



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

Friday 28th October 2020

7.30pm AEDST

Zoom Video Conference

MINUTES

Item	Action/Who
1 Attendance	
See list at the end of these minutes.	
2 Minutes from the 2018 AGM	
Jenny Gilchrist moved that the minutes from the last meeting be accepted. This was seconded by Peter Chin.	
3 Business Arising	
<p>President Elisabeth Elder welcomed everyone to the meeting and noted that we were holding the 2020 AGM as a Zoom video conference for the first time due to the pandemic.</p> <p>At the 2019 AGM we made a change to the constitution to increase the executive by one to include an Allied Health director. This reinforces our mission to foster multidisciplinary collaboration, as is seen in the multidisciplinary teams that our society is modelled on. Jenny Gilchrist, nurse practitioner, was appointed to that position in December after a vote by the membership and we have already seen the benefits of having a nursing/allied health representative on the board.</p> <p>Jenny has agreed to replace A/Prof Meagan Brennan as the ASBD representative on BCNA's Strategic Advisory Board. We thank A/Prof Meagan Brennan for her participation as the ASBD representative on the BCNA's Strategic Advisory Board over the last five years.</p>	
4.1 President's Report	
<p>I think we can all agree this year has been like no other.... The COVID-19 pandemic has changed the way we practice medicine, the way we live and not the least the way we conduct medical education and conferences. This year's conference which was planned to be held in October in Leura, Blue Mountains as a joint event between ASBD, BreastSurgANZ and Westmead Breast Cancer Institute, was unfortunately cancelled due to the pandemic. However, at this stage we are still hopeful that the Australasian International Breast Congress will go ahead in Brisbane in October 2021. This will be a joint event between ASBD, CoBrCa (Controversies in Breast Cancer) and BreastSurgANZ and will likely be held as a hybrid face-to face and virtual event. Plans are also underway for a conference in Christchurch in 2022 (ABC3 – together with BreastSurgANZ) and the next ASBD scientific conference in Adelaide in 2023.</p> <p>ASBD is shifting focus to online learning as a result of the pandemic. As a first step, members have received monthly emails with access to selected video recordings of key presentations at the ASBD conference last year. Members and meeting delegates are given 1-year access to review these presentations. The feedback of this initiative has been positive and we plan to continue this model for future conferences. The ASBD website has been updated and includes now a member's discussion forum. The first CME- accredited course in Fundamentals in Breast Pathology, aimed for non-pathologists in the MDT team, will be held as a webinar on 17 November 2020. We will also release a course about physiology, prevention, diagnosis and management of Lymphoedema developed by Louise Koelmeyer and her team at Macquarie University. We will draw from the experience of these events to develop further courses and virtual workshops on various topics relevant to health professionals involved in the care of</p>	

patients with breast disease, and will discuss this further at the AGM.

The yearly course in Applied Ultrasound for Clinicians was initially postponed from March to November but as the pandemic progressed, it became evident that it was not possible to hold this course in 2020. The course will now be held next year in a different format with an online theoretical component and a small group hands-on session at various locations. More information will follow.

We have continued to form strong relationships with other organisations involved in Breast Cancer Care. I would like to thank Meagan Brennan for her valuable contribution over many years as ASBD representative to the BCNA Strategic Advisory Group, and welcome Jenny Gilchrist into this role. ASBD will continue to hold consumer events together with BCNA in relation to our conferences. We have ongoing communication and cooperation with the McGrath Foundation. Breast Cancer Research Review, both in Australia and New Zealand, are now promoting our courses and membership to their large mailing list and have assisted in the development of our webinars. Yvonne Zissiadis is representing ASBD to the Senologic International Society.

The membership number has dropped somewhat this year, in particular in the allied health and nursing category. However, we may see an increased uptake in membership again as the online courses and webinars are promoted as these are free for members but incur a cost for non-members.

I'm grateful to Kerry Eyles for the excellent work she is doing as executive officer and pleased to report that her position has now been converted to a permanent, salaried position.

The strategic planning day this year was held in Sydney in February. At this stage we're planning for a covid-appropriate strategic planning day in the beginning of next year. We will continue to issue a newsletter two-three times per year – all members are welcome to contribute with articles on interesting topics or case reports.

I'm looking forward to continuing to work with you all in 2021.

4.2 Treasurer's Report

Presented by Treasurer – Dr Minjae Lah

Good Evening, Fellow Directors and Members,

It is my great pleasure to deliver the 2020 Treasurer's Report for the Australasian Society for Breast Disease (ASBD) at the AGM 2020. I am delighted to report that the ASBD's financial position in 2020 is favourable with a net profit. Guided by the decisions derived by the ASBD Executives through its Strategic Planning meetings, ASBD continues to implement progressive changes to its financial record keeping and reporting structure to bring more transparency to the finances of the ASBD. Our Society continues to grow in its membership and reputation nationally and internationally, especially through the scientific meetings that are the core operational activities of the organisation.

I now present to you the ASBD financial statements for the financial year ended 30 June 2020.

FINANCIAL STATEMENTS

For the year ended 30 June 2020, ASBD has made an overall profit. Surplus for the year was \$58,392. This is the fifth consecutive year that ASBD has achieved net profit with the last year's profit of \$6,019.

Statement of Profit or Loss and Other Comprehensive Income

	2020	2019
	\$	\$
Revenue from operations	289,556	178,984
Finance income	186	648
Marketing expenses	(3,202)	(1,365)

Venue and catering	(3,875)	(14,052)
Administrative expenses	(168,624)	(121,467)
Other expenses	(55,649)	(36,729)
Profit before income tax	58,932	6,019
Income tax expense	-	-
Profit for the year	58,932	6,019

Expenses

The biggest expense item for the ASBD is the operational cost of the annual conference. Together with other educational activities, scientific meetings are ASBD's principal activity. In 2019, the 12th ASBD Annual Scientific Meeting in October had a budget of over \$400,00 and the meeting closed with a large success on the 12th October 2019. The detailed expense items are as below. Corresponding expenses items from 2019 are listed also for comparison.

	2020	2019
	\$	\$
Administrative Expense		
Accounting fees	9,715	7,198
Bank charges	1,077	1,300
Computer expenses	109	-
Contractor Cost	99,360	51,960
Leave pay provision charge	36,924	-
Fees and Permits	1,206	527
Insurance	2,280	2,645
IT expenses	655	600
Other expenses	4,878	38,349
Postage	86	521
Printing and stationery	427	544
Software expenses	2,544	1,786
Superannuation contributions	7,020	5,037
Telephone and fax	1,842	1,474
Training	-	9,526
Workers compensation	501	-
Total Administrative Expense	168,624	121,467
- Depreciation	1,012	718
- Legal expenses	2,305	-
- Subscriptions	43,914	27,045
- Travel & accommodation	8,418	8,966
Total Other Expense	55,649	36,729
Marketing expenses	3,202	1,365
Venue and catering	3,875	14,052
TOTAL EXPENSES	231,350	173,613

Revenue

The membership fees and conference income constituted most of revenue for ASBD for this financial year. Bank interest generated extra \$186.

Revenue from continuing operations

	2020	2019
	\$	\$
Rendering of services		
- Conference income	214,561	3,636
- Membership fees	71,448	53,652
- Other income	2,229	99,866
- US course	1,318	21,830
Finance income	186	648
TOTAL REVENUE	289,742	179,632

ASBD STATEMENT OF FINANCIAL PERFORMANCE

Balance sheet for the year ended 30 June 2020

	\$
Current Assets (cash and cash equivalents)	454,413
Contract Assets	1,081
Other Assets	4,736
Total Current Assets	460,230
Non-Current Assets	2,247
Total Assets	462,477
Liabilities (Trade and other payables)	10,153
Liabilities (Employee benefits)	36,924
Liabilities (Membership in Advance)	37,659
Total Current Liabilities	84,736
Net Assets	377,741
TOTAL EQUITY	377,741

This is the ASBD financial report for the financial year, 1 July 2019 to 30 June 2020.

4.3 Auditor's Report and Appointment

ASBD engaged a new auditor for the 2020 audit, Chanelle Pienaar from Audit Assist. This was due to the retirement of the previous auditor Michael McFillan. The report provided by the auditor was used in the preparation of the Treasurer's report.

The auditor provided a report to management at the conclusion of the audit.

The report noted the following:

Segregation of duties – there is minimal segregation of duties due to the company structure. The company is therefore heavily reliant on the diligence and accountability of the management.

Revenue and other income – reconciliation of memberships The book-keeper and the Executive office have discussed a new procedure for the recording of membership payments. Membership spreadsheets and Eway reports will be filed separately to show a trail of membership entries.

Succession planning – policies and procedures require documenting, as many roles are reliant on one person.

Time will be allocated at the next Strategic Planning Meeting to revisit this report and develop a plan to address these points.

It was agreed to appoint Chanelle Pienaar for the 2021 audit.

President, Elisabeth Elder stated that she had no concerns about the transparency of processes within ASBD financial procedures. The Treasurer Minjae Lah said she would like to allocate some time to discuss the auditor's feedback at the next director's SPM. Daniel de Viana stated that we

have come a long way in the last five years and there has been a great deal of improvement in our financial practices. He thanked Kerry Eyles for her efforts in this area.

4.4 Membership Report

MEMBERSHIP 2020
 Doctor 222
 Allied health 52
TOTAL 274

MEMBERSHIP 2019
 Doctor 228
 Allied health 153
TOTAL 381

MEMBERSHIP 2018
TOTAL 234

Membership has dropped in the allied health area probably due to there not being a conference in 2020 offering registration discounts to members. Membership of doctors has remained static. It is expected membership will grow with the promotion of the online workshops that are free to current members.

Thank you to our NZ based directors Peter Chin and Gavin Harris who are doing a great job of promoting our Society to their NZ colleagues. We are seeing the New Zealand membership grow.

MEMBERS BY SPECIALTY	2020	2019	2018
Breast Physician	29	31	29
GP	7	11	7
Medical Oncologist	7	7	9
Nurse	48	141	17
Pathologist	19	15	18
Other	5	8	
Radiation Oncologist	29	29	27
Radiographer	3	4	2
Radiologist	28	26	28
Surgeon	99	108	96
	274	381	234

MEMBERS BY LOCATION	2020	2019
ACT	3	2
NSW	84	123
QLD	96	117
SA	8	16
TAS	3	5
VIC	42	72
WA	14	23
NT	3	5
New Zealand	21	16
Hong Kong		1
Philippines		1
TOTAL	274	381

5 Change to Constitution

A resolution was passed to:

- Increase the number of ASBD directors (currently 11) by one position to 12 in total
- The current composition is:
 - Surgeons x 2
 - Radiologist x 2
 - Radiation Oncologist x 2
 - Medical Oncologist x 1
 - Pathologist x 2
 - Breast Physician x 1
 - Allied Health x 1
- The current board would like to increase the number of directors by one so that a second medical oncologist could be appointed to the board with the aim of boosting membership in the medical oncology specialty, raising our profile with medical

oncologists, and providing increased medical oncology representation on conference organising committees.

Voting was arranged online using SurveyMonkey. 16 attendees voted unanimously to pass the resolution.

5 Election of new Directors

Dr Catherine Shannon, medical oncologist resigned and nominated Dr Maree Colosimo, medical oncologist from Queensland, to replace her. Maree was elected into the position of director.

Dr Sanjeev Kumar, medical oncologist, nominated by Jenny Gilchrist and seconded by Sanjay Warrier was elected into the new director's position created by the vote to increase the board by one position.

The new executive is:

Name	Discipline
A/Prof Elisabeth Elder - PRESIDENT	Surgeon
Dr Yvonne Zissiadis - VICE PRESIDENT	Radiation Oncologist
Dr Minjae Lah - TREASURER	Radiation Oncologist
Dr Jennifer O'Sullivan	Breast Physician
A/Prof Nirmala Pathmanathan	Pathologist
Dr Peter Chin	Surgeon
Dr Nicholas Repin	Radiologist
Dr Patty Connor	Radiologist
Dr Gavin Harris	Pathologist
Ms Jenny Gilchrist	Nurse
Dr Maree Colosimo 2020	Medical Oncologist Commenced 28 October
Dr Sanjeev Kumar 2020	Medical Oncologist Commenced 28 October

We would like to take this opportunity to thank Cath Shannon for the huge contribution she has made to ASBD. Her input and guidance in the organisation of a number of conferences over the years and advice on all things relating to medical oncology has extremely valuable and she has been a great asset to ASBD.

6 Items of Business

6.1 Planning future ASBD educational events – online and face-to-face

We have moved our educational focus to the development of online workshops to meet the needs of the current COVID-19 influenced climate.

Online workshop being developed:

- ALERT Lymphoedema modules – IN PROGRESS
- Pathology Fundamentals – IN PROGRESS
- Applied Ultrasound for Clinicians – theory online, small practical workshops - IN PLANNING FOR 2021

Workshops topics and ideas discussed at the AGM:

- Oncoplastic Breast Surgery for non-surgeons - Fundamentals

- Exercise
- Survivorship
- Complementary medicine
- Radiotherapy fundamentals
- Genetics – influence on management strategies
- Screening workshop – controversies
- Radiology fundamentals
- Surgery fundamentals – hookwires, implants
- Neoadjuvant chemotherapy – changing landscape

It was noted we need to involve medical oncology trainees and radiation oncology trainees early in their training.

If any member or director would like to be responsible for any of these courses please contact Kerry Eyles or Elisabeth Elder. Time will be allocated to planning these courses at the next SPM in February 2021.

6.2 Future Conferences

Due to the pandemic and the restrictions on travel and large gathering we are not sure of the format of these events. There will probably be a need for some hybrid aspects.

- 2021 – Australasian International Breast Cancer Congress with CoBrCa and BreastSurgANZ, Brisbane 14-16 October
- 2022 – ABC3 with BreastSurgANZ, Christchurch NZ, 6-8 October
- 2023 - ASBD 13th Scientific Meeting, Adelaide, 14-16 September

Next AGM Date

The next AGM will be held at the 2021 conference in October 2021.

Meeting Closed at 8.30pm AEDST


Appendix 1 Apologies

First Name	Last Name
Colleen	O'Sullivan
Wendy	Raymond
Yvonne	Zissiadis
Vanessa	Atienza-Hipolito
Nick	Repin
Cath	Shannon
Nirmala	Pathmanathan

Yellow shading indicates those who voted on the change to the constitution.

Appendix 2 ASBD 2020 AGM Attendance

First Name	Last Name
John	Pedersen
Meagan	Brennan
Lea	Freeman
Sanjeev	Kumar
Deborah	Pfeiffer
Eva	Nagy
Jenny	Gilchrist
Maree	Colosimo
Roslyn	Drummond
Sandra	Krishnan
Daniel	de Viana
Lucy	Hinton
Jenny	O'Sullivan
Patty	Connor
Elisabeth	Elder
Gavin	Harris
Peter	Chin
Minjae	Lah


Elisabeth Elder
President, ASBD