



# Australasian Society for Breast Disease

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

ACN 078 271 324

## MINUTES of Annual General Meeting

**Saturday 19 September 2015 at 7.30am,  
at the Brisbane Convention and Exhibition Centre**

### **1. PRESENT/APOLOGIES**

**Present:** Daniel de Viana, Kerry McMahon, Meagan Brennan, Susan Fraser, Nirmala Pathmanathan, Deborah Pfeiffer, Donna Taylor, Wendy Raymond, Yvonne Zissiadis, Kerry Eyles and members as listed in Appendix 1

**Apologies:** Susan Gerred, Liu-Ming Schmidt, Tony Green, Ian Burton, Owen Ung, Ros Drummond, Jason Lambley, Julia Leeds

### **2. MINUTES FROM THE 2014 ANNUAL GENERAL MEETING**

Daniel de Viana moved that the minutes from the last meeting be accepted. This was seconded by Kerry McMahon and Elisabeth Elder.

### **3. BUSINESS ARISING FROM THE MINUTES**

#### **• Membership Recruitment**

We have moved to online membership renewal. This is working well. We are moving towards a more electronic organisation within our society. Newsletters and flyers for educational activities are now distributed via email. It is very important that we have a current email address for all members as this is now our main form of communication. The next membership renewal will be electronic – email only.

The current app for the conference has replaced the traditional conference booklet and initial feedback has been very positive.

#### **• Website Development**

We plan to upgrade the website after this meeting. Bruno Giuffre will work with Daniel de Viana and a small sub-committee on this. We plan to set a members' only section that will offer a lot of benefits to members including reports on conferences, talks from the meetings, with an educational focus. Bruno spoke on this and said one of the inducements of being a member of an association such as ASBD is the benefits that can come from a members' only access website, including communication with other members and access to additional material such as conference reports and speaker presentations. Bruno asked that anyone with suggestions for inclusions on the site should contact him. (This can be done through the Executive Officer).

- **Membership**

Current membership sits at 215, in comparison to 201 at the same time last year. The membership breakdown by specialty is:

<b>Speciality</b>	<b>Count</b>
Breast/Endocrine/General Surgery	94
Cyto/Histo Pathology	26
General Practice	6
Radiation Oncology	16
Breast Physician	27
Radiology	24
Administration	1
Medical Oncology	10
Radiography/Mammography	2
Surgical Oncology	8
None	1
<b>Total</b>	<b>215</b>

The membership year is in line with the financial year and members are encouraged to renew in June for the following 12 months to ensure they have a full 12 months subscription to *The Breast* journal. Membership renewal is now electronic and generally working well.

We need to encourage memberships in medical oncology and radiation oncology areas. We have had a couple of applications from nurses, Kerry Eyles is not sure how to deal with these. The membership was kept to medical professionals to make it attractive to doctors.

One member voiced that it should be open to allied health as it is the only multidisciplinary group. There was then a discussion about whether we should have an associate category, should that group be represented at executive level? Will an associate membership be attractive? There are some issues associated with this discrimination, but it could work well as they would get the journal and a discount on events.

This is to be discussed at executive level and changes would need to be made to the Articles. Need to consult with allied health groups. Daniel suggested we should offer membership at a reduced rate (associate) and contact allied health groups to promote it. The executive will develop the idea more and bring it back to the next AGM. Kerry said there would be a financial advantage to ASBD in offering associate memberships, and we could also offer specific streams at some time during the conference for groups such as Breast Care Nurses, as we already have the venue and medical experts available.

Meagan Brennan said she thought there was already a provision for Associate Membership for non-medical members. They have membership privileges but cannot be on the Executive. This needs to be clarified and discussed further in the Strategic Planning Meeting.

#### **4. REPORTS**

##### **President's Report – Dr Daniel de Viana**

It has been a tumultuous year for the executive particularly with the sudden change of our Executive Officer. Most of you would now know Kerry Eyles who has taken up the position

with impressive enthusiasm and I would again like to take the opportunity to thank her for her hard work.

We have had four teleconferences and one Strategic Planning Meeting which was held in Sydney in May. Issues discussed at that meeting included:

- Review of the Articles of Association
- Executive composition
- Membership issues
- Website development
- Future meetings

We had a successful ultrasound course in Melbourne in February. It was fully subscribed and made a small profit.

The 10<sup>th</sup> Scientific meeting has been well received. We have 283 delegates compared with the Australasian Breast Congress (a joint event with BreastSurgANZ) having 289 delegates. The breakdown includes:

#### **Registration by Specialty**

<b>Specialty</b>	<b>Count</b>
Surgery	70
Oncology	12
Radiology	31
Radiation oncology	25
Pathology	12
Breast Physician	17
Breast care nurse	18
Allied health	26
General practitioner	11

#### **Registration by Delegate Type**

<b>Registration type</b>	<b>Count</b>
Member	100
Non-member	55
Trainee/nurse/allied health	70
Speaker	9
Partner	1
Exhibitor paid	16
Exhibitor complimentary	32

I'd like to thank the convenors for their hard work. These include: Kerry McMahon, Meagan Brennan, Elisabeth Elder, Catherine Shannon, Sunil Lakhani and Yvonne Zissiadis.

I would like to acknowledge and thank everyone on the Executive for the time put into late night teleconferences and the barrage of emails. I would especially like to acknowledge the hard work done by Kerry McMahon on the financial front over the last financial year.

#### **Treasurer's report - Dr Kerry McMahon**

As many of you are aware ASBD has been faced with significant financial challenges over the last few years which led to the launching of a deep review of operations

Pursuant to this and as previously reported, at last year's AGM, we reported a provisional loss of \$63, 117.84. This was then thoroughly investigated where upon some accounting errors were identified with the auditor's report subsequently being adjusted to a lesser final loss figure of \$53, 544.98.

Unfortunately this audit report was received very late and in fact only given to me during the conference last year. On the basis of the audit report I wish to report to you the reasons there have been a series of losses over recent years and what option we have to address these operating losses to prevent a recurrence.

To begin with from a revenue point of view there are only three main sources of income for ASBD:

1. Membership – generally of the order of \$52, 000.
2. Profit from any conference – a variable on past performance –which has been as high as \$45,000, however as the Cairns meeting showed for 2013, it can make a loss.
3. Interest on long term deposits - \$10 - \$15,000 – but is now significantly falling with interest rates now at record lows of just 2%.

On the expenses side, there are three principle costs:

1. Consultant Fees – throughout the 2000's this was of order of \$15,000 to \$20,000, however over last 5 years had been steadily increasing to between \$50,000 to \$70,000
2. Journal subscription – dependent on US dollar exchange rates – at around (AUD) \$27,000.
3. The annual Strategic Planning Meeting – face to face meeting of executive and planning for future - \$10,000.

Additional expenses encountered – include BANK FEES - \$7000, last year's audit. We have been very unsatisfied with NAB and as soon as we are finished with the current conference we plan to change banks to Westpac and, as a not for profit organization, we aim to significantly reduce the bank fees we are paying.

As such, The ASBD running costs are in the order of \$90,000 compared with an operating total income of just \$60,000, leaving us with a persistent underlying loss of \$30,000 if there is no profit from a conference. As such we depend on a profitable conference every year to make an overall profit or just to break even.

In detail, for the financial year ending 30<sup>th</sup> June 2014, as reported at last year's AGM, we discovered that the meeting in Cairns actually made a loss of approximately \$13,000, and due to the strategic planning meeting (SPM) for prior year being held in last weekend of June – the costs rolled into July 2013, with next SPM held in April 2014 and hence \$17,000 for SPM in that year, together with significant consultation fees, which led to the (adjusted) \$53,544.98 loss. It also included costs accumulated over the last 3-4 years around the building of a web based database.

Strategically since 2009, ASBD has been seeking to broaden its membership base by holding the conference out of Queensland in other states in order to broaden its appeal. As such we had the 2010 meeting in Auckland, in 2011 in Melbourne and the 2013 meeting in Cairns. For various reasons Cairns was not a good choice – sponsorship was significantly down, trade was down and cost of the convention centre much higher than Marriott Hotel Gold coast. The incurred loss of this meeting, together with the increased costs of database build,

consultation fees etc lead to the significant loss reported at last year's AGM. So in 2014 we returned to the Marriott hotel and we had a highly successful meeting, with profit split 50/50 with Breast Surgeons and this resulted in a net profit to ASBD of \$40,000 after reimbursement of additional expenses.

Accordingly, I now report the **ASBD financial statements of the financial year, 1<sup>st</sup> July 2014 to 30<sup>th</sup> June 2015, which show an operating loss for the year of \$10,221.05.**

The **Balance sheet shows total net equity of \$263,932.18, as at 30<sup>th</sup> June 2015.**

Represented by:

The NAB general account has	\$175,093.08
The NAB term deposit has	\$122,078.02
The NAB MasterCard deposit	\$22,162.05

The losses of the past few years have been disappointing to see. We have as a consequence actioned some operating changes that have improved efficiency for ASBD that should bear better results into coming years. We have tried to limit increases in membership fees, to a modest amount only, which it is planned to return ASBD operating profit/loss account to balance. We have tried to limit this increase to a modest amount to maintain membership numbers.

Most of the costs associated with the database build have now been completed. We have made changes to management and that will reduce the level of external consultancy fees and overall costs. We intend to improve the web site significantly and with Kerry Eyles, our current executive officer who has wealth of IT experience, and web building experience, this will reduce further our external fee costs.

While the last 3 years financial reports have been disappointing, I feel very confident that ASBD can finally start to look forward to more financially sustainable years ahead. Sponsorship continues to be a far greater challenge in the years ahead, as many competing conferences have emerged that did not exist when ASBD was first formed in 1997, with the profits enjoyed in the initial years from 2001 to 2009 being hard to replicate going forward. I would like to acknowledge and thank Solei Gibbs, who was the driving force in these years and wish the association, future executive and Kerry Eyles, our current executive officer successful prosperous years ahead.

In my time as Treasurer, I have worked with 3 presidents. Robyn Stuart Harris, followed by Wendy Raymond and over the last 3 years Danny De Viana. I can tell you, the job of President is difficult and extremely time consuming and all 3 of these people have given so much to ASBD. Wendy and Danny I have enjoyed working with you. Danny has been on every conference organizing committee for the last 6 years and he has had to attend an enormous number of teleconferences and put in an enormous effort. In the last 12 months, we have had completed much administrative work and are in process of legal amendments to the Articles of Association, for which Danny has really put in a terrific amount of work. Meagan Brennan will be taking over the role of Treasurer, and her own IT skills well and truly surpass mine, and I know she will do an excellent job.

*The Auditor's report was available during the meeting.*

## **5. ITEMS OF BUSINESS**

- **New Executive officer**

Kerry Eyles is on a temporary contract until November. This needs to be reviewed and a permanent working arrangement decided upon. The executive will review this at the Strategic Planning Meeting early in 2016 and report to the membership at the next AGM.

- **Collaboration with other societies**

We continue to work with BreastSurgANZ and a future co-badged meeting is planned for July 2016.

Sue Fraser has become the Chairperson of the Breast Interest Group in COSA. They have a planned meeting on the Gold Coast in November 2016.

We haven't made any inroads into collaboration with other groups such as MOGA

- **Newsletter**

ASBD continues to publish a newsletter. We have had two so far this year and will probably send out another after the conference. Any contributions from members are welcome. The executive may be called on in a more formal fashion to provide content.

- **Educational Activities**

**Ultrasound course** – A one day introductory ultrasound course will be held in Melbourne in February

**2016 conference** – A meeting co-badged with BreastSurgANZ, called the 2<sup>nd</sup> Breast Congress will be held in Auckland 7-10 July 2016. The surgically orientated oncoplastic component will be held at Auckland's North Shore Hospital on 7<sup>th</sup> and 8<sup>th</sup> July. The multidisciplinary program will be held at The Langham on 9<sup>th</sup> and 10<sup>th</sup> July. Speakers will include: Douglas Macmillan, Nottingham; Krishna Clough, Paris; Andy Evans, UK and Stephen McCulley, UK.

**2017 Scientific Meeting** – The 11<sup>th</sup> Scientific Meeting will be held on the Gold Coast in October 2017. The venue is yet to be finalised.

## **6. ELECTION OF EXECUTIVE MEMBERSHIP**

The following members are retiring from the ASBD Executive:

- Wendy Raymond
- Ross Drummond
- Sue Fraser
- Bruno Giuffre and Sunil Lakhani have previously retired.

We thank each of them for enormous contribution they have made to ASBD. We would like to particularly thank Wendy Raymond who has worked tirelessly on the executive for a decade.

Kerry McMahon is stepping down from the Secretary/Treasurer and will become a co-opted member of the executive.

Daniel de Viana is stepping down as President but remaining on executive.

Meagan Brennan is stepping up as Secretary/Treasurer.

Yvonne Zissiadis is the new ASBD President.

James French, Nirmala Pathmanathan, Cath Shannon, Michelle Reintals are all staying on.

Richard Harman and Rena Ramsaroop are becoming full executive members and were previously co-opted.

Deborah Pfeiffer and Donna Taylor are our new co-opted executive members.

Yvonne thanked both Kerry McMahon and Daniel de Viana for their efforts over the last year

## **7. NEXT AGM MEETING DATE**

The next AGM will be held on Saturday 9<sup>th</sup> July at the Langham, Auckland, during the 2<sup>nd</sup> Australasian Breast Congress.

## **8. CLOSE OF MEETING**

The meeting closed at 8.30 am.

### **APPENDIX 1: ATTENDANCE LIST:**

Meagan Brennan  
Jennifer Cawson  
Margaret Cummings  
Ellen Dooris  
Elisabeth Elder  
Susan Fraser  
John Gault  
Bruno Giuffre  
Julienne Grace  
Kerry McMahan  
Farid Meybodi  
Nirmala Pathmanathan  
Elizabeth Penington  
Deborah Pfeiffer  
Wendy Raymond  
Catherine Shannon  
Donna Taylor  
Yvonne Zissiadis  
Daniel de Viana