

**Australian College of Ambulance Professionals
WA Branch
Management Committee Meeting**

**Tuesday 2 November 2004
SJA – Belmont**

1. **Meeting Opened:** 19.26
2. **Present:**
Jodie Foster, Ian Howell, Mike Ficko, Dene Ashfield and Geoff Gorham
3. **Apologies:**
Rick Ashdown, Lea Dale and Matthew Sim
4. **Minutes of the previous meeting;**
Accepted as a true and accurate record by Jodie Foster and seconded by Mike Ficko
5. **Correspondence:**
In: ACAP AGM Agenda
Out: ECG Workshop letters (17/9 and 17/11)
Association Liability Insurance details
6. **Financial Report:**
Jodie Foster tabled a Reconciliation Report dated 27/10/04. This report was accepted by Ian Howell and seconded by Mike Ficko.
7. **Current Business**
 - 7.1 **KMS Scholarship**

Jodie Foster advised that this item remains on the agenda to ensure the conference papers are completed. Ken Hart has queried whether his paper needs to be reviewed by the committee prior to publication in the Response Journal. As per the procedure followed last year, KMS recipient papers should be forwarded to the secretary, who will after review by the committee, forward onto Margaret Bertling. All agreed that if possible these papers should appear in the next edition of Response.

Action:
Jodie Foster Liaise with Margaret Bertling to determine publication deadline and advise recipients. Advise recipients of requirement of committee to review papers prior to publication.

7.2 Professional Development Seminars

Jodie Foster reported that all places have been filled for the 12 Lead ECG workshop on 17 November 2004. Mike Ficko reported that SJA has agreed to provide a \$500 subsidy (reduction of \$250 from the 1st workshop). It was agreed that a 2 Lead ECG workshop be organised in the New Year. This will be targeted at volunteers.

Dene Ashfield advised that no further seminars will be conducted until next year. Dene and Mat will compile a 2005 PDS calendar in the New Year. A debate was suggested as an alternative to the traditional format.

Action:

Jodie Foster: Liaise with Dennis Hammond and ensure attendance certificates are available on the day of the workshop. Email list of PDS topics already covered to Dene Ashfield.

Mike Ficko: Liaise with Matt Simm to ensure catering has been organised for 17/11. Continue development of 2 Lead ECG initiative.

7.3 Merchandise

Jodie Foster provided details of a report forwarded by Lea Dale. Lea has recently taken receipt of an additional 1000 flip folders. There is 190 remaining of the old stock. Lea anticipates another good selling year for 2005.

Jodie Foster tabled two quotes forwarded by Rick Ashdown for consideration by the committee. The quotes were for production of committee polo shirts and thermal mugs. After consideration committee members agreed to proceed with the polo shirts, but to defer the thermal mugs. All members present felt the thermal mugs were a good idea, but that the quote was too expensive. It was agreed that additional quotes should be sourced.

Action:

Rick Ashdown Source additional quotes for the production of thermal mugs.

7.4 Certified Rules

Extraordinary meeting was deferred as no notice (ie group email) had been given to members of the second meeting. Will probably be scheduled at the same time as the first management committee meeting for 2005.

7.5 ACAP Website

Geoff Gorham advised that he has reviewed our website and has some updates ready for uploading, pending advice/review by Darren Mudge.

