

PICKING UP THE PEACES (PUTP)

COMMITTEE MEETING

MONDAY 17 MAY 2010

Meeting opened at: 1915 hours

Conducted at: The Committee Room at the VV&VFACT venue at Burkitt St, Page ACT.

Present:

Kate (Vice President PUTP),
Danny (Pres VV&VFACT),
Karen (Office Manager VV&VFACT),
Biff (Committee member),
Margaret (Committee member),
Dion (Chairperson), and
Richard (Secretary).

Apologies:

Laurie (President PUTP),
Rhonda (Committee member and past Secretary),
John (Treasurer), and
Julie (Committee member).

Chairperson: Dion

Secretary: Richard

Introduction:

The meeting opened with an introduction from the Chair and Secretary on the new way forward on the conducting of these PUTP committee meetings and structure to the organisation. It was made clear by the Chair that there is a lot starting to occur with PUTP, and even though there is no intent to do a complete makeover of the admin processes, there is a need to get back the basics so that the structure offers more rigor to the way we conduct our core process. The Chair also mentioned that this process will include the accreditation initiatives, so that the business of promotion of PUTP can move forward uninterrupted. Biff wanted her comment of “fantastic” recorded in the minutes at this point.

The Chair also mentioned that the minutes would be distributed to the committee prior to the next meeting for their review / comment, also noting that there would be a call, two weeks prior to the next meeting, for any new agenda items for that meeting. There is an intent to conduct the meetings in a fair

but formal manner, allowing for adequate and where necessary robust discussion and input from all members.

There was also comment from the Secretary that as soon as we are able to formalise the new committee structure, it will be formally published. This should also include the subcommittee structure.

Action:

The Chair asked the members if there was any additional comment on ratifying the structure discussed above. There being no further comment, the meeting adopted this new structure as the way forward.

Business arising from previous minutes:

The Secretary advised that the minutes from the last meeting were not completed due to the current focus on the new structure. Apologies were offered by the Secretary, but also acknowledged that there was a lack of coordination as to the minute taking process at the last meeting. The Treasurer recorded a set of minutes from the meeting, which will be finalised by the Secretary and distributed to the committee with these minutes.

Action:

Nil. There was no other business arising from those minutes.

Meeting Procedure:

The Secretary raised the issue that now that there has been an acceptance by the committee that the regular monthly meetings are for the committee, that there may be other meeting processes put in place for those other interested members of PUTP to participate in. These could be:

- General Meeting once per quarter / seasonally,
- General Meeting following a committee meeting, and
- Meetings for special focus groups (Awareness Day, Governance issues, etc).

There was a range of comments from the members surrounding dates, times etc. One suggestion from Danny was that the General meeting could be held on a weekend followed by a social aspect as well. There was also a suggestion from Karen that guest speakers on these General meetings following on from Danny's idea, could be successful use of the time.

Meeting Proposal #1:

The Chair proposed that this is an opportunity to get "runs on the board", in the sense that we arrange the first General meeting for the next month or so (proposed as end of June 10). This time frame will allow the idea to be floated to the general membership by the committee, and arrange an appropriate guest speaker. It was also suggested by the Chair that we could arrange for other speakers that are

outside the immediate PTSD sphere (Sporting members, motivational speakers, etc) to address those meetings. It was felt that this could allow a positive variation in the program for the members.

Action:

Kate volunteered to organise a guest speaker for the June meeting. The Secretary will advertise and promote the event through the normal email channels.

Meeting Proposal #2:

In the current discussion regarding meetings, the question was raised by Biff as to the possible consideration of a change of the meeting dates to another Monday evening. She raised the issue due to the clashing of the PUTP meeting with other important meetings in her own program. The rationale behind the arranging of this date in the month was discussed again, with Karen also raised the issue of the Public holidays that can clash with a Monday evening in the first half of the year.

Action:

Kate will go to Laurie to discuss the issue, and come back to the meeting with a response / possible alternative.

Standing Reports / Briefs:

Presidents / Vice Presidents Report – The Vice President spoke in the absence of the President. Kate thanked the Chair and Secretary on behalf of the Laurie and PUTP in being able, in such short time, to get this new meeting procedure off and running. This new procedure is long overdue.

Action:

Nil

Awareness Day –The Awareness day is confirmed and booked for Sunday 10 Oct 10. Kate and Laurie are both putting together a contact list that will allow easier access to those external agencies involved. There was discussion around having the day on the Sunday as opposed to the Saturday. The Sunday will allow for more families to be involved, but could create issues for the some of the Emergency Services who may need to pay for those of their members that are involved in the day. Kate also discussed the idea that involving other external agencies to assist in advertising the awareness day process could be valuable. They may be able to work within their own agencies more effectively to make the load lighter in getting the message of the day out there. The meeting agreed to the proposal, but the rider from Dion was that a “screening” process be applied so that the credentials of the organisations can be validated prior to us welcoming them into our day. Margaret raised the issue of what is coming out of the survey that was conducted by PUTP, and it was acknowledged by the meeting that there is a place for other legitimate groups on the day. There was broad discussion on the possibility of charging participants for their involvement in the day.

Proposal:

It was proposed by Biff that as per the discussion above, the notion of the broader spectrum of community organisations be invited to be involved in the Awareness Day. The idea of sponsorship of walkers was raised by Karen. The proposals were accepted by the meeting.

Action:

Kate will lead a subcommittee (to include Richard, Rhonda and Julie) to continue to explore those organisations that can be involved in the day and invite them into the Awareness Day program. A report of the subcommittee findings will be made at the next committee meeting in June.

Community Funding Program for the PSTD Training package – Kate read out a copy of a letter that was sent to the VV&VFACT from ACT Health regarding the ACT Health promotion Grants program 2010/2011. A grant of \$31,350 was granted to provide the PTSD Education Program pilot. A formal letter from ACT Health will follow in due course, but the program bid that was put together by Laurie and Biff (using the MIEACT model adapted to fit the PUTP PTSD package) was successful and will now allow the education program to be delivered into the ACT community. Biff commented that the program was due to commence on 01 Jul 10, and includes funding for 6 hours of paid administrative work to support the program. Biff reminded us that there will need to be a subgroup in addition to her and Laurie, to assist in the delivery of this program, which will include project plans, advertising material etc. Dion volunteered to assist with the setting up of a project plan for the project, and Richard volunteered his services to assist in some capacity.

Action:

Kate committed, on behalf of Laurie and herself, to writing a letter to the PUTP members outlining the program and success involved with this grant package.

Membership of the Support group – Kate spoke about the membership of the support group. The current situation is that when the support group has a BBQ, the VV&VFACT membership book is signed on entry. It is felt that these PUTP members should be financial members. The suggestion is that an associate membership would be appropriate. Danny responded indicating that PUTP could have its own membership package with those members wishing to have an affiliation with the VV&VF could do so. Karen raised the question of insurance, and Danny indicated that the membership of PUTP with the affiliation with VV&VF would cover members whilst on VV&VF premises. The idea of a joint membership was appealing to cover both organisations.

Action:

Action is upon Danny and Karen to talk with VV&VF to assist PUTP to sort through which is the most practical way forward on the issue of joint membership.

Constitution issues – Kate raised the issue on the constitution of PUTP. She presented a hard copy of the VV&VFACT Constitution to the meeting (access of an electronic form can be gained through the

VV&VF website). This will allow the PUTP committee to look at how the VV&VF constitution can be adopted to represent PUTP.

Action:

Dion indicated that he has contacts that can review the VV&VF document to use it as a basis of rewrite for PUTP.

Australian Centre for Post Traumatic Mental Health Conference – Kate raised the point there is a conference Post Traumatic Mental Health issues in Sep 10 in Brisbane. She indicated that this is an international conference that attracts peak bodies in the industry focusing on recovery issues. The organisation is seen as a major way of increasing the networking processes, and also includes major current research on the subject. Kate is keen for there to be a PUTP presence at the conference if possible.

Action:

The committee will need to decide very soon as to whether there will be a PUTP involvement and organise the registration process asap.

Treasurers Report – Due to the absence of the Treasurer, there is no report to be tabled at this meeting. Kate indicated that she will follow through with the treasurer and ensure that we have a report for the next meeting. Biff raised a question on just how the treasurer will manage the large amount of monies that will flow as a result of the PTSD Training Package. Karen indicated that the money will initially go into the accounts of the VV&VF, so the PUTP Treasurer will work closely with the VV&VF Finance Committee to acquit those funds appropriately.

Action:

A report will be tabled at the next meeting in Jun 10.

Secretary's Report – The secretary summarised his report by mentioning that he has had a very fair hearing already and those issues have been reported on throughout the minutes. The secretary touched on discussions that he will have with Laurie on many of the admin issues that Laurie is still involved with and is easily able to hand over. There was also a brief discussion surrounding the "project management" of the Awareness Day activities. This issue was taken on board by Dion, who will set up a template in excel so that it can be managed easily by all parties involved. Kate also indicated that the document that she is putting together for the awareness day contacts, may also be able to be converted into this spreadsheet that Dion will devise.

Action:

Dion will put together a spreadsheet to better manage the timelines that will be involved with the Awareness Day activities.

VV&VF Report – Karen indicated that there wasn't a lot to report from the Federation, but touched on the data base that she recently set up with the VV&VF, detailing all of the medical professionals that they have access to, and felt that this detail may be of value to PUTP at some time. Danny noted that the VV&VF has at its disposal a wealth of experience and experienced individual that can easily be accessed by PUTP personnel if and when they are needed. Kate raised the question of a filing cabinet that could be utilised for all of the hard copy material that has and will be continued to be collected by PUTP. This can be placed within the VV&VF area (location yet to be decided) and the security of the cabinet and its material co managed by the VV&VF and PUTP. The issue of the need to access formal electronic Archival software was raised by Margaret. This would formalise the process of access and management of old documents that are part of the history of PUTP.

Karen requested a short report from PUTP with any item of interest that will be presented at the VV&VF committee meeting on 20 May 10.

Action:

The VV&VF will source a cabinet to achieve the document storage issue, and DIO will investigate the issue of formal electronic Archival processes. Karen will continue to store any PUTP hardcopy documents until such time as the storage process is sorted. Kate will provide the report to the VV&VF as requested above.

Risk Management Plan Report – Kate made a brief report on the background to the Risk Management issues to date (Awareness Day), indicating that there needs another subcommittee established to work on the issue. This plan will also need to cover not only the Awareness Day activity but those involved in the PTSD Training program and the Support Group activities. Dion indicated his willingness to be involved in this plan.

Action:

A subcommittee is to be formed that might include Kate, John, Dion and Carmel. A report on that activity will be presented to the next meeting.

SOP's, Governance and Accreditation Procedures – Dion has already completed some background discussions within his own network, and reported on the outcomes of those discussions. He has access to personnel and procedures that will eventually assist PUTP in getting to the ISO 9001 Certification. His contacts will assist in viewing our documentation and assessing what is further required to get PUTP to that level of certification. Comments from the meeting acknowledged that this will give us a broader level of credibility and allow us access to another level of funding even through the Federal level.

Dion also spoke on the issue of SOP's. He suggested that a set of SOP's be written for each of the committee roles and also for those members covering the lead role on a subcommittee, so that a better practice of management can occur, and not allow any one person to be over tasked beyond their means.

Action:

Dion will pursue the ISO 9001 process through his colleagues and report the outcomes as he has them.

Committee Positions – Dion raised the issue of progression relating to any committee position. It was agreed that all positions that are unable to be filled for any period of time due to normal absence or absence due to illness, that the next logical member will step up to fill the vacant role, i.e. Vice President to fill Presidents role as is happening in the current circumstances of Laurie’s absence due to medical issues. The principle was agreed to by the members of the meeting.

Margaret asked the committee to accept her resignation from the committee. She indicated that she is unable to participate any further at a level that is productive for herself and the committee. The members reluctantly accepted her resignation, with heartfelt thanks for all that she has contributed to date. It was decided that Margaret will remain on the committee distribution list so that she can be privy to the ongoing actions of the committee.

Action:

No further action required from this item.

Any additional Business Arising – The Chair formally called for any further business arising from items discussed. There was no additional business arising.

Next meeting – The next meeting will be held on 21 Jun 10.

Meeting Closed: There being no further issues, the meeting was closed at 2045 hours.