**BRAIN TUMOUR ALLIANCE AUSTRALIA**

**ANNUAL GENERAL MEETING**

**MONDAY 16 SEPTEMBER 2019; 1pm**

**CANBERRA AND VIA ZOOM AROUND AUSTRALIA**

1. ATTENDANCE :

At SHOUT : Catherine Hindson, Denis Strangman, Philip Steel, Chris Twyford, Eliza Moloney, Pat Wynn, William Williams

VIA ZOOM : Peter Ramstadius, Janet Micallef, Michael Bradley, Amanda Griffin

1. APOLOGIES :

Michael Parsons, Alice Parsons, Trish Berman, Pam Hubner, Di Pooley, Diane Dunn

1. MINUTES OF THE AGM, 20 SEPTEMBER 2018, BRISBANE

The Chair tabled the Minutes;

Moved Philip Steel, seconded Billy Williams that the Minutes be accepted as presented. Agreed.

1. CHAIR’S REPORT FOR 2019/20

Catherine provided a short summary of the past year including the following points:

* Mariann McNamara and Steve Newman resigned from the Committee
* 174 calls were received by the 1800 Helpline, with May being the month with the most calls at 44
* Two hundred and ten welcome packs were sent out to patients, carers and other parties
* The huge success of the CALD project to translatethe’ Are you OK’ booklet into 10 foreign languages. The Chair made particular mention of the role of Trish Berman, retiring Secretary, for her magnificent contribution for the completion and successful launch of the CALD foreign language project.
* BTAA conducted information nights in all states except Western Australia
* BTAA held patient forums in all states except Victoria and Western Australia
* Other highlights of the past year included attendance at the international Scientific Neurosurgery Organisation (SNO) conference held in New Orleans
* The monthly Support meetings held in Sydney and Canberra
* The support from the National Pharmacy Students Association in raising over $30 000 for the work of BTAA
* The successful relaunch of a new look BTAA website, with special recognition to the work of Peter Ramstadius in coordinating the project with the contractor

1. TREASURER’S REPORT

The Treasurer reported BTAA accounts had been audited for the last financial year (2018/19) by Wholistic Financial Solutions in Mitchell.  The auditor has stated that our financial records as a true and accurate representation of our financial activity.

In tabling her report of the BTAA financial statement for the past year, the Treasurer noted the following points:

* BTAA total equity as at 30 June 2019 was $167,023.00
* Current assets were $171,000.00 with ongoing liabilities making the difference

Report was moved by Pat Wynn, seconded by Philip Steel to be accepted. Agreed.

The Chair recognised the significant contribution by Pat Wynn to keep the books in good order.

1. ELECTION OF COMMITTEE MEMBERS FOR 2019/20

The Chair and all other committee positions was vacated and control of the meeting passed to Denis Strangman to officiate the election process.

1. Nominations were called for five members of the Executive and a further eight committee members. The following nominations were received:

Chair; Catherine Hindson

Vice Chair: Janet Micallef

Secretary : Mike Bradley

Assistant Secretary : William Williams

Treasurer : Pat Wynn

With no further nominations, Denis duly pronounced all nominees elected unopposed.

1. General Committee

Nominations came forward from Philip Steel, Pam Hubner, Amanda Griffin, Alice Parsons, Di Pooley, Eliza Moloney and Diane Dunn

With no further nominations, Denis duly pronounced all nominees elected unopposed.

New members of the Committee – Mike Bradley, Amanda Griffin, and Eliza Moloney made short introductions about their background and motivation to join BTAA.

The Chair proposed that additional roles be allocated to BTAA members to perform specialised roles:

Public Officer : Eliza Moloney

Website Coordinator : Peter Ramstadius

Editor of e:news and BTAA magazine : Philip Steel

Agreed by nominees and unanimously endorsed by meeting.

With no further business the Chair declared the meeting closes at 1.50pm.

**Chair’s Annual Report on 2018-19 BTAA activities**

* Chair – Catherine Hindson
* Vice Chair – Philip Steel
* Secretary – Patricia Berman
* Assistant Secretary – Billy Williams
* Treasurer – Pat Wynn
* Ordinary Committee Members – Janet Micallef, Michael Parsons, Pam Hubner, Steven Newman, Alice Parsons, All the above were appointed at the AGM.
* Additional Committee members were appointed at the October Committee/Planning Meeting - Peter Ramstadius and Mariann McNamara
* Resignations from committee during the year - Steve Newman and Mariann McNamara

Unelected honorary positions

* Public Officer – Patricia Berman
* Newsletter/e-news editor – Philip Steel
* WA State Coordinator – Diana Andrew
* Advisors – Denis Strangman AM, Matthew Pitt and Susan Pitt
* Research and review - Mark Dalliston

**Principal activities in 2018-19**

* SUPPORT – supporting all brain tumour patients and carers and their families
* COMMUNICATION – communicating the messages of BTAA to patients and carers
* CONNECTION – connecting to like-minded groups
* REPRESENTATION – advocating and representing the BTAA community

Principal activities of BTAA during FY 2018-19

SUPPORT

* Provision of an 1800 Freecall number for brain tumour patients and caregivers to call and receive peer-to-peer advice and support. The team is coordinated by Billy Williams. There were 174 calls to the 1800 847 221 number in the past 12 months, with May being the busiest month with 44 calls. The service cost for call hosting was $1312.14. I would like to thank Billy and Janet who provide hours of their time to provide this service.
* In 2018/19, BTAA posted 210 welcome packages of support materials to patients, their families and carers. Also, there were an additional 150 subscribers to the e-News. I would like to thank all BTAA members for their assistance in funding the postage of the packages each year via their membership fees.
* The brain tumour information for the Culturally and Linguistically Diverse (CALD) Communities, that BTAA and the project team developed, was launched during Brain Cancer Action Month in May in the capital cities of most states - Sydney, Canberra, Hobart, Adelaide Melbourne and Brisbane. “A pathway document” for patient information, and a booklet of questions, “It’s Okay To Ask”, were translated into 10 languages. English versions are also available in hard copy from BTAA.

The pathway desktop pad has been distributed to Neurosurgeons, Medical Oncologists and Radiation Oncologists. The printing was largely donated by **Barter Card.** The 10 translated languages can be downloaded from the BTAA website. (Arabic, Chinese; simplified and traditional, Dari, Pilipino, Greek, Hindi, Italian, Vietnamese, Punjbi and Spanish). **This three-year project was funded by Cancer Australia and BTAA.** I would like to thank the Tricia Berman (BTAA Secretary) who led the project and the project team, Dr Jonathon Parkinson (Neuro Surgeon), Dr Danette Langbecker (Research Fellow), Dianne Legge (Brain Tumour Support Coordinator), Sally Payne (IBTA Senior Advisor), and Janet Micallef, Susan Pitt, Philip Steel and the late Rigoula Roussakis from BTAA.

INFORM

* In February BTAA commissioned OPC to develop a new website. It was launched in May to coincide with the launching of the CALD project. This project was initially led by Stephen Newman, who wrote the functional description and identified potential suitable web developers, and Peter Ramstadius who was the project manager and interface between the Committee and OPC (the successful tenderer) to ensure a fully functioning website. Many thanks to both.
* BTAA Magazines were mailed out to 1,500 subscribers in September 2018 to mark International Brain Tumour Awareness Week, and in May 2019 to mark Brain Cancer Action Week 2016. Thank you to Philip Steel for the production of the magazines.
* BTAA e-News has been emailed to more than 2,100 subscribers since May 2018 and BTAA is now producing a monthly e-News. A huge thank you to Steve Newman who has been produced our excellent monthly e-News.
* Monitoring of social media and google news – thank you to Philip Steel, Susan Pitt and Janet Micallef who have managed BTAA social media.

CONNECT

* BTAA attended 23rd Annual Meeting and Educational day of the Society for Neuro-Oncology (SNO) in New Orleans. A full report is in the Letter from the Chair May 2018.
* As occurs each year, BTAA attended the annual COGNO conference held in Brisbane in October 2018. BTAA also held, in conjunction with the Queensland Cancer Council, a Patient Forum the day before the conference. It was attended by 72 patients and carers.
* BTAA continued its involvement with the NSW Oncology Group with participation in meetings every 2-3 months - usually attending via phone.
* In Brain Cancer Action Month in May, BTAA assisted patients to register and attend forums; the NSW Neuro Oncology Group (NSWOG) hosted the Brain Cancer Action Month Patient Forum in Sydney, and the Mark Hughes Foundation held their Patient Forum in Newcastle. BTAA also held patient forums in Canberra, Hobart and in Adelaide and Brisbane at the Cancer Council in each city.

REPRESENT

* The BTAA has attended several fundraising events held by National Australian Pharmacy Student Association (NAPSA). They raised $25,277.79, which is the biggest donation ever received by BTAA. It was very rewarding to see these young future medical professionals be so eager to support BTAA.
* BTAA agreed to assist with coordinating a patient educational session at the North Shore Hospital in 2020.
* BTAA, through its Executive Members, assists the development and conduct of regular Brain Tumour Support meetings, including the ACT Support Group which meets each month in the Southern Cross Club, Yarralumla, and the Sydney Support group which meets each month at the Chris O’Brien Lifehouse, Sydney. A special thank you to Alice Parsons, Stephen Newman, Gerry Tye, Virgina Ryan, Di Pooley and Michaela Truppel in Sydney, and Pat Wynn, Billy Williams and Denis Strangman in Canberra, for assisting to lead and coordinate these meetings.

**BTAA Finances 2018/19**

The BTAA finances for the 2018-19 financial year were: revenue/donations of $69,238.95 and expenses of $166,974.54. (This figure includes $89,052.42 spent on the Culturally and Linguistically Diverse (CALD) project during the financial year 2018-19, funding for which had been received from Cancer Australia in the previous year.)