

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

**Tuesday 7 June 2005
SJA Belmont**

1. **Meeting Opened:** 1945
2. **Present:**
Jodie Foster, Darren Mudge, David Ford, Matthew Simm, David Bazen,
Michael Ficko
3. **Apologies:**
Leanne Dale, Ian Howell, Rick Ashdown
4. **Minutes of the previous meeting:**
Accepted as a true and accurate record by Darren Mudge and seconded by
Matthew Sim.
5. **Correspondence:**
Nil
6. **Financial Report:**
Jodie Foster tabled a Reconciliation Report and Receivables Reconciliation
(Summary) submitted by Rick Ashdown. Expected balance on statement is
\$14 376.90. Lea Dale is following up delinquent subcentres with extended
overdue payments
7. **Current Business**
 - 7.1 **KMS Scholarship**

Jodie Foster reported that a recent email from Amber Churchill (ACT
Secretary) indicated that registration brochures and online registration
would be available shortly. We are requested to advise how many DL
size brochures we require.

Jodie Foster advised that to date no KMS applications have been
received. All agreed that a group email be forwarded to members
reminding them of the process of application and deadline.

Action:
Darren Mudge Group email for KMS reminder
 - 7.2 **Professional Development Seminars**

Matthew Sim advised that close to 30 officers have indicated they will
be attending the cardiology seminar on the 14th June. This presentation
will be re-run in one months time for black and green shifts.

Matthew Sim advised that he had seen a presentation of the Australian Resuscitation Council guidelines, by Ian Jacobs, and felt this would be a good topic for a PDS. The possibility of combining this topic with a pre-hospital thrombolysis presentation by Dr Fatovich was discussed.

David Bazen reported he had been looking into two topics, verbal judo and cannulation. A reputable presenter with a law enforcement background is able to provide a full day workshop for 40 participants for \$2500. The workshop would teach participants to recognise at risk situations, how to position themselves and take control of a situation. This would be a “no contact” workshop.

All committee members agreed that this would make an excellent seminar. The cost was noted to be high and would probably prohibit the running of two seminars. It was also thought that the subject might be controversial as SJA had ??attempted /looked into this topic previously, but had not proceeded. It was agreed that endorsement from SJA would be prudent. Assistance with funding should also be explored.

David Bazen also advised that he had been in contact with a Phlebotomist from RPH regarding a cannulation seminar. Matthew Sim suggested a nurse from SCGH (? Fiona Warey). It was agreed that who ever undertakes the training must be familiar with and use our equipment.

Michael ficko advised that the Northam ECG seminar/workshop is on hold as they have been unable to confirm date.

Action:

Matthew Sim:

Look into ARC and Thrombolysis presentation.

David Bazen:

Meet with Peter King to Discuss “Verbal Judo” PDS. Source additional cannulation presenters/contacts.

Michael Ficko and Geoff Gorham: Confirm Northam PDS date

7.3 Merchandise

Jodie Foster tabled a report submitted by Lea Dale. Sales of the ACAP flip folders total \$950 since the April meeting. A draft proforma for ordering flip folders was tabled and circulated for comment. This form will be added to the SJA intranet to facilitate and streamline the ordering process.

In her report Lea indicated she is unable to take on or source any additional merchandise. Darren Mudge agreed to look into the inclusion of thermal mugs as branch merchandise. Mike Ficko suggested that the metal folders used by police and some ambulance

personnel might also be of interest if they could be sold at a reduced rate.

Action:

Darren Mudge: Source thermal mugs

Jodie Foster: Source metal folders

7.4 ACAP Website

Jodie Foster advised that the secretary email address had changed to secretary@wa.acap.org.au. The old one will still work for some time. Nil other to report as Geoff Gorham was absent from the meeting.

8. New Business

8.1 Split Chair/Director

Jodie Foster reported that Ian Howell is seeking committee approval to split the role of Chairman and Director (WA representative on the Board). Ian feels the workload of these positions, particularly that of the Director, is now too large to be managed effectively by one person. Ian has indicated he is happy to continue in the Director role for a further two years (election is in June 05 for a two year period), but would not continue as Chairman after the next AGM. All present agreed that the position should be split and the election of a new chairman be sought at the AGM.

8.2 Board Meeting

Jodie Foster advised that the next Board meeting is scheduled for 28th and 29th July 2005 in Perth. Ian Howell has requested that a social engagement be arranged where the committee and other interested members might meet the board members. The possibility of dinner or just drinks and nibbles was discussed. Jodie Foster will source some options and liaise/advise via email.

Action:

Jodie Foster: Source a suitable function for committee and members to meet the Board members.

8.3 Forum

Jodie Foster advised that Ian Howell has requested the committee re-examine the possibility of hosting a member forum for the Professional Relationships National Project. Other states have included other prehospital health care providers such as the Defence Services and RFDS. Jodie Foster will liaise further with Ian Howell and Noel Gillard.

Action:

Jodie Foster: Liaise with Ian Howell and Noel Gillard for further clarification and direction.

9. **Next Meeting:**
Tuesday 19th July 2005
SJA – Belmont

10. **Meeting Closed:** 20:50

Signed: ----- ---/---/---
Ian Howell (Chairman) Date

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Jodie Foster (Secretary) Date