



PSYCHOSOCIAL ONCOLOGY NEW ZEALAND

PONZ AGM

Wednesday 5 December 2012, 9 am
Via Teleconference

Minutes

Present: Juliet Ireland, Don Baken, Graham Harbutt, Hazel Nesar, Catherine Dwan, Lorraine Sutherland, Sarah Kidd, Susan Comber, Clare Berrill, Emma Bell, Rosie Dobson, Claire O'Donovan, Sue Corkill, Richard Egan, Rebecca Weeks, Amy Munro, Andy Leggat, Olivia Anstis
Apologies: Roz McKechnie, David Perez, Fiona Pearson, Lizzy Kent, Sinda Hall, Sarah Pascoe, Denise Spicer, Sarah Kidd, Joan Petersen

1.	Previous minutes	AGM minutes 18 November 2011 were accepted as being true and correct: Lorraine Sutherland, Graham Harbutt.
2.	President Report	<p style="text-align: center;">December 2012</p> <p>Another year has passed and there is has been some good achievements. We believe that PONZ is slowly maturing as an organisation and things will continue to develop from here.</p> <p>We did not have a national conference this year. This was because the International Psycho-Oncology Society had their World Congress in November. Instead we had local education days. Four education days were held around the country and good reports were received from these. While these lack the national flavour they do provide the opportunity for regions to discuss local issues and for people to attend who might not attend a national conference.</p> <p>The Ministry of Health has instigated the development of standards for eight tumour streams. PONZ and the Cancer Society contacted the chairs of the each of the tumour streams and enquired about how they were planning to incorporate the Supportive Care Guidelines into their standards. We had positive responses from all the chairs and were invited to have representatives on some groups.</p> <p>An exciting development this year has been the permission from the Ministry of Health for PONZ and the</p>

		<p>Cancer Society to develop supportive care standards for cancer care in New Zealand. We must be very grateful for the work and expertise that Susan Sutcliffe has brought to this task. The standards are still being developed and while there is no money to implement the standards, they are a positive step forward.</p> <p>Some of us were fortunate to have been able to attend the International Psycho-Oncology Society World Congress in Brisbane last month. This was a great opportunity to see and hear what is happening in the rest of the world. For those of us involved in the provision of psychosocial cancer care, this was also a reminder of how much work lies ahead for New Zealand to catch up to the rest of the world. This is a challenge for psychosocial oncology workers in New Zealand and also for PONZ. We will need to consider how PONZ could provide continuing education on psychosocial oncology care for oncology health professionals and hence raise awareness on the importance of this aspect of patient care. This is a longer term strategy to advocate for supportive care.</p> <p>Since the PONZ website has been re-developed , a web-manager has been appointed to maintain the website so that education, resources and conference/events can be posted more easily. This is a positive step forward to support the educational needs of oncology health professionals.</p> <p>Membership continues to be a challenge for PONZ. While we have good numbers attend our national conferences and the local education days, we have far fewer members. This is something the committee and members will have to give further consideration to.</p> <p>Don is stepping down from his role as Co-President. He has been in the role of President or Co President for four years. He is grateful for the opportunity to be involved in this way and hopes that it was been helpful.</p> <p>Hazel would like to take this opportunity to thank Don for his work in taking PONZ from an interest group into a professional association. He has laid some solid foundations to build on for the future and the committee wish him well.</p> <p>We would also like to thank the committee for their work over the year. We wish to especially thank Juliet who has done much of the work in her dual roles of Treasurer and Secretary. Juliet is stepping down from those roles after four years of excellent work and we all need to thank her for this. Things have run very smoothly while she has been in those roles and this is an indication of the work she has put in.</p> <p>Presidents report accepted by Susan Comber and seconded by Graham Harbutt. The committee thanks Don for all of his hard work on behalf of all PONZ's members</p>
3.	Secretary/treasurers' report	PONZ Treasurer's report 2012 AGM

		<p>The Financial Statement follows for 1 April 2011 to 31 March 2012.</p> <p>The Award Grant was kindly given to us by the Canterbury Cancer Research trust to fund the PONZ awards that will be given at each Conference.</p> <p>You will see that our expenses consist of small operating costs, and providing start up funding for the annual Conference.</p> <p>Please note that this statement is only until April 2012 due to the end of the financial year. However, please be aware that since this time, we have finalised the 2011 Conference earnings (\$12951.90) and hosted an Education day in different regions which will show as income on the statement next year.</p> <p>Thanks Juliet Ireland</p> <p>The Secretary/Treasurer's reports was accepted by Hazel Nesor and seconded by Susan Comber.</p>
4.	Election of Officers	<p>Nominations were called for the role of Co-President. Juliet Ireland nominated Hazel to remain in her role and this was seconded by Amy Munro.</p> <p>No nominations were raised for the role and it was decided by all that we can extend an invitation to someone to consider this role. They can be co-opted onto the committee.</p> <p>Nominations were called for the role of Secretary/Treasurer. Lorraine Sutherland nominated Emma Bell, and Richard Egan nominated Amy Munro. It was agreed that the role can be split into the two portfolios, therefore Emma was voted into the role of Secretary and Amy voted into the role of Treasurer.</p> <p>We also welcomed new committee members: Andy Leggat, Rosie Dobson, Claire O'Donovan, Olivia Anstis.</p>
5.	Other Business	<p>Hazel is interested in hearing from members what goals are important for PONZ to pursue in 2013. Her ideas include education, advocacy, supportive care standards, membership and she is interested in receiving feedback about these.</p> <p>Don floated an idea about increasing our membership. If we had a no cost membership, we may increase our numbers. This idea was briefly discussed and it was decided that it needs to be well thought through and the committee will further consider this over the next year.</p>
	Next meeting	The next AGM will be held at the 2013 Auckland Conference

Financial Statement – year ending 31 March 2012

INCOME	2012	2011
Membership	900	1,845
Conference	2,000	40,550
Interest	107	107
Award Grant	5,000	nil
Total income	8,007	42,502
EXPENSES		
Web costs	741	3,975
Conference costs	5,082	9,037
Printing costs	599	nil
Meeting costs	nil	260
Bank fees	40	48
Tax on Interest	19	20
Total expenses	6,481	13,383
Total income	8,007	42,502
Less total expenses	6,481	13,383
Net Surplus	1,526	29,119
ASSETS		
Cash in Bank	45,814	44,288
LIABILITIES	Nil	Nil
Net assets	45,814	44,288
Total Funds as at 31 March	45,814	44,288