$100,000 which represented outstanding expenses for this meeting. Jack Jellins stated that the balance in the account of 31st August 1999 was \$142,987.95.

The Treasurer's report was moved by Jack Jellins, seconded by Bill McLeay. The motion was carried.

4.3 Auditor's Report

Dr Hirst informed the meeting that the reports for both 1997 and 1998 were with the auditors at present. The auditors reports would be finalised before the end of the year and copies would be sent to members at that time. There were no anticipated problems.

5. Items of Business

It was agreed that there would be a change from the agenda in the order of the items to be considered at this point. It was agreed that 5.3 would be considered prior to 5.1 and 5.2.

5.3 Annual Membership Fees

Cherrell Hirst reported to the meeting that the Executive had decided not to collect an annual membership fee for 1998/99 because the Society had not provided a wide range of services for its members and had not managed to put in place some of the services which it had offered.

Cherrell explained that the Executive wished to hear from the membership their views on the routine payment of an annual membership fee regardless of the activities of the Society.

The motion was put by Cherrell Hirst that an annual membership fee for the Society be collected on an annual basis and that for the period 1.1.2000 to 31.12.2000 the fee would be \$50. This was seconded by Jack Jellins. There was considerable supportive discussion on the topic and the motion was carried unanimously.

5.2 Possible association between the Society and an International Journal on Breast Disease

Michael Bilous was asked to speak on this item. The attached document was tabled and the options presented.

There was extensive discussion with widely varying viewpoints put. Many people focused on the benefits of having a journal as part of the membership. Others were concerned that this would limit or reduce membership.

One member suggested it be introduced and that if an effect on membership was identified then it could be reconsidered at a future AGM and possibly discontinued. Another member inquired whether with \$100 per member it would be possible to establish an electronic journal of our own. Members of the Executive felt that it would not and that member then suggested that the \$100 would be well spent on the subscription to the journal. Overall the majority of the views expressed were supportive of the association with "The Breast" because of the extremely low cost of the journal to members.

Cherrell Hirst explained to the meeting that the Executive considered that there were a few options for proceeding -

- To make a decision now based on the views of those present
- To circulate all the membership of the Society by mail and determine a dominant view
- Do nothing

There was discussion regarding these options. A vote was taken to determine the view of the meeting as to the most appropriate way to proceed on this important matter.

There was overwhelming support for making a decision during the meeting by those present. In the light of that decision a motion was proposed by Jack Jellins and seconded by Colin Furnival -

"that the subscription fee for the journal - "The Breast" would be added to the annual membership fee and become an integral part of the cost of membership of the Society".

The vote was carried with some abstentions but no votes in the negative.

5.4 The Society Website

Cherrell Hirst explained that the Society had been deliberating over the last 12 months about the best way to proceed with regard to a Website. She explained that the Executive was convinced that the Society needed a Website but wished to seek the views of the members with regard to the use to which the Website would best be put and the degree of interactiveness of the Website which would of course determine Society dollars spent on this activity. The matter was thrown open to discussion.

There was strong support for the establishment of a Website. It was suggested by one member that sponsorship for the Web be sought and Cherrell agreed that the Executive should pursue this option. Overall there was strong support for pursuing a Website but taking the matter relatively slowly without expending excessive dollars.

The Chairperson called for names of volunteers to be involved in the establishment of a small group to advise the Executive on how best the Website might be established. The following names came forward and other interested members were asked to submit their names during the day

Gordon Wright, Michael Izard, Pat Cregan and Nehmet Houssami

6. Other Business

Cherrell Hirst notified members that the Executive had considered the issue of Honorary Memberships. There was support for this suggestion and Cherrell Hirst moved a motion, seconded by Colin Furnival that the two International Speakers from the previous meeting (Gary M Clark and Jay Harris) and the two International Speakers at this current meeting (Tom J Anderson and Daniel B Kopans) be offered Honorary Membership of the Society. This motion was carried unanimously. No member raised any other business.

7. Retirement, Re-election, Election of membership of the Executive

The Chairperson summarised the requirements of the constitution with regard to membership of the Executive explaining that each year one third (or the nearest number) were required to stand down but they could be re-elected. She explained that the constitution required these standing down members of the Executive to be the longest serving members and that where more than 3 members had served for an equal period of time that the decision should be made by ballot. The Chairperson went on to explain that given that there were six members of the Executive who had served for an equivalent period of time that a ballot of those six persons had been held and that the names of Jack Jellins, Colin Furnival and Cherrell Hirst had been balloted as those who should stand down and submit for re-election. Also nominations for membership of the Executive had been called for from the membership. One nomination had been received from Margaret Pooley.

Cherrell informed the meeting that 3 members therefore needed to be elected/re-elected to the Executive and as she was one of the persons standing for re-election, she asked Michael Bilous to take the Chair.

Michael confirmed that there were 3 vacancies on the Executive. Three nominations had been received, these being from Jack Jellins, Cherrell Hirst and Margaret Pooley. As there were 3 vacancies and only 3 nominations Michael declared those 3 individuals duly elected.

He then invited Cherrell to resume the Chair.

Cherrell welcomed Margaret Pooley to the Executive of the Society as a new member of the Executive and commented that she felt it was advantageous to the Society to have changes in its leadership and hoped that this trend would continue. Cherrell then commented that Colin Furnival had not sought re-election to the Executive and thanked him for his enormous contribution to the early establishment of the Society.

Cherrell informed the members that in the early days when Jack Jellins was trying to encourage her to be involved in the Society she sought advice from others. She explained that it was to a large extent the enthusiasm and the support that she received from Colin Furnival that encouraged her to pursue the development of the Society.

There was a prolonged round of acclamation from the membership as a formal thank you to Colin Furnival for his contribution to the Society.

Cherrell Hirst concluded this item of business by informing the members that a forthcoming item of business for the Executive was that Colin Furnival be co-opted to remain on the Executive for a period of time.

8. Items of Information

Cherrell mentioned that the establishment of a small minimalist secretariat was being considered by the Executive in order to ensure that the affairs of the Society ran as smoothly as possible.

9. Date of the next Annual General Meeting

The Chairperson stated that the date of the next AGM was not finalised but it would be in association with the Leura Breast Cancer Conference in November 2000.

10. Close of Meeting

The meeting was closed at 8.20am.

Australasian Society for Breast Disease Honorary Membership

The Executive agreed that invitations to Honorary membership of the Society will be made to individuals who have made:

- An outstanding contribution to the Society
- An outstanding contribution to multi disciplinary management of breast disease

The four keynote speakers from 1998/1999, Daniel Kopans, Tom Anderson, Gary Clark and Jay Harris, were nominated for this honour. The motion was carried.

Rights and Privileges of Honorary Membership of the Australasian Society for Breast Disease

Honorary Membership of the Society will include the following rights and privileges:

- regular update on the Society, either through formal newsletter or other
- included in the mail list to receive all mailouts from the Society
- an invitation to participate in the Scientific Advisory Board. It is noted however that the Executive and the Society should understand that not all Honorary Members will want to be involved in this way
- Honorary Members shall receive a Certificate of Honorary Membership
- Subscription to the "The Breast" will not be included in Honorary Membership.

The Australasian Society for Breast Disease

Annual General Meeting 18 September 1999

Attendees

Cherrell Hirst (Chair)
Michael Bilous
Mary Rickard
Colin Furnival
Jack Jellins
Bill McLeay
Julie Burn
Fay Chambers
Rod Aroney
Owen Ung
Bob North
Robert Vickers
Margaret Pooley
Michael Isard
Lawrence Gluch
Lynne Mann
Helen Peres
Onella Stagoll
David Gilletti
Helen Zorbas
Wendy Raymond
Christine Crane
Michael Morthy
Ian Campbell
Lisa Erzetich
Pat Godbolt
Anita Taylor
Wendy O'Sullivan
Susan Fraser
Janet Lengren
Margaret Cummings
Gordon Wright
Helen Joshua
Barbara Hochstein
Nehmat Houssami
Hildegard Reul-Hirche
Rae Garrett
Stuart Porges

Australasian Society for Breast Disease

*Dedicated to promoting knowledge in the areas of prevention,
diagnosis and management of breast disease.*

16 September 1999

As President I report to you on behalf of the Members of the Executive.

The Executive has worked well together during the year. All members of the Executive are busy people with many other commitments in their professional and personal lives and on behalf of the Society I wish to thank each one of them sincerely for the contribution they have made and are continuing to make on behalf of the Society.

Attachment 1 to this report lists the dates of Executive Meetings and attendances have been universally good.

A number of major issues regarding the future of the Society have taxed the Executive during this last twelve month's. Some of these matters are being brought forward to the membership of the Society so that decisions may be made from the broad base of the Society rather than from the small group that comprises of the Executive. Those issues include annual membership fees, association with an international journal and plans regarding future conferences.

An even more difficult issue which the Executive has confronted during this year is attempting to determine how best we might serve the membership to promote the goals of the Society which could be summed up as being essentially "to promote the multi-disciplinary approach to the management of breast disease".

The Executive is very conscious that we have not realised our initial intention with regard to newsletters and neither have we circulated cross disciplinary journal articles. Some of these roles have been taken on by others and we wish to avoid duplication. Also we have been uncertain as to how what services would be of greatest value to our membership.

As a result of this deliberative rather than active mode we have not sought a further renewal of annual membership fees for the year 1998/99. This was a decision taken by us given the situation. The outcome of deliberations and discussions considered is that the Executive believes the decision to institute an annual subscription is a decision for the membership to make at this meeting.

With our current membership fee and the absence of an annual subscription for the year 1998/99 the funds of the Society are not large. We would like to generate an active Website which could provide an interactive focus for members in a number of different ways. This is beyond our current means but is another matter on which we would like your guidance at this meeting.

We do have plans for a simple Website for next year which we hope will be of value to members. The input from you as members however will be of major importance as we plan for our future in relation to electronic communication.

It is clear the Society is still in its infancy and is consciously seeking to find a place in the professional world of its members – a place which will add value to the other organisations that exist and in which members of this Society actively participate. At all times we are seeking to avoid duplication and attempting to find alternative means of contributing to the knowledge and practice of our membership.

I thank you for the privilege of being your President for the period of 1998/99.



Cherrell Hirst
President

Australasian Society
for Breast Disease
Ltd

A.C.N. 002355606
limited by guarantee

**Executive
Committee**

Cherrell Hirst
President

Jack Jellins
Scientist
Secretary/Treasurer

Michael Bilous
Pathologist

John Boyages
Radiation Oncologist

Col Turnbull
Surgeon

Michael Green
Medical Oncologist

William McLeay
Surgeon

Mary Rickard
Radiologist

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ATTACHMENT 1

AUSTRALASIAN SOCIETY FOR BREAST DISEASE

EXECUTIVE MEETINGS

- 18 September 1998
- 15 December 1998
- 18 January 1999
- 27 April 1999
- 18 May 1999
- 20 July 1999
- 10 August 1999

Australasian Society for Breast Disease Ltd

Treasurer's Report

The funds in the Society's bank account result from the accumulated surpluses obtained in 1998 and 1999 from the annual meetings held at the Marriott Resort in Surfers Paradise. At the 30th of September 2000, the bank account stood at \$ 74,143.59 with the financial year being the same as the calendar year.

Current income is limited by the membership fee which was set at \$195.00 for the July 2000 to June 2001 period based on a journal subscription fee of £50.00 (English pounds) for the journal, The Breast, and a membership subscription fee of \$50.00 with an additional \$5.00 for the GST component. The £50.00 (English pounds) with the current exchange rates, converts to \$140.00 so that a further worsening of the exchange rate would mean that some of the journal costs would need to be met from the \$50.00 membership fee.

Another factor in the financial affairs of the Society is the fact that a decision was made not to hold the ASBD annual meeting in the year 2000 due the Leura International Breast Cancer Conference, and this concession whilst prudent from the point of view of not competing in the same year with another major breast meeting meant that the Society's income for the year was significantly restricted.

With the current level of administrative and secretarial activities, there is only limited capacity for additional expenditure should the Society decide to take on further responsibilities and activities. The appointment of the Executive Officer, namely Solei Gibbs, to administrate the secretarial activities was a natural development considering the growth of the Society, and the increase in accounting complexities with the introduction of the GST. The presence of the Executive Officer has removed a large administrative burden from the Executive Committee members, and has given the Society an experienced person able to care of the secretarial and accounting functions at a reasonable cost.

I would like to put on notice that a membership subscription fee increase may be necessary for the membership period from 2001 to 2002, and this will depend in part on the number of members, the level of activities to be undertaken, and the fluctuations in exchange rates. A decision will be required in the early part of 2001 as the membership renewal notices will be mailed during March/April.

Jack Jellins
Treasurer
14 November 2000