

Minutes AAAPC Committee Teleconference Tuesday 18th June 2013

1. Attendance Dimity Pond, Marie Pirotta, Christina Hagger, Jon Emery, Nick Zwar, Kitty Novy
2. Apologies Danielle Mazza, Ellen McIntyre, Natasha Faline Howes, Michelle Guppy
3. Minutes of the last meeting Held on May 21st 2013
4. Business Arising
 - 4.1. Update on APCHRI (Dimity to discuss latest developments) – funding to go until June 2014
 - 4.1.1. Update on the PBRN and had a meeting today at 10.00am and things moving forward
 - Terms of Reference emailed to Committee today
 - Working Group consists of the Co-ordinator (Natalie Appleby), 2 x AAAPC nominee (Marie and Meredith Temple-Smith, who will be the Director of the project) – will meet weekly
 - The Steering Group – consists of AAAPC President (Dimity), 3 to 4 members of the AAAPC Exec (Nic, Marie and Danielle) and the Director (Meredith) and the coordinator (Natalie) – meets monthly and has carriage of the broader direction of the Project (Strategies, input into Reports, budget)
 - o Concern that it is Eastern state heavy – may be worth reviewing the membership of the Group once the new exec is in position after the AGM – suggested action noted below
 - Reference group
 - o Remove all the dot points as listed under Reference Group and just have
 - Stake holders nominated (as outlined in the application and nominated by the Steering Committee – or words to that affect) by Medicare Local, RACGP, APCHRI, UCRH, NHMIC, NACCHO DoHA, AMLA, APNA, ACRRM.
 - First meeting will be at the PCHRIS Conference
 - ACHPRI want a 3 year plan but there is no guarantee of funding so important that ACHPRI is in the Reference Group so they are aware that it will not be self-funding by June 2013

*ACTION Suggested change to the Steering Group
Change the 2nd dot point in the membership of the Steering Committee to read – 3 to 4 members of AAAPC as nominated by the AAAPC Executive*

- 4.2. PHC Research Conference 2013
 - 4.2.1. Update from Christina Hagger
 - Registrations currently at 431 delegates (more than 2012)
 - o Happy with the idea that the Conference is held in Canberra every 2nd year and in a different state in alternative years
 - o Happy with the number of satellite conferences and meetings that are happening in the Conference
 - o Multi-morbidity coming through are a key focus
 - o AAAPC has a significant presence
 - More policy makers from DOHA attending than ever before
 - Policy research conversation on the eve of the Conference has received a strong response
 - 4.2.2. Update on Committee members leaving and nominations for the AGM
 - Tasmania, Act and Queensland covered (if people agree)

- At this stage no success re WA
 - Natasha is endeavouring to find someone from NT
 - President
 - o Nick Zwar has agreed to be nominated
 - Grant Russell agreed to be a member of the Exec and is willing to serve as one of the office bearers
 - Dimity has been nominated for Secretary but is open to having another role
 - Marie has agreed to be nominated for treasurer
- 4.2.3. Update on Bridges Webb nominations and winner
- Winner is yet to be notified – Dimity will let Committee know
- 4.2.4. AGM agenda – any items to include
- No updates have been emailed to Kitty
- 4.2.5. Meeting with Michael Kidd - happening on Wednesday afternoon – need to let him know what AAAPC is thinking
- After the PBRN meeting there will be an hour with HOD people who AAAPC would invite to meet with him
 - The hour after that (at his request) there will be a meeting with GP Registrars, but did not say if this was an exclusive meeting - room size is for 25

ACTION Christina to find out if DOHA would be willing to provide information on roles, positions and responsibilities of DOHA delegates and who will be attending for the AAAPC Executive and email response to Kitty

Kitty to email Louise Stone re the meeting with Michael Kidd and GP Registrars

Kitty to write to the HODs, inviting them to the meeting after the PBRN session (from 2.00 to afternoon) and there will be a session for Registrars after afternoon tea and ask them to encourage their Registrars

Dimity to send a draft of a letter to Michael re the decisions that have been made

Dimity to let the Committee know the winner of the Bridges Webb Award

5. The Newsletter

5.1. Next Publication – July 2013 – Conference edition

6. General business

6.1. Membership

6.1.1. New members were noted

6.1.2. Finances

- \$30, 892.56, however there are significant monies to be paid out
- Kitty has spoken with her Manager and payments will be sorted out
- At this stage, the actual balance is unknown
- Decisions on spending will need to wait until balance is known

6.2. Communications with the President

- None

7. Other Business

- 7.1. Tribute to Marjan Kljakovic– AAAPC Prize in memory of Marjan and dedication in President’s report at AGM
 - Waiting on the family – leave on the Agenda
- 7.2. Lobbying for more PHC funding – possibility of AAAPC prize winner attending SACP to present paper
 - Ellen and Dimity will be at SACP and will talk with them about having the Prize winner go to SAPAC
- 7.3. AAAPC Flyer / Website and Webpage
 - Flyer – Kitty has emailed flyer to members
 - Due to work being on the Flyer there has not been any work done on the website and webpage – to be left on the Agenda for the next meeting
 - o There is an issue about the website and ownership but no decisions can be made until the finances are finalised

ACTION Kitty to have some of the Flyers ready for the Conference (discuss the cost with Dimity)

- 7.4. Constitution Update
 - Want to change words ‘General Practice’ to ‘Primary care’
 - Want states to be able to nominate ‘up to 2 members’ (18.3)
 - Possible to have a non-GP representative for each state – would this be possible in the ‘co-opted’ option (18.3.c)
 - Is there a need to have a time frame for members who are co-opted (18.3.c). Their appointment/time to be reviewed at the AGM
 - Use the parts of the template (from Consumer Affairs) that are relevant to AAAPC – note that Part 1 was required
 - Need to give notice to the members 3 weeks prior to the AGM
 - There are Sections in the Consumer Affairs template that are not in the version emailed to Committee members – exec need to decide if they want them included
 - o Disciplinary Action
 - o Grievance Procedures – covered in current constitution
 - Go ahead with the changes as noted in the Constitution that was circulated to the Executive with the tracked changes
 - Need a quorum – Kitty to send out Proxy forms so we get a quorum

ACTION Kitty to email amended Constitution to all the members

In a separate email, inform members that a quorum will be required to make the changes, and that if a member is not able to attend it is important that they send a Proxy form to Dimity or Marie with their voting intention

- 7.5. Academic Registrars Clinical Placement
 - No updates – the words ‘updates after the letter’ to be removed but Academic Registrars should remain on the Agenda – issue for everybody
 - There are issues around
 - o PIPs
 - o What GPET is doing (GPET has said they are keeping on with Academic Registrars and still reviewing their processes – internal processes around timing for applications etc / acknowledge that different Universities are offering different experiences for the Registrars

- Dimity said she wanted AAAPC would like to be involved in discussions around the Registrars roles

ACTION AAAPC to write to GPET re Academic registrars after the AGM

7.6. Travelling Fellowship Guidelines

- Leave on the Agenda for the next meeting

7.7. NHMRC Strategic Plan Primary

- Worth noting the NHMRC partnership Centre that has been announced recently in Primary care

ACTION Remove from the Agenda

8. Next Meeting August 20th 2013