

Polio Advisory Committee Minutes for meeting held Friday 27th February 2009

Present

Margaret Cooper, Michael Judson (Chairperson), Mary-ann Liethof, Christine McAuslan (Minute taker), Jo McKenna, Gordon McKinnon, Liz Telford and Peter Willcocks.

Apologies

Jill Burn, Geoff Dean and Jane Henderson (PSV)

Confirmation of Minutes for meeting held Friday 28 November 2008

Confirmation of Minutes moved by Peter and seconded by Margaret. All in favour.

Agenda Items

Introducing Linda Morton, Community Access & Recreation Manager

PAC members introduced themselves and gave a brief explanation of why they choose to participate on the PAC.

Linda has been with Independence Australia for 11 years in various roles. Currently Linda is the Community Access & Recreation Manager which entails managing the Arts Program based at Croydon Hills. This program incorporates an annual drama performance and art exhibition. Managing volunteers and directly engaging with clients and corporate volunteers is also part of Linda's role.

Linda had also taken on higher duties initially to assist the Executive Manager of Community Solutions and more recently, due to that EO position becoming vacant, to support the Community Solutions team.

Changes at Polio Services Victoria - PSV Report (presented by Polio Community Officer on behalf of Jane Henderson, PSV)

Staffing:

- Jane has resigned from the PSV Service Coordinator & Physiotherapist position. Her last day with PSV is 20/3/09. Recruitment for a replacement has commenced.
- Darren goes on long service leave in April 2009 and will not be returning to PSV after this.
- Priya will move out of PSV when Darren leaves (giving up her 1 day a week) so that PSV can recruit a full time orthotist to fill both of their positions.
- Darren will be returning to work at St Vincent's following his leave so he will be available to "train up" the replacement orthotist.

Orthotics:

- The waiting list has reached 12 months again. We are having to refer nearly all orthotic work out to private providers.

Clinics

Metro:

- The fortnightly Wednesday clinic schedule has led to an overall decrease in clinic appointments.
- The current clinic waiting list is 4 months.

- If the doctor is away for one Wednesday, it means that the PSV clinic only runs once in that month. Therefore I have opened up a few Friday morning clinic appointments (because the doctor attends for half a day on Fridays).

The Friday time was originally scheduled to give the doctor some administration time to do medical letters. Therefore there will be a delay in getting referrals / medical letters back to GPs following clinic.

Regional:

The last regional clinic was held in Bairnsdale on 11/02/09. It was attended by Jane, Darren and Kathleen. It was a successful clinic with 10 appointments: 4 new clients and 6 reviews.

Review of Planning Day – Friday 30th January 2009

PAC agreed the report forwarded by MAL reflected the Planning Day. Achievements and priorities listed as part of the planning day will be included in the Autumn edition of Polio Perspectives.

Michael conveyed to the PAC that in a conversation following the planning day he received ‘feedback’ that not all convenors understand what the PAC does.

2009 PAC Meeting Dates – discuss April 24 Meeting

Due to the Easter break and Mary-ann’s trip to the Warm Springs Conference in the US, Gordon moved “not to hold the April 24 meeting”. This motion was seconded by Liz.

Call for PAC Nominations

- Margaret unable to stand this time as 3 terms have been served
- Gordon, Jill and Liz are all due for re-election and will be required to nominate themselves. MAL also asked members to provide an updated copy of their profile with the nomination form.
- Nomination forms have been incorporated in the Autumn Polio Perspectives and, if sufficient numbers are received by 1 May, Ballot Papers will be posted to all Victorian members to be returned by 29 May. Elected PAC members will appear in the Winter Polio Perspectives.
- Only one additional nomination is required to achieve full membership. If none are received, current PAC members have been asked to consider people to approach for secondment.

“Shades of Grey” update

Peter played some of the 10 minute DVD he has created to include clips of the original 3 hour version of the DVD. He noted that his version needs to lose 11 seconds in duration and that to have the original DVD on U tube would involve loading 36 files. Mary-ann had thought that a 90 minute (9 clips x10 mins) edition was being created and asked that this item be deferred until the March meeting to give her opportunity to watch the new DVD. Deferment was agreed to by the PAC.

Alcoa Foundation – Outstanding Community Worker Award

The Alcoa Foundation offers a monetary award for outstanding community workers, which closes on April 24th. The award of \$5000 is to be spent on the recipient’s own choice of professional capacity-building such as conferences, further relevant education. Liz moved and Jo seconded that Mary-ann be nominated for the award. Discussion re this will be put on the agenda for the March meeting.

(http://www.ourcommunity.com.au/leadership/leadership_article.jsp?articleId=3914)

VicHealth Grant Submission / Polio Day

Mary-ann has submitted an application to the VicHealth Conference grant fund for the 2009 Polio Day(s). Notification of application results expected shortly.

Google Grants - AdWords

Google grants are available to not for profits in the form of having information highlighted in Google searches. Mary-ann made a successful application to Google. It will take approx. six weeks to activate the highlighted PSN information on Google.

Department of Health and Ageing: Chronic Disease Self-Management/Lifestyle and Risk Modification Grants / Polio Australia

Polio Australia is applying for the Chronic Disease Self-Management/Lifestyle and Risk Modification Grants which involves grants of up to \$200,000 for one year. This grant fits with the Polio Australia brief. In a teleconference with the member states it was decided to apply for one of the three streams for which grants are made available. The applicable stream is **'Educating Consumers'**. The grant application needs to be submitted by the 19th March. Mary-ann will write up the submission and the completed application will be signed by the Polio Australia President Gillian Thomas.

Budget for Special Purpose Post Polio Fund

This item which will include 'Shades of Grey' the polio stories publication and Polio Awareness Week 19th to 23rd October to be deferred until the next (March) meeting.

Review of previous action plan

PAC Members 2009 Support Group Visits

PAC members nominated which area that they were available to accompany Mary-ann on her group visits. The intention is to inform groups about the PAC and its members' involvement. Participating PAC member and regional visits are:

Mornington Peninsula	Saturday 14 March	Michael Judson
Bayside	Thursday 7 May	Peter Willcocks
Geelong	Monday 1 June	Peter Willcocks
Northern (Coburg)	Saturday 6 June	Peter Willcocks
South Eastern (Springvale)	Saturday 11 July	Michael Judson
Warrnambool	Tuesday 28 July	Gordon McKinnon
Hume (Wangaratta)	Saturday 8 August	Liz Telford
Eastern (Box Hill)	Saturday 19 Sept.	Liz Telford
Traralgon	(no date set)	Geoff Dean?

Draft 'Survey' for younger people

This item to be deferred to March meeting. Meanwhile PAC to read 'issues to consider' handout when regarding the proposed survey.

Schedule meeting for Book Sub Committee

Tuesday 10th March 12.30pm

- Consent form template
- Approach DHS for book funding ideas
- Scribe

Correspondence

Nil

Reports

Polio Community Officer

- Mary-ann attended the Yarra Ranges Group meeting. This group has now changed its name and will be known as the Knox - Yarra Ranges Polio Support Group. They will be meeting regularly at The Basin Progress Hall.

- Chronic Disease Self-Management Special Interest Group – Panel Discussion: Mary-ann attended this panel discussion on ‘Revisiting Consumer Participation in Chronic Illness management – How far have we come? There were approx. 25 people present and she handed out the Notes from the PAC’s Planning Day as an example of how effective an advisory committee can be.
- Mary-ann is to facilitate a workshop at the Collective of Self Help Groups (COSHG): Self Help Groups Connecting for Health and Wellbeing Forum on the 2nd of April.

General Business

Nil

Action to be followed up

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| • View Shades of Grey shortened version DVD | MAL |
| • Emails re interest in staying on PAC to be sent to MAL | LT/JB/GMcK |
| • Write Polio Australia funding submission | MAL |
| • Draft ‘Survey’ for younger people – issues to consider handout to be read. | PAC |
| • ABC Website | JB |
| • Darebin Council to fund promotion for Polio Day/Wellness Forum | LT |
| • Consent form template | MC |
| • Approach DHS for book funding ideas | JMcK |
| • Talk to Scribe about editing/publishing options for book project | LT |

Date of next meeting:

12.00pm for 12.30pm for Friday 27th March 2009

Independence Australia Boardroom