

PICKING UP THE PEACES (PUTP)
COMMITTEE MEETING
MONDAY 21 JUNE 2010

Meeting opened at: 1910 hours

Conducted at: The Committee Room at the VV&VFACT venue at 9 Burkitt St, Page ACT.

Present:

Laurie (President PUTP),
Kate (Vice President PUTP),
Danny (Pres VV&VFACT),
Karen (Office Manager VV&VFACT),
Gerry (VV&VFACT member),
Wendy (VV&VFACT member)
John (Treasurer PUTP),
Julie (Committee member PUTP), and
Richard (Secretary PUTP).

Apologies:

Rhonda (Committee member PUTP),
Biff (Committee member PUTP), and
Dion (Chair PUTP).

Chairperson: Richard (for this meeting in the absence of Dion)

Secretary: Richard

Introduction:

The meeting opened with a brief update from the Secretary on the current status of Dion. He is unable to be at and Chair tonight's meeting due to an illness. He reported that the absence should only be temporary, and should be back for the meeting in July. As a result the Secretary will Chair tonight's meeting. Also, with the presence of new members at the meeting, the Secretary mentioned the new recording process for all committee meetings.

The Secretary noted and welcomed back Laurie (President PUTP) into the fold following his extended period of illness. It is great to see him back and able to participate at a level that suits him.

Action:

Nil. There was no other business arising from these issues.

Business arising from previous minutes:

There were two items of business addressed from the previous minutes by Kate, namely the Risk Management issue and the Committee Meeting dates. These are addressed in more detail under the respective sections below. There was no other business arising from the previous meeting that is not dealt with under the individual Standing Reports / Briefs below.

Action:

NFA required.

Meeting Dates:

In reference to the proposal to change the committee meeting dates addressed at the last meeting, Kate has spoke to Laurie on moving the committee meeting date from the third Monday in the month to the second Monday in the month. This was originally proposed to allow Biff to be more involved in the committee meetings due mainly to the importance of her involvement in the Pilot Education Program (PEP) with PUTP.

This was agreed to by Laurie and ratified by the committee. The committee meetings will now be the second Monday of the month with the Support group BBQ the last Sunday of the month. It was also felt that despite the change to assist Biff in her attendance, this is a better balance for the committee with all of their other PUTP activities. **The next committee meeting will be 12 Jul 10.**

Action:

The dates on the website and Gmail will be changed to reflect this decision.

Mid Year Report on PUTP activities:

Kate mentioned that she has drafted a Mid Year Report to be placed on the website, giving the status on all that has happened so far this year, including forecast activities for the rest of the year.

Action:

Kate will finalise the report and sent it to the committee for clearance before it is published to the members through the website.

VV&VF issues:

Karen spoke on the issue of the 4 draw filing cabinet. Danny indicated at the last meeting that he would endeavour to acquire a cabinet for PUTP. This has now happened and it is now located in the Computer room. This is an ideal location, as it will also allow use of a computer by PUTP personnel if there is a need whilst any PUTP admin is being attended to on site. Kate indicated that this would mean that PUTP would be able as a group to centralise all hard copy documentation that has been and will be collected by the PUTP personnel. The committee thanked Danny for his efforts in assisting us in this acquisition.

Karen also spoke on the membership issue from the last meeting. The federation legal people are currently looking into the issue as it currently stands. Advice will be passed on to members post meeting. Danny mentioned that it appears that associate membership of the VV&VFACT is not a problem and will cover PUTP members legally until the issue is formally resolved. Kate raised the issue of Insurances etc that will relate to the covering of outside associations and personnel involved with the Awareness Day and Support Group. There was some general discussion around public liabilities etc involved these activities.

Action:

The federation rep will report the findings of their legal team in relation to the membership issue once those findings are to hand.

Committee position:

Laurie noted that Margaret has resigned from the committee and was querying as to whether she had passed back any of the documentation / paperwork that she was working on. There was no understanding from the members that she had handed anything over, but comments offered indicated that her resignation was due as much to family matters that are currently taking a lot of her time. This may not exclude her from being involved, just how she could be or wants to be involved is probably more the issue.

Action:

Laurie indicated that he would talk to Margaret off line to thank her in the first instance for her involvement so far, and see if there was still more that she would like to do for PUTP.

New Business:

There was no new business offered for this meeting.

Action:

NFA required on this item.

Standing Reports / Briefs:

Presidents Report – Laurie spoke briefly to thank all of those present, both VV&VF and PUTP personnel, in all of the support that has been and continues to be offered to him during his time of ill health. Laurie commented on just how impressed he is that so much has been progressed in his absence.

Action:

NFA required on this item.

Pilot Education Program (PEP) – Laurie decided that there was no additional business to be discussed with this program until the next subcommittee meeting could be arranged. More to follow at the next meeting

Action:

NFA at this time on this item.

Vice Presidents Report – Kate commented briefly on the following issues:

Once again Kate mentioned that she has written a draft Mid Year report that covers issues such as the Health Promotions Grant, the Awareness Day, our regular Support Group and generally where we are at in PUTP land.

Kate also mentioned that she had met recently with the AFP Psych and discussed a lot of what we are currently involved in with PUTP, and noted that he is currently undergoing some serious research into PTSD.

Kate was able to link those discussions successfully, hopefully with more positive outcomes within the AFP as time goes on.

Risk Management Plan Report – Kate gave a brief report on the background to the Risk Management issues to date (Awareness Day and Support Group). She has spoken to Carmel with reference to her coming and briefing the committee members on the Risk Management issues. Carmel has expressed an interest in doing this for us. Kate will go to Carmel with a set of preferred dates from the subcommittee members and advise

the final arrangements post meeting.

Action:

Kate will make further contact with Carmel and formalise a date / time for the subcommittee to be briefed on the Risk Management issues.

Australian Centre for Post Traumatic Mental Health Conference – Kate raised the point at the last meeting that there is a conference Post Traumatic Mental Health issues in Brisbane on 10 Sep 10. 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. There was further discussion on the PUTP attendance at that conference, with the possibility of representation also from the VV&VF members which will coinciding with their National Executive meeting which is held around the same time in Brisbane

Action:

Kate will make further enquiries and advise the committee as soon as possible.

Guest speakers for the Support Group – Kate mentioned that she is struggling with the concept and actual participation of a guest speaker for the upcoming Support Group day on Sunday. It was suggested that there does not need to be rush on organising this part of the program. It's better to get an effective program of speakers rather than rush it and not be effective. The rushing of this issue has the potential to negatively affect speaker and member participation in the future. The consensus from the meeting was that there will need to be very careful consideration as to who the speaker is and just what their expertises are. As Laurie mentioned, consider what is the thread, why are we doing it, and formalise the program including a promotional process before we get going.

Action:

The Support group subcommittee will put together a plan to support this proposal, and report back to the committee at the next meeting.

Support Group general – Kate spoke on the next Support Group get together which is this coming Sunday 27 Jun. This will go ahead as planned, acknowledging that these next couple could be quieter due to the winter period. There was further discussion in relation to advertising for these days, perhaps through the Cronical newspaper and some of the local community news outlets. Karen suggested that we could perhaps look at getting a guest speaker for the August Support Group meeting and keep it a little separated from the Awareness day which is in October.

Action:

Kate will look at the possibility of advertising for these events using the principles already set out for the Awareness Day advertising program.

Treasurers Report – John gave an overview of the finances of PUTP as it currently stands. In the General Account there is an amount of \$4,322 which has remained fairly static for some time. John commented on the need to consider additional fund raising if we are to consider sending members to the Brisbane conference. Laurie queried the possibility of additional grants being obtained through the Local Government resources which could be applied for to assist in future attendance at conferences and the like. Kate reiterated that one way already discussed is to turn the Awareness day into more of a fund raising event that it already is. Laurie's feeling is that there is a major resource available out there in "funding land" that we just need to explore further to our end benefit.

It was also discussed that the chocolate fund raiser program would be reinstated to get the fund raising program off and running.

Action:

John is tasked to investigate where and with whom we can / might do business in respect to the money issue.

Laurie also mentioned that John will need an additional team to assist him in this endeavour.

Secretary's Report – The Secretary reported on a couple of administrative issues. Richard discussed the format of the minutes recognising that this is a detailed report and does the committee want the minutes in this format or in a briefer format. The meeting agreed that the current format serves them well, and that the general principle is that if they can be understood by those that did not attend, then we have achieved our aim. Laurie mentioned that there needs a couple of amendments to the Agenda document, one being an item to "Accept" the minutes as read, and one on the "Support group".

There was also some discussion raised by the Secretary on the Gmail account maintenance. Laurie mentioned that anyone of the committee can flag or respond to an item that requires attention, but it needs to be noted that if there is not care taken in the response process (check if the item has been responded to already), then we lose credibility if more than one person has responded on the same item without proper

reference to what has gone before (check the sent items, or flag it for a particular members action). The archiving procedure needs some attention as well. Laurie has devised and loaded a number of templates on the Gmail account so that we don't need to reinvent the wheel on this. Karen mentioned that she is prepared to be a recipient of the Gmail account so that she can be a "first response" to some of these more urgent emails. Laurie will set up this process.

Action:

Richard will make the necessary amendments to the Agenda document to reflect the changes noted above.
Richard will further investigate the maintenance of the Gmail account.
Richard, Laurie and Dion will get together to organise a meeting to get the PEP program off and running.

VV&VF Report – Karen reported that she had passed onto the national Conference that PUTP had been granted the money for the PEP, and that they were very impressed at the progress we are making in these areas. Karen also mentioned that when the new posters are to hand, that she will forward a number to the Federation Branches interstate for their promotion. This is a wonderful move forward in the recognition and promotion of the PTSD efforts of PUTP. Laurie mentioned that it will be worth while also to send out a Press release package, so that there can be a more effective overall promotion of what PUTP and the VV&VFACT are doing in this area.

Karen also mentioned that the Federation has had a number of distinguished visitors to the premises this month, namely the retiring Repatriation Commissioner Bill Rolfe, the ACT Chief Minister John Stanhope, and ACT Liberal party member and MLA Jeremy Hanson. These people are very impressed with not only what the Federation are doing for the local veterans community, but also what PUTP is doing for the raising of the awareness of PTSD, both locally and more recently interstate.

Richard raised the issue of all of the local military association memberships that might assist with the promotion of what PUTP is doing with raising the awareness of PTSD, and Laurie commented that this is an area that we will need to do more promotion within.

Action:

NFA required on this item at this time.

Awareness Day – Kate covered off on the current status of the lead up to the Awareness Day. The Awareness day is confirmed and booked for Sunday 10 Oct 10. Kate flagged the need for the subcommittee to meet as soon as possible to divide the responsibilities, to allow for easier handling of the load ahead. This will happen within the next week or so.

Action:

Kate will organise a meeting with of the subcommittee to divide the responsibilities for contacting the lead organisations involved within the next week or so.

SOP's, Governance and Accreditation Procedures – In Dion's absence due to illness there is no report to be tabled at this meeting.

Action:

NFA required at this meeting on this item.

Constitution issues – In Dion's absence due to illness there is no report to be tabled at this meeting.

Action:

NFA required at this meeting on 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 12 Jul 10.

Meeting Closed: There being no further issues, the meeting was closed at 2050 hours.