



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 8 October 2011 at Hilton on the Park Melbourne

The meeting opened at 7.45am

1. **Present:** Wendy Raymond (Chair), Kerry McMahon (Treasurer), and members as per list (page 6)
Apologies: Ian Campbell, Barry Fryar, Bogda Koczwarra, Lynne Mann, Philippa Mercer, Gail Ward
Proxies: Bogda Koczwarra to Wendy Raymond

2. Minutes from the last Annual General Meeting

Wendy Raymond tabled the minutes from the previous Annual General Meeting, held on 10 July 2010 in Auckland. Acceptance of the minutes as a true record of that meeting was moved by Kerry McMahon and seconded by Roslyn Drummond. The motion was carried.

3. Business arising from the minutes

Website re-development / membership

Wendy Raymond explained that the Executive Committee has been engaged in trying to establish an online membership database so members can update their details and re-subscribe online. After problems with the first database developer a second one was contracted who completed the work about nine months ago. Due to significant difficulties in obtaining assistance and approval from merchant services the facility is still not operational; however, it appears that issues will finally be resolved in the near future.

This year, the Society commenced a two-tiered membership. One option is for members to continue as previously with both print and online access to *The Breast* or members may opt for online access only. Approximately half of members have chosen the latter option.

Membership recruitment

Wendy Raymond said that, during the year, the Society and this Meeting were promoted via advertisements through the Medical Oncology Group, and in newsletters of the Royal College of Pathologists of Australasia and Royal Australian and New Zealand College of Radiologists, and via mailouts through the Royal Australian College of Surgeons. The Society also had a complimentary advertisement in *The Breast*.

Wendy Raymond reported that the Executive continued to target some specialty subgroups, in particular medical and radiation oncologists, to join the Society and to attend the Meeting. The groups have traditionally been the lower number groups. The 2010 Meeting in Auckland met its purpose by drawing an increase in the number of members in general from New Zealand.

Bruno Giuffre commented that membership should be further promoted during the successful 2011 Meeting.

2011 Scientific Meeting

Wendy Raymond said that the delegate numbers this year were somewhat less than in 2009, but this was anticipated to a certain extent as the Meeting coincided with the RANZCR Meeting. The decision

to hold the Meeting in Melbourne was an attempt to bring some "fresh blood" to the meetings by localising in southern Australia, including involvement of some Victorian speakers and also to capitalise on the coincident radiology meeting. There were limited dates available in order to avoid the Football season and the Racing carnival.

The Meeting included a few novel activities this year including the live oncoplastic breast surgery link from the Peter Mac Cancer Centre on Thursday and the Hypothetical on Friday. On Wednesday the Society held our first GP Forum, in conjunction with the Melbourne GP Network. Twenty-five GPs and others attended the night. Susan Fraser commented that feedback had been excellent. Both Natacha Borecky and Susan said they would like to be involved with further GP forums and that another GP forum should be held in Cairns in 2013.

This year's Meeting was convened by Jacquie Chirgwin, Ros Drummond, Kerry McMahon, Robin Stuart-Harris, Daniel de Viana and Wendy, with input of course from Solei Gibbs. Wendy thanked everyone for their efforts, as well as the various people involved in the organisation of some aspects, especially David Speakman from the Peter Mac and Guy Maddern who moderated the Hypothetical.

Warwick Lee expressed his disappointment that the Meeting coincided with the RANZCR Meeting.

Collaboration with Asian Breast Disease Societies

Wendy Raymond reported that the Executive had begun a process of developing a closer association between ASBD and the Asian Breast Disease Association (ABDA). In the first instance it is hoped that the Annual Scientific meeting to be held in Cairns in 2013, with its new International Airport, will attract more Asian delegates. The conveners of the Meeting are planning to invite a speaker from Asia. If this proves successful there is a possibility of ASBD holding a joint Scientific Meeting with the Asian Breast Disease Association some years later. Ming Wang said that he was a co-founder of ABDA and had many contacts in Asia.

4. Reports

President's report

Wendy Raymond said that during 2011, the Executive Committee held four meetings, three of which were via teleconference. Two more teleconference meetings are scheduled for this year. In addition, numerous subcommittee meetings were held in regard to organising the 2011 Meeting.

The Executive Committee's annual strategic planning meeting was held in Sydney in June and most Committee members were able to attend. This was a valuable opportunity for the Committee to plan future meetings and discuss future initiatives. Some of the topics discussed included association with our Asian neighbours, the potential organisation of small group workshops, our liaison with consumers through BCNA and other avenues, the role of the Society in Advocacy and the establishment of a members' Newsletter. In particular the decision to hold the Ninth Annual Scientific Meeting in Cairns was taken following a visit by Solei Gibbs and Wendy to inspect the Cairns Convention Centre facilities. A subcommittee has been formed with the first teleconference held last month to begin initial planning for this Meeting.

The Society held its first *Ultrasound for Breast Surgeons Course* in March this year in Sydney. There were 19 delegates and the course was enthusiastically received.

Wendy reported that an agreement had been signed between The Westmead Breast Cancer Institute (BCI) and ASBD to establish the role of ASBD in participating in the organisation of the Sydney International Breast Cancer Congress to be held 23-26 October 2012 at the Convention Centre. ASBD will convene a half day of the Congress. Other collaborators include the ANZ Breast Cancer Trials Group, International Cancer Screening Network, Breast Surg ANZ and BCNA. While this is a departure from the Society's smaller style meetings it was felt that a profile at this meeting was important and the Society would not usually hold a major meeting in the year of the former "Leura" Meetings. ASBD members will be invited to participate in some or all of the Congress.

At the 2010 Annual General Meeting, the Executive Committee reported that the Society had 286 financial members (an increase from 262 in 2009, 225 in 2008 and 214 in 2007). Since then the Society has gained a small number of further members, to a total of 289 by end of membership year.

To date, 249 members had renewed their membership for current year. Reminder notices were sent out recently. Membership subscription renewals traditionally continue to arrive well until and beyond the end of the year.

The 2011 Meeting had about 346 registered delegates. Some of the larger groups included approximately 140 surgeons, 32 radiologists, 20 breast physicians 14 pathologists, nine radiation oncologists and seven medical oncologists.

Wendy thanked everyone on the Committee for their commitment to the Society, for the hours of work given freely, many emails, evening teleconferences given at different hours across the country and additional late night conversations, often the best time to catch up with each other. She particularly thanked Solei Gibbs for her tireless efforts and for managing to juggle the ever greater complexities of organisation and keeping everyone in line!

Treasurer's report

Wendy Raymond invited Kerry McMahon to present the Treasurer's report.

Kerry said she was pleased to report that the Society's account on 31 December 2010 showed a positive balance of \$318,293.

In 2010, the Society had an operating profit of \$3,871. This was down from \$38,300 in the previous year. Apart from the Meeting, other income in 2010 was derived from membership fees and bank interest on term deposit.

The Society's financial year runs from 1 January to 31 December. As the Annual General Meeting is held in the second half of the calendar year, she presented an interim profit and loss statement / balance sheet to 30 September 2011 with the Treasurer's report.

On 30 September 2011, the Society's net assets stood at \$361,508. There were significant expenditure and income items related to the Scientific Meeting that could not be reported on at this stage. Such expenditure included further catering and accommodation payments, for example. The Society did not yet have access to income from registrations and accommodation deposits that were processed directly via internet. These monies were deposited to the registration system supplier's account. Due to long term issues with obtaining online merchant facility for the Society the only option was to use the payment gateway of the supplier. Nevertheless, Kerry said that a profit was expected from the Meeting.

Acceptance of the Treasurer's report's was moved by Robin Stuart-Harris and seconded by Daniel de Viana. The motion was carried.

Auditor's report and appointment

Kerry McMahon said that copies of the Auditor's Report were available for any member wishing to peruse them. Acceptance of the Auditor's report was moved by Richard Lee and seconded by Robin Stuart-Harris. The appointment of Griffin Carr as the Society's Auditors was moved by Richard Lee and seconded by Robin Stuart-Harris.

5. Items of business

Proposed resolution: to change the Society's financial year

Wendy Raymond tabled the proposed change to the Society's Articles of Association. The change would bring the Society's financial year in line with the membership year and provide for more meaningful reporting at Annual General Meetings.

The Society's Articles of Association currently state:

"13. Accounts of the Society

13.1 Consideration of accounts

At each annual general meeting the accounts of the Society for the previous year ended December 31 shall be received and considered.

13.2 Audit of accounts

- (a) The accounts of the Society for each year ended December 31 shall be examined and reported on by 1 or more auditors.

15. Financial Year

The financial year of the Society shall end on 31 December each year."

It is proposed for the above to be changed to:

"13. Accounts of the Society

13.1 Consideration of accounts

At each annual general meeting the accounts of the Society for the previous year ended June 30 shall be received and considered.

13.2 Audit of accounts

- (b) The accounts of the Society for each year ended June 30 shall be examined and reported on by 1 or more auditors.

15. Financial Year

The financial year of the Society shall end on 30 June each year."

Wendy asked for members to vote on the resolution. The resolution was passed unianimously.

6. Election of Executive membership

Wendy Raymond reported that the Executive Committee composition since the 2010 AGM has been: Wendy Raymond (Pathologist), President; Kerry McMahon (Radiologist), Secretary/Treasurer; Natascha Borecky (Radiologist); Roslyn Drummond (Radiation Oncologist); Susan Fraser (Breast Physician); Bruno Giuffre (Radiologist); Robin Stuart-Harris (Medical Oncologist); Belinda Scott (Surgeon); and Daniel de Viana (Surgeon). Co-opted members for the year have been ex-directors: Marie-Frances Burke and Lynne Mann as well as Jacquie Chirgwin, James French, Sunil Lakhani and Julia Leeds.

Wendy said that at this Annual General Meeting, Natacha Borecky, Marie-Frances Burke, Lynne Mann, Jacquie Chirgwin and Julia Leeds will step down from the Executive. She welcomed Meagan Brennan (Breast Physician), Bogda Koczwara (Medical Oncologist) and Ming Wang (Radiologist) as newly co-opted members to the Executive Committee.

On behalf of the Executive Committee, Wendy nominated the composition of full Directors for the Committee to be elected for the coming year as:

- Wendy Raymond (Pathologist), President
- Kerry McMahon (Radiologist), Secretary/Treasurer
- Roslyn Drummond (Radiation Oncologist)
- Susan Fraser (Breast Physician)
- Bruno Giuffre (Radiologist)
- Sunil Lakhani (Pathologist)
- Robin Stuart-Harris (Medical Oncologist)
- Belinda Scott (Surgeon)
- Daniel de Viana (Surgeon), President-elect

Wendy asked whether any members wanted to comment on this proposal. As no comments were made, this Executive Committee was duly elected. She congratulated Daniel de Viana on his appointment as the new President-elect.

Wendy expressed the Society's sincere thanks to Natacha Borecky, Marie-Frances Burke, Jackie Chirgwin, Lynne Mann and Julia Leeds for their contributions to the Executive Committee. She particularly acknowledged the longstanding dedication from Marie who is the current longest standing Committee member (overall nine years) and was the Treasurer / Secretary for some years and remained as a signatory to accounts. She presented a memento to Natacha and Marie in recognition of their contribution as directors.

Wendy again thanked all the Executive Committee members for their work during the year.

7. Other Business

Roslyn Drummond commented on the 2013 Scientific Meeting and said the initial teleconference involved a discussion on potential keynote speakers. Wendy Raymond said that Cairns was chosen as a good venue due to its easy accessibility and the Convention Centre was more intimate than at other cities. The dates for the Meeting will be 12-14 September 2013. Whilst not fitting in well with school holidays the dates were purposely kept apart from the RANZCR Meeting dates.

Belinda Scott said that a particular drawcard for many New Zealand delegates in 2011 had been the oncoplastic surgery workshop and supported a similar workshop to be held in future. Daniel de Viana said such a workshop would be held again. Members also discussed making a GP forum a regular feature. Wendy mentioned that the initially planned consumer forum with BCNA did not go ahead in 2011 but would be held in 2013.

Wendy mentioned that at the Sydney International Breast Cancer Congress in October 2012, ASBD would hold a networking function on the Thursday evening, the Annual General Meeting on the Friday morning followed by two workshops.

7. Other Business

There was no other business to discuss.

8. Next Annual General Meeting date

Friday 26 October 2012 at the Sydney Convention and Exhibition Centre.

9. Close of meeting

The Annual General Meeting closed at 8.20am.

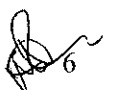


**Attendance record for the Australasian Society for Breast Disease
Annual General Meeting held on 8 October 2011**

Members:

Natacha Borecky
Meagan Brennan
Marie-Frances Burke
Juliet Burn
Ian Burton
Jacqueline Chirgwin
David Clark
Roslyn Drummond
Michael Eaton
Elisabeth Eldstrom-Elder
Susan Fraser
James French
Bruno Giuffre
Robert Harris
Nehmat Houssami
Wayne Jones
Joon Kim
James Kollias
Sunil Lakhani
Richard Lee
Warwick Lee
Kerry McMahon
Colleen O'Sullivan
Elena Provenzano
Wendy Raymond
Belinda Scott
Sabah Shibli
Robin Stuart-Harris
Daniel de Viana
Shih-Chang Wang

Minutes: Solei Gibbs, Executive Officer





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Proposed change to the Memorandum and Articles of Association

To be voted on by members at the Annual General Meeting of the Society,
at Hilton on the Park, Melbourne, Victoria
on Saturday 8 October 2011

The Society's Articles of Association currently state:

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Explanation:

This change would bring the Society's financial year in line with the membership year and provide for more meaningful reporting at Annual General Meetings.

If you are not attending the Society's 2011 Annual General Meeting, please complete and return the proxy form provided on the back of this page.