

ASPOA 2ND HOUSE OF DELEGATES
MINUTES OF THE MEETING
October 20, 2011, Friday
3:00 pm Olympic Hotel, Tehran, Iran

AGENDA

- I. President's Report
- II. Roll Call of Associations
- III. Approval of the 1st Minutes of the Meeting (Frankfurt Germany)
- IV. Report by Officers:
 - i. IOA CC Chairperson / ASPOA Vice president
 - ii. Secretary
 - iii. Treasurer
- V. Amendment of ASPOA Constitution
- VI. Election for new set of Officers

The new President opens the floor for the:

 - Nomination of 2nd Representative of IOA CC delegate
 - Endorsement of Strategic Planning
 - Partnership with ASSR
- VII. Adjournment

Attendees:

Japan

Mr. Michiaki Takaishi
Mr. Tsuyoshi Sasaoka
Ms. Kyoko Ishii

Korea

Mr. Bong Kyu Chun

India

Dr. Harikesh Buch
(Observer)

Hong Kong

Mr. Yip Chi Kin
Ms. Jacky Lam

Iran

Dr. Mohamad Vafai
Dr. Roubik Behboo

Philippines

Mr. Ronaldo Lora

Australia

Mr. Peter McQueen

New Zealand

Mr. Richard McNair
Mr. Barry Maughan

I. President's Report

The meeting began at 3:00 pm with Pres. Michiaki Takaishi as the presiding chair. He gave a brief welcome to the delegates present and acknowledged the hospitality of our Iranian hosts. Afterwards, he proceeded with the President's Report. These consisted of the formation of the Bangladesh and Pakistan Ostomy Associations which will hopefully be part of the ASPOA when they submit their application in the future, the publication of the first ASPOA newsletter (August – October Issue 2011), and the USD 20,000 donation by Alcare Pharmaceuticals to help in the expenses and accommodation of guests for the regional conference.

II. Roll Call of Associations

We proceeded to recognize the delegates of each country that attended the first ASPOA Regional Conference:

1. Australia
2. Hong Kong
3. Iran
4. Japan
5. Korea
6. New Zealand
7. Philippines

III. Approval of the 1st Minutes of the Meeting (Frankfurt Germany)

The minutes of the meeting in Frankfurt, Germany was raised for approval. Mr. Barry Maughan moved for the approval of the minutes. This was seconded by Mr. Peter Mcqueen. The motion was carried.

IV. Report by ASPOA Officers:

i. IOA CC Chairperson / ASPOA Vice president

Mr. Barry Maughan reported updates as Chairperson of IOA Coordination Committee. He briefly discussed these major agendas:

1. Coordinators for World Ostomy Day 2012
2. Disbursement and funding of the IOA – (Seeding fund was given by the IOA CC to the 3 Regions) and lastly the
3. New webmaster for IOA CC
4. Endorsement of the Strategic Plan of 2011

ii. Secretary

Mr. Ronaldo Lora introduced the new logo and the website of the ASPOA with the url address at www.ostomyasiasouthpacific.org. This was flashed in the LCD monitor for everyone to see. Likewise, the changes made in the revamped IOA website were also shown to the delegates.

Finally, he encouraged everyone to identify young ostomates who could work as 20/40 representatives for the corresponding countries for the ASPOA region.

iii. Treasurer

Mr. Richard McNair provided everyone documents regarding the Interim Balance Sheet of the ASPOA. President Michi read the following countries that have paid their annual dues.

1. Australia
2. Korea
3. Mongolia
4. Indonesia
5. Japan
6. India

7. Philippines
8. Hong Kong
9. New Zealand

It has been noted that only countries eligible to vote at any elections taking place at the House of Delegates meeting are those who have paid their capitation fees. One of the tools to facilitate information regarding payment of dues is an updated database of email addresses sent to both secretary and treasurer.

It was also during this time that Mr. McNair brought up the issue regarding the transfer of funds from the AOA account to the ASPOA account. Both Abdul Rahman and Mr. Kong have been replying to Mr. McNair through email but Mr. Kong will only send the money to Pres. Michi.

Mr. McQueen inquired how much was left of the money from the AOA account to which Mr. McNair responded that he is not really sure since email communications of the amount fluctuated from 40,000 to 20,000 to 19,000 ringit.

Dr. Buch expressed that since the last AOA house of delegates meeting in Frankfurt in November 2010, Mr Kong must have presented the detailed statement of AOA, therefore, it should not be difficult for the previous AOA CC to work out the exact amount after deducting the expenses incurred from the Frankfurt meeting from the amount at hand at that meeting. This should be the amount in the bank account in Malaysia during the time period from November 2010 to October 2011.

Dr. Harikesh Buch, as a member of the IOA Transition Team, mentioned that the transition team is legally responsible to oversee that the funds are transferred from AOA to ASPOA with the help of Mr. Alan Myers. Mr. Barry Maughan suggested that this should happen after 3 weeks. In the interim Mr. Richard McNair will write the Transition Team copy furnished to the President of Persatuan Stoma Care Society of Malaysia (Hj) Zainuddin Mohd Tahir to expedite the closure of this issue and likewise the transfer of funds to the ASPOA account. If ASPOA reaches that stage of taking legal action, then ASPOA along with previous AOA CC should take the legal action to get the funds transferred.

V. Amendment of ASPOA Constitution

The following items were clarifications made and motioned for approval.

a. Affiliation Fees (clause # 12)

12. Annual subscriptions shall be paid not later than 1st March each year.

✓ 7501 to 10000	<u>USD 1,250</u>
✓ 10,001 and over	<u>USD 1,500</u>

b. Coordination Committee (clause #4)

The ASPOA Constitution allows coordination committee members to stay for two terms in office where a new set of officers will be elected in the next House of Delegates Meeting every triennial conference.

c. ASPOA Timetable

· 6 months prior
House of Delegates meeting place and date to be notified to member countries by the Secretary

· 4 months prior
Call for Agenda Items from Member Countries

· 10 weeks prior
Names of Delegates to the Secretary
Nominations for Officers to the Secretary
Amendments to the Constitution to the Secretary
Resolutions with notice to the Secretary
Country Reports to the Secretary
All other Agenda items to the Secretary

· 6 Weeks prior
Agenda to be received by Delegates from the Secretary
Amendments to the Constitution to be received by Delegates from the Secretary

· 4 weeks prior
The remainder of Conference papers to be received by Delegates from the Secretary

· ASAP after the meeting, the Secretary sends copy of Minutes of the meeting to Delegates

There may be a need for minor changes to the above timetable. The timeframes are suggestions for consideration for the Executive Meeting.

This proposed timetable will be circulated for comments and suggestions.

All three items were motioned as approved.

VI. Election for new set of Officers

President Michi asked the secretary to reveal the names of nominees for the new set of officers. Prior to this, an email was sent on August 16, 2011 for nomination of candidates online. Likewise, proxy forms were also sent to countries that have paid their dues but would not be able to attend the conference.

Meanwhile, Dr. Vafai proposed that the ASPOA can consider amending the constitution so that Iran Ostomy Society can be part of the Coordination Committee in the future. Only ostomates can be voted as elected officers. Mr. Takaishi mentioned that this request cannot be decided now but can be proposed in the next House of Delegates meeting since it will entail amendment of the constitution. In line with this, Mr. McQueen advised IOS to write the ASPOA Coordination Committee since this will require a process for amendments in the constitution. It was acknowledged that the Iran Ostomy Society has a big role for ostomates in the Middle East countries but also in Mid Asian countries which are surrounding Iran.

Finally, the nominees for the following positions were presented as follows:

President – Mr. Barry Maughan

Vice President – Dr Harikesh Buch

Treasurer – Mr. Richard McNair

Secretary – Mr. Ronaldo Lora

Hong Kong delegates sought to open the nominations for presidency with Dr. Buch as a nominee. Dr. Buch in reply declined the nomination but thanked Mr. Yip for nominating him. Eventually, he was elected as vice president and 2nd Representative for ASPOA on the IOA Coordination Committee.

The nominees were elected as officers for 2011 to 2014.

IOA CC Chairperson Mr. Barry Maughan graciously accepted the position as the new ASPOA President. In a short message, Mr. Barry thanked immediate past president Michi for the work he has done. Likewise, he expressed humble thanks to the IOS especially Dr. Vafai for the hospitality and well organized conference in Tehran. Mr. Barry already articulated that the main thrust for the coming years will be a structured Regional Association where it will be responsible to help member associations in actualizing the strategic plan.

VII. Adjournment

The next House of Delegates venue and meeting will be discussed (via) online. Prof. Shindo came over during the meeting and was asked whether the Regional Conference of the ASPOA could tie up with the ASSR. This will likewise be discussed online.

The meeting was adjourned by 6:30 in the evening.

By: RSL
Nov. 7, 11

Revised:
Nov. 15, 11