

PRESIDENT'S REPORT

Once again, it has been a pleasure to work with such a dedicated committee. Everyone has made a contribution, whether it has been chasing trade, organising speakers, buying the wine, collating evaluation forms, finding prizes for raffles, organising the marketing bag, doing the mail outs, typing the minutes, balancing the books, writing the cheques etc.

Our Education sessions have continued to include CNE points from the RCNA. Since the last AGM, we have had 2 Member's Meet on Saturdays (Geelong Surgicentre and Cranbourne Day Surgery) and 3 Members Meet Mid week (East Melbourne Specialist Day Hospital, Christmas in July at the ANF and Como DPU).

Chris Guidotti and Kate Banner have represented you all on the national committee, ADSNA. They have had a very active role, assisting with the organisation for a national nurses conference planned for 2013. Jo Adams has had a very busy year and I would like to particularly acknowledge all the work that she has done to assist with DSSIG to become more electronic and use MYOB more effectively, far beyond what should be expected from a voluntary role. However, we believe the time spent to become more electronic will mean that the treasurer's job in the future will be far less overwhelming.

I will be stepping down from the committee, effective today. As you read this report, I should be still asleep, in preparation for another day of International Association for Ambulatory Surgery (IAAS) executive meetings in Budapest. It is a real privilege to represent Australian nurses on the international scene, and to think it all started by attending my first DSSIG conference in 2000.

Another of our committee is also stepping down. Judy Golomb joined DSSIG in the same year as I did and she has worked tirelessly in the background, collating all our mail outs, representing DSSIG on the combined seminar organizing committee, purchasing all our speakers gifts, trade gifts, drinks for the many Twilight meetings and Members Meet meetings and our committee meetings. We wish her all the very best as she takes time to spend with friends and family.

I am very pleased to say that not only have all other committee members accepted re nomination to continue, we have nominations for another 2 new members. This is the beginning of a very exciting new era with a new President, a new logo and a more electronic based membership and payments.

I would like to thank the ANF for their continuing support. Our liaison officer Catherine Hutchings and her assistant, Vanessa Standfield are always at the end of the phone for queries and questions.

Finally, I would like to thank you our members for your ongoing support commitment and encouragement during the years that I have been on the DSSIG committee. I wish you all the very best and look forward to still catching up with you all, from within the audience!

Thank-you



Wendy Adams,
President, DSSIG (ANF Vic)

SECRETARY'S REPORT

This is my first year writing the minutes for the Day Surgery Special Interest Group – and what a year it has been! DSSIG activities – as well as the organizing usual excellent education sessions and writing journal articles – have included streamlining and digitalizing our processes and activities. This includes things such as using PayPal for payments to DSSIG, the continual development of the DSSIG website (www.adsna.info), and the use of email addresses as opposed to “snail-mail” where possible. We are very excited to see the DSSIG continue to move with the technology available in the 21st century, and to celebrate this we have launched an exciting new logo which you will see displayed here at the conference.

Amidst all this we are sad to say goodbye to 2 long-standing members of the DSSIG committee. Our president, Wendy Adams will be standing down at the end of this year. Wendy joined the DSSIG committee in 2000 and in the last 3years she has guided the committee with her wealth of experience and knowledge as the President. She has been elected as chair of the Australian Day Surgery Council, and represents Australia on the General Assembly of the International Association for Ambulatory Surgery. This is a huge honour for Australian nurses as she is the first nurse to represent Australia on the International scene for day surgery. The other committee member to depart will be Judy Golomb, she is also standing down at year end. Judy has worked tirelessly in her 11 years as a committee member, and has been especially active with mail-outs of newsletters and other DSSIG information, ensuring refreshments and gifts are provided as needed, and being a cheerful influence on the committee. She will be sorely missed.

We welcomed Julie Hardisty to the committee this year, and are looking forward to welcoming Helen Jones and Robyn Wall to our newcommittee. With new faces sitting round that table, and our new President Chris Guidotti leading us all, I am looking forward to documenting what are sure to be our exciting activities over the following year.

Finally, the number of financial members for 2011-2012 at time of printing this report is 250 with 12 Life Members.



Sarah McDonald
Secretary

TREASURER'S REPORT

FINANCIAL YEAR ENDING JUNE 30, 2011

All financial reports are generated by MYOB and audited by Rodney Adams CPA. The DSSIG bank balance of 30th June 30 2011 was \$31,550.59 deemed true and correct by our auditor.

We have had a busy financial year as we have utilised the MYOB software more effectively and efficiently with all 2010-2011 members invoiced for their membership in 2011-2012. All current members have been allocated a membership number and receipts have been emailed where possible to reduce the time and effort with mailing receipts via Australia Post. Renewal reminders have also been able to be generated and emailed. Therefore, our aged debtors have been able to be reduced.

Back up of our MYOB and Database are kept in 'Dropbox' so that in the event of the DSSIG computer 'crashing' or stolen, data is able to be easily retrieved.

As many of you would be aware, in the last few years, we have had an Administrative Assistant, Linda who has assisted us with all our memberships and registrations. We have since investigated online payments for membership and registration for our members and have chosen PayPal as the preferred option for 2011-2012 as the major banks required substantial amounts of money to be held in 'trust'. Feedback from members who have used it to date has been very positive and it certainly reduces the time spent by the committee to validate credit card transactions or bank cheques. Over 50 of our members have taken up this online option in the last 2 months.

Therefore in conclusion, we urge all members to provide an email address where possible and assist us with using online transactions. Your assistance with this will ensure that administrative fees are kept to a minimum and therefore membership fees can be kept to a minimum.

Thanks

Jo Adams



DSSIG (ANF Vic) Treasurer