



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 the Annual General Meeting of the Australasian Society for Breast Disease held on Saturday 29 September 2007 at the Surfers Paradise Marriott Resort, Gold Coast

The meeting opened at 7.40am.

- 1. Present:** Jennet Harvey (Chair), Marie-Frances Burke (Treasurer) and members as per attached list
- Apologies:** Ian Burton, Carolyn Cho, Natacha Borecky, Michael Friedlander, Jack Jellins, Iain Miller, Mary Rickard
- Proxies:** Mary Rickard to Warwick Lee; Lyn Swinburne to Julie Hassard;
Robert Charles Claxton to Chair of Meeting; Jack Jellins to Chair of Meeting

Proxies specifically for the change to Articles of Association:

Mary Rickard to Warwick Lee (in favour); Jack Jellins to Chair of Meeting (in favour)

2. Minutes from previous meeting

Minutes from the previous Annual General Meeting, held on Sunday 1 October 2006 at the Sea Temple Resort & Spa, Port Douglas were tabled. The acceptance of the minutes as a true record of that meeting was moved by Marie-Frances Burke and seconded by Michael Izard. The motion was carried.

3. Business arising from minutes of previous meeting

The Port Douglas Primer

Jennet Harvey said that *The Port Douglas Primer* held last year was attended by 128 delegates. The Meeting was successful but, with limited sponsorship and small number of delegates, incurred a financial loss.

Sixth Scientific Meeting

Jennet Harvey thanked the Co-convenors of the Scientific Meeting: Marie-Frances Burke, Nehmat Houssami, Lynne Mann and Robin Stuart-Harris. She reported that the Meeting was not as large as the Fifth Scientific Meeting which had well over 400 delegates. This year, 350 delegates attended (more people had registered but had to cancel their attendance).

Professor Harvey reported that the delegate composition, approximately, included some 79 Surgeons, 39 Radiologists, 33 Radiographers / Sonographers, 23 Breast Physicians, 22 Breast Care Nurses,

16 Radiation Oncologists, 16 Pathologists and 10 Medical Oncologists. There were 22 delegates who identified themselves as Medical Officers / Directors and other delegates were a mixture of people (with some delegates not indicating discipline). Also, some 40 company representatives attended. Nehmat Houssami and Warwick Lee were in charge of choosing abstracts submitted for proffered papers and posters. Seven papers were included in the Proffered Papers Session and there were nine posters. The best paper and poster will be chosen by the Meeting's keynote speakers.

Professor Harvey also mentioned that the four workshops held on Thursday went very well. The Meeting Convenors tried not to run too many concurrently, to allow delegates to attend more than one workshop.

This year, no joint consumer workshop was held but instead, Breast Cancer Network Australia are holding their own forum for consumers adjunct to the Meeting with 120 women expected to attend.

Resolution: To increase the number of Directors

Jennet Harvey reported that the Ordinary Resolution to increase the number of Directors was voted on at the 2006 Annual General Meeting and subsequently the Society's Articles of Association were legally amended to state that the Executive Committee is to consist of nine full members. Professor Harvey explained that this change was made to allow a better spread of representation from various disciplines and geographical areas. She also explained that incoming Executive members are usually co-opted for two years beforehand and outgoing members remain co-opted for two years.

The Breast Journal

Jennet Harvey said that, as agreed at the 2006 Annual General Meeting, this year the Society's members were offered, for the first time, the option of subscribing to *The Breast Journal*. Almost half of members have chosen to do so. The membership database had to be altered to accommodate the additional subscription. Professor Harvey invited Solei Gibbs to comment. Ms Gibbs reported on the issues she has had with the publishers of the journal as their requirements continue to change. Also, electronic access was still unavailable, yet members' email addresses were forwarded some time ago. She also explained that as the Society's membership year runs from July to June, the first issue of *The Breast Journal* members received was the August issue.

Breast Diseases: A Yearbook Quarterly

Jennet Harvey reported that it was also agreed at the 2006 Annual General Meeting to offer members an optional subscription to *Breast Diseases: A Yearbook Quarterly*. Members would have subscribed directly to the journal, with ASBD confirming membership status to the publishers. Solei Gibbs reported on the problems she has also had with the publishers of this journal; subsequent to signing a contract with the publishers earlier this year, communications including promotional material about the journal has not been forthcoming. Ms Gibbs has provided several deadlines to the publishers.

Affiliation with the American Society of Breast Disease and Asian Breast Disease Association

Jennet Harvey mentioned how collaboration with other, similar overseas societies was discussed at the 2006 Annual General Meeting but the matter has not progressed further. However, the Executive plan to make contact with the Asian Association to form informal links.

Strategic Planning Committee

Jennet Harvey discussed the fact that the proposed 'Futures Committee' had been on the agenda for some time and the Society's Executive Committee decided to hold a face to face planning meeting with a facilitator. This occurred in Sydney in July and members were sent a summary of the outcomes. Professor Harvey explained that the Executive reviewed the relevance of the Society's Objects and decided to recommend the small change to Articles of Association. The Executive identified a need to increase the Society's membership numbers and geographical spread, for example. Also, it was decided to re-develop the website, including links to colleges and information for consumers. Jennet Harvey said that working groups are yet to be formed but to date, Warwick Lee and Natascha Borecky have agreed to help with website re-development and James Kollias, Wendy Raymond and Robin Stuart-Harris with membership recruitment. She invited members to have input to the website development as well as in member recruitment and to contact Solei Gibbs if they were interested in joining one of the working groups. In terms of educational activities, the outcomes of the Planning Meeting included a decision to maintain the second yearly Scientific Meeting as is and to hold a workshop on alternate years. In addition, educational sessions will be held for General Practitioners across states. It is hoped that these will be organised in partnership with the National Breast Cancer Centre.

Future educational activities

Jennet Harvey said that at the 2006 Annual General Meeting there had been strong support for a smaller meeting / workshop to be held during the years between the Scientific Meetings. Via the survey conducted late last year, a number of members also supported the idea of ASBD running more educational activities. At the Strategic Planning Meeting, the Executive decided to establish second yearly workshops. Professor Harvey reported that Michael Dixon from Edinburgh will be the main speaker for the Surgical Workshop, to be held in Sydney 14-15 June 2008. The Workshop will be multidisciplinary, but with a strong surgical focus. Flier about the Workshop was included in the 2007 Meeting satchel and registration brochures will be distributed in due course. James Kollias will be the main convenor for the Workshop and AstraZeneca have agreed to major sponsorship.

Owen Ung suggested that ASBD members should support COSA and there should be more co-operation between ASBD and COSA and other organisations. He agreed that members may want more meetings but said that if there are too many there is the danger that all meetings will suffer as a consequence. Leura is held every four years, including 2008, and COSA have decided to hold more focused meetings, with a major breast focus every four years. Daniel de Viana said that whilst these meetings and the second yearly ASBD Scientific Meeting had a similar, broad focus, the Workshop planned for 2008 will have a narrow focus. Owen Ung suggested for ASBD to incorporate the Workshop into the Leura Conference. Jennet Harvey explained that this would not be possible as planning was well under way. James Kollias said that it was important to recognise that the Workshop is aimed towards surgeons and will be very different to the Scientific Meeting. He said there is a need for variation as other meetings are very scientifically oriented. Owen Ung commented that there is a need for communication about programs between the different groups and there is a great deal of overlap in memberships of ASBD, COSA and the Breast Section of RACS. Daniel de Viana remarked that the 2008 ASBD Workshop will be very brief, only part of a weekend. Geoffrey Beadle said that the Society's Executive Committee has discussed the need for communication between organisations. Owen Ung said that COSA is still the important body that the Government consults.

Neill Kling said that meetings should not always be held on the east coast, which made it such an effort to travel for those from Western Australia. Warwick Lee commented that the plan is to hold the ASBD workshops in various regional areas in the future. Jennet Harvey asked for members to suggest venues

via the 2007 Meeting evaluation form but also said that the majority of members were located on the east coast. Warwick Lee said that, in contrast, the RANZCR annual conference moves each year but members would prefer for it to be held in the same location.

Jennet Harvey said that there has always been strong support from members to continue to hold the Scientific Meeting at the same venue. She invited members' input in regards to the venue and content via the 2007 Meeting evaluation form. The Executive will appoint convenors for the Meeting shortly to start work on the content

4. Reports

President's report

Jennet Harvey said that since the 2006 Annual General Meeting, the Executive Committee has held three meetings via a teleconference and two face to face meetings including the Strategic Planning Meeting, with the 2007 Meeting Convenors holding teleconferences in between. She thanked all the Executive Committee members for their participation during the year.

Jennet Harvey reported that, currently, the Society has 214 financial members with largest group being surgeons (98) followed by pathologists (28) and radiologists (27) and breast physicians (26).

Treasurer's report

Marie-Frances Burke said she was pleased to report that the Society's account on 31 December 2006 showed a positive balance of \$180,764. She thanked Solei Gibbs for her work.

In 2006, the Society had an operating loss of \$12,656, due to the Port Douglas Primer Meeting incurring a loss and no Scientific Meeting being held that year. Apart from Meeting income, income during the 2006 year was received from membership fees and bank interest on term deposit.

Dr Burke explained that the Society's financial year runs from 1 January to 31 December and selected pages of the Auditor's Report were provided for those attending the Annual General Meeting. The full Report is available from the Executive Officer, should any member wish to see it. She said that as the Annual General Meeting is held in the second half of the calendar year, she was also presenting an interim profit and loss statement / balance sheet to 31 August 2007: On 31 August 2007, the Society's net assets stood at \$249,353, including an operating profit of \$68,589. These figures are due to two factors:

- 1) Most members have paid their membership fees for the year 2007-2008 but the Society is yet to receive invoices for the subscriptions to *The Breast* and *The Breast Journal*.
- 2) A proportion of the profit represents income from the 2007 Scientific Meeting registration fees and sponsorship, whilst much of the Meeting expenditure is yet to be paid. The Meeting is expected to produce a profit of around \$45,000.

The Treasurer's report's acceptance was moved by Daniel de Viana and seconded by Warwick Lee. The motion was carried.

Auditor's report and appointment

The Auditor's report's acceptance was moved by Geoffrey Beadle and seconded by Marie-Frances Burke. The appointment of Griffin Carr as the Society's Auditors was moved by Geoffrey Beadle and seconded by Marie-Frances Burke.

5. Items of business

Proposed resolution: To change the wording of Object 2 in the Articles of Association

Jennet Harvey said that the membership were sent information on the proposed resolution with the Annual General Meeting notice. At the Strategic Planning Meeting, the Executive reviewed the relevance and appropriateness of the Society's objects, as described in the Articles of Association. It was agreed that whilst the promotion and encouragement of scientific research and publications continue to be important it was not the Society's role to "develop" research. Therefore, the Executive Committee proposes an Ordinary Resolution to change the wording of the object.

3.1 Objects (b) currently states: "to promote and develop research, as well as to encourage generation of scientific publications related to the purposes of the Society; "

It is proposed to change this to read: "to promote and encourage scientific research and publications related to the purposes of the Society; "

Jennet Harvey asked for members to raise the voting cards provided to pass the resolution. The resolution was passed with all 28 votes in favour of the proposed change.

6. Election of Executive membership

Jennet Harvey listed the current Directors since the 2006 Annual General Meeting as:

- Jennet Harvey (Pathologist) - President
- Marie-Frances Burke (Radiation Oncologist) - Secretary/Treasurer
- Natacha Borecky (Radiologist)
- Nehmat Houssami (Breast Physician)
- James Kollias (Surgeon)
- Warwick Lee (Radiologist)
- Lynne Mann (Surgeon)
- Wendy Raymond (Pathologist)
- Robin Stuart-Harris (Medical Oncologist)

Jennet Harvey reported that co-opted members for the year were Geoffrey Beadle (Medical Oncologist), Daniel de Viana (Surgeon), Michael Izard (Radiation Oncologist) and Mary Rickard (Radiologist). She said that Lyn Moore from the BCNA was temporarily co-opted as a consumer representative. Julie Hassard (BCNA) commented that the BCNA had offered a staff member to be co-opted but Professor Harvey replied that the Executive Committee will need to discuss the matter further.

Jennet Harvey said that the ASBD Articles of Association state that, whilst eligible for re-election, three longest serving members must step down from the Executive. Therefore, Nehmat Houssami, Warwick Lee and Jennet Harvey are due to step down; however, all three have agreed to being re-elected. She said that Geoffrey Beadle, Michael Izard and Mary Rickard were leaving the Executive Committee altogether. She thanked the three for the tremendous work they have contributed over the years as Scientific Meeting convenors and Mary Rickard as a past President and Geoffrey Beadle as a past Secretary / Treasurer. She said she hopes they will all continue a close association with the Society.

Jennet Harvey announced the following composition of nine full members for election to the Executive Committee for the coming year:

- Robin Stuart-Harris (Medical Oncologist) – President
- Marie-Frances Burke (Radiation Oncologist) – Secretary / Treasurer
- Natacha Borecky (Radiologist)
- Jennet Harvey (Pathologist)
- Nehmat Houssami (Breast Physician)
- James Kollias (Surgeon)
- Warwick Lee (Radiologist)
- Lynne Mann (Surgeon)
- Wendy Raymond (Pathologist)

As there were no comments from members, the Executive Committee was duly elected. Jennet Harvey thanked Robin Stuart-Harris for accepting the nomination for President. She also reported that the following members were nominated to the Executive Committee: Roslyn Drummond (Radiation Oncologist), Susan Fraser (Breast Physician), Michael Friedlander (Medical Oncologist) and Kerry McMahon (Radiologist). These members will join the Executive as co-opted members from this Annual General Meeting and Daniel de Viana will continue as a co-opted members also.

7. Other Business

Jennet Harvey asked whether members had any other business to discuss. Owen Ung (Convenor of Leura in 2008) said he has always been a strong supporter of ASBD but that he addressed the 2003 Annual General Meeting to ask for coordination of meetings between groups (and for ASBD not to hold meetings in between the secondly yearly Scientific Meetings). He commented that ASBD was formed because of COSA but that COSA was still the major political force.

8. Next Annual General Meeting date

The next Annual General Meeting will be held on Saturday 14 June 2008 at 7.30am at the Sydney Harbour Marriott. (TBC)

9. Close of meeting

The meeting closed at 8.45am.

**Attendance record for the Australasian Society for Breast Disease
Annual General Meeting held on 29 September 2007**

Geoffrey Beadle
Meagan Brennan
Marie-Frances Burke
Kevin Daynes
Daniel de Viana
Roslyn Drummond
Susan Fraser
Patricia Godbolt
Jennet Harvey
Julie Hassard
Nehmat Houssami
Michael Izard
Mr Neill Kling
Mr James Kollias
Warwick Lee
Lynne Mann
Kerry McMahon
Michael Moreny
Deborah Pfeiffer
Wendy Raymond
Robin Stuart-Harris
Anita Taylor
Owen Ung

Minutes: Solei Gibbs, Executive Officer



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Treasurer's Report

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The Society's financial year runs from 1 January to 31 December and selected pages of the Auditor's Report have been provided. The full Report is available from the Executive Officer, should any member wish to see it. As the Annual General Meeting is held in the second half of the calendar year, an interim profit and loss statement / balance sheet to 31 August 2007 is presented with this Treasurer's report.

On 31 August 2007, the Society's net assets stood at \$249,353, including an operating profit of \$68,589. These figures are due to two factors:

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Marie-Frances Burke
Treasurer
19 September 2007



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22 August 2007

Dear Member

**RE: Annual General Meeting of the Australasian Society for Breast Disease
Saturday 29 September 2007 at 7.30am, Surfers Paradise Marriott Resort,
Gold Coast, Queensland**

As the President of the Australasian Society for Breast Disease, I invite you to attend the 2007 Annual General Meeting, to be held during the Sixth Scientific Meeting.

Please find enclosed the notice and agenda, together with a copy of the minutes and attendance record from the 2006 Annual General Meeting. A general proxy form and a form for nomination to the Executive Committee are also enclosed. The deadline for the return of both forms is 17 September 2007.

A notice of a proposed resolution for the Annual General Meeting, to change 3.1 Object (b) in the Society's Memorandum and Articles of Association, has also been enclosed. If you are unable to attend but would like your vote recorded, please complete and return the specific proxy form provided on the back by 17 September 2007.

Enclosed you will also find a brief summary of the outcomes from the Executive Committee strategic planning meeting. You will note that expressions of interest are sought from members interested in being involved in the website development and membership recruitment sub-committees. If you are interested in joining either, please contact Executive Officer, Solei Gibbs, before the Annual General Meeting.

Finally, if you intend to attend the Sixth Scientific Meeting but have not yet registered, please do so as soon as possible. You may recall that in 2005 we had to actually turn away some potential delegates due to the high number of registrations!

I look forward to seeing you at the Meeting.

Yours sincerely

Jennet Harvey
President

Jennet Harvey, Pathologist, President; Marie-Frances Burke, Radiation Oncologist, Secretary/Treasurer; Geoffrey Beadle, Medical Oncologist (co-opted); Natacha Borecky, Radiologist; Daniel de Viana, Surgeon (co-opted); Nehmat Houssami, Breast Physician; Michael Izard, Radiation Oncologist (co-opted); James Kollias, Surgeon; Warwick Lee, Radiologist; Lynne Mann, Surgeon; Wendy Raymond, Pathologist; Mary Rickard, Radiologist (co-opted); Robin Stuart-Harris, Medical Oncologist
Executive Officer: Solei Gibbs

Australasian Society for Breast Disease Ltd ABN/ACN 12 - 078 271 324

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Notice of Annual General Meeting

**Saturday 29 September 2007 at 7.30am,
Verandah Room, Surfers Paradise Marriott Resort,
Gold Coast, Queensland**

AGENDA

- 1. Present/Apologies**
- 2. Minutes from the 2006 Annual General Meeting**
- 3. Business arising from the minutes**
 - *The Port Douglas Primer*
 - Sixth Scientific Meeting
 - Resolution: To increase the number of Directors
 - *The Breast Journal*
 - *Breast Diseases: A Yearbook Quarterly*
 - Affiliation with American Society of Breast Disease and Asian Breast Diseases Association
 - Strategic Planning Committee
 - Future educational activities
- 4. Reports**
 - President's report
 - Treasurer's report
 - Auditor's report and appointment
- 5. Items of business**
 - Proposed resolution: To change the wording of Object 2 in the Memorandum and Articles of Association
 - Website re-development
 - Membership recruitment
- 6. Election of Executive membership**
- 7. Other business**
- 8. Next Annual General Meeting date**
- 9. Close of meeting**