



# 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 7<sup>th</sup> October 2017  
7.15 am, Lagoon Room  
Sheraton Grand Mirage Resort, Gold Coast

## MINUTES

Item	Action/Who
<b>1 Attendance</b>	
See end of minutes	
<b>2 Minutes from the 2015 AGM</b>	
Deb Pfeiffer moved that the minutes from the last meeting be accepted. This was seconded by Ros Drummond.	
<b>Business Arising</b>	
<p><b>Articles of Association – a new Constitution was introduced to the members.</b> This had been reviewed and approved by the executive during 2017. The main changes listed were:</p> <ul style="list-style-type: none"> <li>• A voting quorum of five</li> <li>• Nine directors with the flexibility to add more if requires.</li> <li>• Four office bearer roles; president, vice-president, treasurer and secretary.</li> <li>• A two-year term with the offer of a second term</li> <li>• The removal of co-opted positions</li> <li>• A director who is absent for 3 consecutive board meetings can be removed from the executive</li> <li>• Membership widened to include allied health to better reflect the MDT – anyone working in breast cancer management</li> </ul> <p>These changes were approved unanimously by the members present at the meeting.</p> <p><b>Changes to Membership Payment</b> Dr Andrew See, member, requested that changes be made to the online membership renewal system to allow multi-year credit card auto-renewal of membership, once members have given permission. We should provide an opt out facility rather than an opt in. Members should have a choice of an annual renewal for the next year or a recurring debt for 3 years. This was agreed unanimously by the membership.</p>	Implement membership payment change on new website KE
<b>President's Report</b>	
Presented by current president, Dr Yvonne Zissiadis.	
It has been a very busy year for the Executive of the ASBD with a number of changes proposed and approved by the Executive at the annual Strategic Planning Meeting held in February 2017.	
The first major change was to update the Articles of Association to reflect today's working environment and endeavor to be fairer on all members of the Executive. The main changes proposed and approved by the Executive included omission of the co-opted positions and therefore shorten the term of the Executive to 2 years, increase the office roles to 4 including President, Vice-President, Secretary and Treasurer (job descriptions	

now also added), guidelines for action to be taken towards non-performing members and the inclusion of allied health professionals into the membership. The total number of Executive members is now nine with the intention of still including a representative from all the major disciplines involved in the treatment of breast cancer. The changes will be voted on by the ASBD members at today's AGM.

The membership numbers have increased by 30% from 220 (in 2015 and 2016) to 285 in 2017. These numbers are spread across all the major medical disciplines with the addition of new allied health members. I would like to welcome all new ASBD members and also returning members to the Society and hope that you will find the Society an excellent vehicle for networking, exchanging ideas and learning.

This year's Scientific Meeting highlights the multidisciplinary team and the importance of these inter-relationships in the management of breast cancer patients. Research has shown us that patients have better outcomes if treated by a multidisciplinary team and our challenge is to ensure that every patient diagnosed with breast cancer (including DCIS) has access to this team approach. We have included in this year's conference a keynote talk dealing with the psychological aspects of the MDT and also a leadership forum which should be very exciting.

Finally, I would like to extend an invitation to all ASBD members to next year's meeting which will be the largest breast cancer meeting in the Asia-Pacific region. It will be a combined meeting with BreastSurgANZ and CoBrCa (Controversies in Breast Cancer) and will include the premeeting discipline-specific workshops as well as the debates covering controversial areas in breast cancer. The meeting will be held on October 11-13<sup>th</sup> in Melbourne.

### **Treasurer's Report**

Presented by A/Prof Meagan Brennan, acting treasurer

I completed my term as Secretary/Treasurer last year and stepped down from the role. Unfortunately, we were not able to interest anybody in taking up the position. I stayed on as Acting/Interim Treasurer and I present this report in the Acting capacity.

I am delighted that Minjae Lah will be taking over the role of Treasurer.

I am pleased that ASBD is in a strong financial position, thanks to the efforts of Dr Kerry McMahon, the previous Treasurer and the efforts of Kerry Eyles, Yvonne Zissiadis and the rest of the ASBD Executive.

As most members are aware, there were several challenging financial years for ASBD. It is now 2 ½ years since we made significant changes to our reporting structure and financial record keeping. There are robust processes in place, and ASBD has made an overall profit for the second consecutive year. The profit was around \$2,000 last year and is around \$24,000 this year.

The finances for year ending 30 June 2017 have been audited by McFillin Audit Services, QLD.

### **Conference management**

The biggest challenge for ASBD is the management of the annual Conference. The conference is our main source of income. It is a complex task, with a budget over \$500,000 reported this year.

As the conference is usually in the first or second quarter of the financial year, we tend to have expenses related to the conference at the end of one year and income related to the

conference at the beginning of the next. We therefore have received advice from our financial advisors that all the conference income and expenses should be carried over to the following financial year and reported in the year the conference was held, not the year prior.

Therefore, this report contains detail of the 2016 ABC2 conference in Auckland and does not include this current Gold Coast Conference (which will be reported next year). This was a conference combined with Breast Surgeons of Australia and New Zealand. All costs and profits were shared 50/50.

### **ABC2 conference 2016**

(included in this financial report)

- Income \$511,658.04
- Expenses \$414,153.51 (includes profit paid to BSANZ)
- Profit \$97,504.53 (excludes administration costs approx. \$50,000)

### **Report on the 2016-17 Financial year**

(note this does not include the expenses or income from Gold Coast 2017 but does include the expenses and income from ABC2 2016, including those incurred prior to July 1, 2016).

### **Profit and Loss**

#### Revenue

1. Membership	\$54,964
2. Conference ABC2	\$511,658
3. Interest on term deposits	\$2,104
<b>Total revenue</b>	<b>\$568,726</b>

#### Expenses

1. Conference	\$414,153
2. The Breast journal	\$24,910
3. Consultant fees (EO)	\$64,528
4. Planning meeting	\$8,421
5. Website	\$7,150
6. Legal expenses	\$3,197
7. Insurance	\$2,554
8. Accounting/finance	\$6,535
9. Auditor	\$2,100
10. Other	\$11,156
<b>Total expenses</b>	<b>\$544,704</b>

**Net profit** **\$24,022**

<b>Balance sheet</b>		
Assets	\$475,683	
	Includes	
	• Cash	\$184,274
	• Term deposit	\$149,746
	• Other	\$141,633
Liabilities	\$196,742.01	
Net Assets	\$278,941.74	
<b>Total Equity</b>	<b>\$278,941.74</b>	
<p>I now report the ASBD financial statements of the financial year, 1 July 2016 to 30 June 2017, which show a surplus for the year of \$24,021.96.</p> <p>The balance sheet shows net equity of \$278,941.74 at 30 June 2017.</p>		
<b>Election of new Directors</b>		
<p>All directors stepped down from their roles due to the introduction of a new constitution. Six directors were re-elected, being Dr Nirmala Pathmanathan, Dr Reena Ramsaroop, Dr Minjae Lah, Dr Cath Shannon, Dr Yvonne Zissiadis, Dr Michelle Reintals.</p> <p>Three new directors were elected: A/Prof Elisabeth Elder, Dr Nalini Bohla, Dr Jennifer O’Sullivan.</p> <p>Officer bearers elected were President, Dr Yvonne Zissiadis, Secretary, Dr Cath Shannon, Treasurer, Dr Minjae Lah. The vice president position is currently vacant.</p> <p>The new executive team was approved unanimously by the members present.</p> <p>The following resignations were accepted: Dr Richard Harman. Dr Michelle Pfeiffer, A/Prof Donna Taylor, A/Prof Meagan Brennan, Dr Daniel de Viana, Dr Reuben Broom.</p>		
<b>Other Business</b>		
<p><b>New Website</b></p> <p>A new ASBD website is being built. It will be launched in November. It will be user friendly and new members can join via the website. These new members will then be tabled at each executive meeting for final approval. There will be a new secure member’s section where members can access their own profile, pay memberships, print receipts, access conference reports, The Breast Journals and contact lists for other members. This will be expanded over time.</p> <p><b>2018 Joint Meeting</b></p> <p>ASBD will join with BreastSurgANZ and CoBrCa to host the tri-badged Melbourne Joint International Breast Congress at Melbourne Convention Centre October 11-13 2018. ASBD will be involved with the management of several pre-conference workshops.</p> <p><b>Next AGM Date</b></p> <p>The next AGM will be held during the joint conference in Melbourne in October 2018. Date and venue to be advised.</p>		
<b>Meeting Closed 8.15am AEDST</b>		

## **ASBD 2017 AGM**

### **Attendees**

Andrijich, Vincent  
Broom, Reuben  
Cockburn, Linda  
Dooris, Ellen  
Drummond, Roslyn  
Giuffre, Bruno  
Hamza, Saud  
Hopcraft, Katrina  
Kai, Cynleen  
Lah, Minjae  
Nasreddine, Mohamed  
O'Sullivan, Jenny  
Pathmanathan, Nirmala  
Raymond, Wendy  
Reintals, Michelle  
Ryan, Gail  
Shannon, Catherine  
Shearman, Christine  
Singh, Vineeta  
Taylor, Anita  
Taylor, Donna  
Zissiadis, Yvonne  
Eyles, Kerry

### **Apologies**

De Viana, Daniel