



ASAPO Executive Meeting 15 & 16 October 2011 RPA Hospital NSW

Minutes 15 October

1. Welcome /John Byrne
 - a. John Byrne welcomed the meeting and the effort everyone has put into being in attendance. John explained that Teleconference does keep the pricing down for meeting but to move forward we must have these meetings on a face to face value to be more personable.
2. QSAT merger /Michael Webcke
 - a. Michael Webcke explained that the merger is not as easy as thought and would need help to make it happen. Outsourcing to a business group to assist with the merger is needed, Michael to look into this.
 - b. There were 101 proposals on the merger were posted out and 63 QSAT members replied stating YES that they support a merger to ASAPO.
 - c. Michael meeting with Fair Trading in the week following this meeting.
 - d. Options for QSAT are:
 - i. Officially Dissolve Association and distribute funds in accordance with Department of Fair Trading 1981 Act Section 10 "Voluntary Wind Up" which need to be actioned at an AGM with 75% casting votes.
 - ii. Amalgamation of QSAT with ASAPO with all books in order and if any outstanding funds, ASAPO will be required to resolve this issue.
 - e. At present QSAT has not outstanding funds, books are with the Auditor and see no foreseeable problems.
 - f. QSAT account balance stands at \$28,000
 - g. The Australian Tax Office may require the \$10,000 seeding money to be returned to QSAT from ASAPO if the auditor requests it.
 - h. General consensus is that a Merger would be beneficial.
 - i. Industrial Action in QLD resulting from a review of the scope of practice that technicians work under along with pay and working conditions. The question of which stream anaesthetic technicians work from was in discussion with Queensland Health.
 - j. AWU meeting in 7 days time to make decision on lifting the Overtime Ban and seeking a commitment to brief Director General, Terry O'Connell, regarding Anaesthetic Technician transiting to a health professional stream allowing better career structure and award wages.
 - k. Michael has asked to use the ASAPO website to advertise changes made to which the committee agreed.
3. 2012 ASAPO conference/John Byrne
 - a. John Byrne gave an over view of the conference.
 - b. To be held at the new Royal Children's Hospital Melbourne
 - c. Conference rooms hold 250 delegates
 - d. Drawcard is the Melbourne Cup is the next Tuesday
 - e. Gala dinner to be held at the Zoo attached to the Children's Hospital
 - f. Flyers out already and preparation commenced

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- g. Keeping a small conference committee
 - h. Ray mentioned to have a special rate for ASAPO registrants and have available on the spot interim registration until qualifications verified.
 - i. Accommodation organised with a venue near the conference
4. National Mandatory Registration /Ray Murtagh
- a. Both Ray Murtagh and John Byrne attended the Health Services Union (HSU) meeting.
 - b. Discussion at meeting included aligning with other health groups such as Paramedics but they did not want to be associated with ASAPO due to the minority of numbers.
 - c. Another avenue mentioned was State Government Proposal which would involve a Literature Review to establish that Anaesthetic Technicians are a risk to the public and needs to be regulated.
 - d. Decision to outsource a company to write a literary review, costs being looked into by Ray Murtagh.
 - e. The literary review will address the six criteria from the Attachment A for National Registration. Roy Wyatt had a presentation that he presented on what AOTP had addressed each selection criteria. Roy offered assistance in compiling this evidence as he has had involvement previously.
 - f. Time frame on this is July 2012
 - g. Ray mentioned that NZATS is associated within the Scientific Officer stream.
5. AOTP Report / Roy Wyatt
- a. Roy gave an over view of what AOTP had achieved recently, such as;
 - a. Successful education day with 150 delegates in attendance
 - b. Combining with ASA conference, already turning away delegates. There will be 30 to 40 trade display and held at the WA University. Trades are paying \$300/ table x 12 trade displays.
 - b. Roy is talking to AORN regarding links
 - c. Roy gave a review on the Visa 457 situation where they can offer permanent residency under the State Labour Agreement, since mining has started in the region it has been rezoned as rural and therefore can take on immigrants and overseas applicant.
 - d. A new hospital is being built and has appointments for 40 full time equivalents Anaesthetic Technicians by 2013.
 - e. AOTP are using generic e-mails
 - f. AOTP has a regular newsletter
 - g. AOTP has done away with membership cards
 - h. AOTP is using iCloud data storage technology
 - i. AOTP encourages electronic correspondence and reducing envelope sending
6. Review of ASAPO voluntary registration form /Annie Elder
- a. Annie gave overview of registration process and improvements.
 - b. Annie to set up a group contact list, Shane to assist in this.
 - c. Moving towards online registration.
 - d. Automatic renewal done on renewal payment, no need to verify
 - e. Passport photo to have name on back of photo and verified
 - f. Looking at NZATS registration process
 - g. CPD points regulated by spot audits and advertised as such
 - h. Compiling new registration form alongside with Shane Guy.

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7. Registrars report / Annie Elder
 - a. Annie stated that we have;
 - a. 206 registrants on data base
 - b. A further 160 possible registrations from questionnaire
 - c. Registrants to sign back of passport photograph.

13:30 - Lunch Break

8. ASAPO Constitution review / Roy Wyatt
 - a. Roy presented the changes he made to the Code of Conduct and will be included in the constitution.
 - b. Roy mentioned that a name change would solve uncertainty of role, committee in agreement, move from Technician to Technologist. Looking into alternate names.
 - c. The Constitution was reviewed by all of ASAPO committee and changes made on current documents. Shane Guy to make changes and amend the constitution, time frame is one year but sooner is the goal.

17:30 - Finish

Minutes 16 October

9. **Finance report (planning a budget) Therese Kellam**
 - a. BAS statement is up to date.
 - b. Setup 12 month banking system with the NAB
 - c. SASU setups BAS statement every quarter electronically
 - d. Cost for this is \$95 per month
 - e. If ASAPO is audited, SASU arranges this to be done.
 - f. Bank Balance as of date: \$22,734.
 - g. ATO owe ASAPO \$1,000
 - h. Expenses per month \$600:
 - a. Virtual Office
 - b. P.O. Box \$90/yr
 - c. Website \$120/m
 - d. Storage \$1,500/yr
 - e. Teleconference \$300 (1.5hrs) pay extra over one hour
 - i. Decision to cut down on expenses. Looking at storage and dissolving storage and promotional product as no one is buying the merchandise.
 - j. Michael Webcke mentioned that we should organise a budget to make money work better and we should outsource this to NAB, Therese to look into this.
 - k. Motion put forward that ASAPO committee members are to receive a \$60/day expenses for meetings and conferences. This is also an incentive to get people to be involved in ASAPO committee. Addendum to the constitution will be added.
 - l. Therese will be looking into a Term Deposit to make the money we have grow whilst no flow. Will talk to NAB to see if we can tie it into ASAPO account.

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Lunch

New Business

1. Incentives to promote ASAPO committee applicants eg, Registration paid, conference paid etc. The decision to include free registration as an incentive in becoming a committee member was quashed but the inclusion of a \$60 per day expense account will assist in out of pocket the committee member may encounter. Committee members who attend ASAPO conferences will be given free registration to the conference, airfare, taxi and accommodation on the proviso that they perform duties pertaining towards the conference.
2. Terry Bullock would like to have an external assessor to come from ICM, Garry Gibbs who also is employed by ICM stated that it is a big cost to have someone from ICM to travel the country side assessing students and he further explained that that is why the cost of the ICM course is such a reduced rate of approximately \$4,000 where the Southbank TAFE course cost \$16,000 and \$40,000 for overseas students. Terry is to talk with Mike Walters from ICM to see what they can organise for assessments.
3. Decision to buy a new card printer was passed by the committee with John and Ray seconding the decision. Shane to look into buying the printer.
4. Interim measure put in place that when Shane buys printer, Annie will govern that the registration can go ahead, then send Shane conformation of registration (both new and renewal after five years). Annie either post passport size photo or e-mail scanned passport photo to Shane to print on card. Card sent by Shane to registrant. This measure is only until a system is arranged.
5. ASAPO to put into place a two year Business plan for the direction of ASAPO, plan includes;
 - a. Name change, suggestions posted on web via survey monkey
 - b. Merger with QLD
6. Possibility of having a sub branch for Autotransfusion sub committee to share ideas and to keep up with current trends.
7. Add recruitment officer to the ASAPO committee.
8. Review duty statements.

1500 - Meeting close