

Minutes of the Executive Committee of the AAAPC

Held on: 15 April 2014

1. **Attending:** Nick Zwar, Julia Walters, Christina Hagger, Michelle Guppy, Louise Stone, Danielle Mazza, Ellen McIntyre, Grant Russell, Kirsty Douglas and Kitty Novy
2. **Apologies** Marie Pirotta, Sarah Larkins, Dimity Pond and Liz Halcomb
3. Minutes of the last meeting, held 18 March 2014 were accepted.
4. Correspondence to the AAAPC none
5. Business Arising:
 - i. Lobbying the Minister – The AAAPC's efforts to secure a date for a meeting in Canberra have stalled, as the Minister's advisor, Tom Fleming has failed to respond to recent AAAPC emails.
 - ii. The APHCRI Research Advisory Board – A Joint AAAPC and APHCRI workshop is in the program for the conference. It will be in the form of a Futures café on the Thursday for 2½ hours. A presentation by APHCRI will lead into a workshop. Further discussion with APHCRI is needed on the subject matter etc.
 - iii. The AAAPC wrote to the APHCRI Board with suggestions on future funding. One suggestion, concerning a funding round for development for project ideas, has been particularly well received. The Board has been working that idea up, it will be on their next agenda in May for further discussion and approval. If supported, it is likely to lead to a call for funding for developmental projects in 2015.
 - iv. Changes to the Constitution to allow for New Zealand membership of the AAAPC are still being worked on. It is clear that a name change is required: the 'Australia' in AAAPC will become 'Australasia' and the logo will need to be amended accordingly. Other changes discussed were:
 - defining 'academic primary care' to include both teaching and research, this is to be done on the AAAPC's website but not in the constitution – though ideally the two should be aligned;
 - changing the due date for members' subscriptions from the calendar year to the financial year – decided not to proceed with this change at present and it not an issue for the constitution
 - the definition of attendance at an executive meeting needs to be adapted to acknowledge new technology
 - the two New Zealand committee members will come 'from' New Zealand rather than necessarily from the North and South Islands
 - voting at a meeting needs to be re-defined as a 'show of hands' excludes electronic means of affirmation; a definition quorum for executive meetings, taking into account New Zealand membership, proxy votes, and electronic means of attendance such as by Skype.
6. The Newsletter: The April edition is now ready to go, and work on the July Conference edition will begin shortly.
7. PHC Research Conference update: The Conference program coming along nicely; it should be possible to put it up on the

All changes are in Ellen's working document with tracked changes to the Constitution. A revised version of this document, reflecting the discussion at this meeting, will be considered again during the May 2014 Executive meeting. Following the May review it will be sent out to all members, a minimum of 6 weeks prior to the AGM, so complying with the AAAPC's notice requirements for changes to the Constitution.

website. There has been a lot of interest for the higher degree workshop which is going to be an opportunity to offer training to higher degree students in knowledge exchange. Matters of particular relevance to the AAAPC include:

- i. Abstracts for Best Paper - Felicity Goodyear-Smith has been judged winner of the AAAPC best paper for 2014
 - ii. After dinner speaker. It has been agreed to ask Jeannie Haggerty to fill this task, Nick is to make contact to see if she is willing to perform this role.
 - iii. Bridges Webb nominations: Kitty is to send out the nomination forms to all members, the closing date for nominations being June 2014.
8. Finance – \$22,659.49
9. New Members - none. This raised the perennial question/issue of how to attract new members. Grant has asked Alastair Vickers, acting head (WA REP) to join; Kitty will ask if he could write something for the newsletter. It was agreed that membership application forms should be prominently available both at the Conference and at the two day workshop for academic registrars which precedes the Conference. In addition, there is a welcome dinner immediately after reception and it was suggested that at least one executive member should attend to 'spread the word'. Some sort of buddying up/mentoring of those new to the Conference was also suggested. This topic to remain on the agenda up until the July Conference.
10. Other Business
- i. APCReN progress – A draft letter was discussed. It was agreed that the program's timeline needs extending with the same or more funding as with the original program period. There were 6 letters of support from members. Kitty is to forward them to Nick who will submit the final letter together with the letters of support.
 - ii. PHCRED evaluation – The AAAPC Evaluation has been submitted and acknowledged by Robyn Considine. Should this document go on the AAAPC website? It was agreed that this matter should be revisited at the next executive meeting.

Next Meeting. Tuesday June 17th

ACTIONS ARISING

Nick is to:

- Send out the letter to APCReN, together with the letters in support from AAAPC members
- ask Jeannie Haggerty if she is willing to be the after dinner speaker at the AAAPC dinner

Ellen is to:

- Revise her 'tracked changes' Constitution document and circulate the same to the Executive members in advance of the next meeting

Grant is to:

- Contact Alistair Vickers regarding membership of the AAAPC

Kitty is to:

- Send out the nomination forms for the Bridges Webb Medal
- Forward the letters of support to Nick regarding APCReN