

PCSI 2018 GENERAL ASSEMBLY MINUTES

Virtual meeting

Friday, November 16th (09:00 GMT)

1. Preamble & setup	Brian McCarthy, Secretary
2. Queries/Responses	Dana Burduja, President Brain McCarthy, Secretary
3. Introduction and welcome	Brian McCarthy, Secretary
4. Closing accounts and acceptance of the 2017 financial report	Paula Monteith, Treasurer
5. Financial forecast	Paula Monteith, Treasurer
6. AOB	Brian McCarthy, Secretary
7. Acceptance of financial report (20 Nov 2018)	Brian McCarthy, Secretary

1. Preamble & setup

As PCSI was not able to hold an annual conference in 2018, the executive committee decided to hold a virtual general assembly (GA) on the 16 November at 09:00 GMT. The meeting was hosted via Gotomeeting with the ability for members to connect via VOIP (voice over IP) or direct dial from several countries. Members were asked (if possible) to raise questions by email in advance of the meeting. Members had an opportunity to vote on the day or to email a vote up to 12:00 GMT on the 20 November 2018.

To announce this GA meeting the following email was sent to current members of the association (based on the attendance list of the Sydney conference).

From: Brian McCarthy
Sent: Sunday 11 November 2018 00:37
Subject: 2018 PCSI General Assembly Announcement and details

Dear casemix professional,

The 2018 General assembly for the Patient Classification System International (PCSI) will be held on 16th of November 2018 at 09:00 GMT. This will be a virtual meeting and details for connecting are below. The agenda for this meeting is as follows

- 1) Closing Accounts and Acceptance of the 2017 Financial Report
- 2) AOB

The 2017 Financial Report can be downloaded from our website:

<http://pcsiinternational.org/uploads/2017-2018-PCSIEndYearFinancialReportforGA-Final.pdf> Can we ask

members to review this document and, if possible, send any questions, in advance, to secretary@pcsinternational.org.

If members wish to vote, they can do so at the meeting or by email to secretary@pcsinternational.org by 12:00 GMT on 20th November 2018. Members who do not vote are assumed to accept the financial report.

the details of the meeting are as follows

Meeting link: <https://global.gotomeeting.com/join/933402429>

Meeting time: 16th November 2018 09:00 AM (GMT)

Access-code: 933-402-429

Phone No: [removed for clarity]

Kind Regards

Brian

Secretary PCSI.

2. Queries and Responses

The following are the queries (1) PCSI received in advance of the meeting. PCSI responded to each query

Query 1

From: MV

Sent: Monday 12 November 2018 12:12

To: secretary@pcsinternational.org

Subject: VS: 2018 PCSI General Assembly Announcement and details

Dear Brian

Since a General assembly is arranged, I think you should also ask the general assembly to accept that the same members of the board will continue for another year, because no physical meeting is arranged.

If no meeting would have been arranged, the board would continue automatically. Although in practice the only option is that the current board will continue, at least the Finish association laws demand that the general assembly, when arranged, accept this kind of matter.

Should you add a point about this to the agenda?

Greetings

MV

There were two responses to this email. An initial response from Brian McCarthy (secretary) and the second from Dana Burduja (president) via Brian McCarthy

Response 1

From: Brian Mccarthy
Sent: Monday 12 November 2018 12:48
To: MV; secretary@pcsinternational.org
Subject: RE: 2018 PCSI General Assembly Announcement and details

Hi MV,

Thanks for the email.

We have previously emailed the GA to tell them that the board would continue for an additional year (see attached email).

Given the unusual nature of the virtual assembly, we would prefer that we concentrate on the single question of the financials.

Brian

The attached email was as follows

From: Brian McCarthy
Sent: Tuesday 9 October 2018 12:43
Subject: 2018 General Assembly Announcement and details

Dear casemix professional,

We are writing to you about the plans for the Patient Classification Systems International (PCSI) General Assembly. As you are aware, we were unable to arrange our international conference this year. The General Assembly of the PCSI is a crucial part of annual conference where we announce changes in composition of Executive Committee, elect new members, report the financial position of the organisation and present our planned activities for the year to come. In the absence of the General Assembly this year, the Executive Committee has agreed to the following

- The annual membership of the organisation availed by members at the last conference (in Sydney) will be extended for a further year to the next conference (at no charge). This means that you will remain a member of the PCSI for another year.
- All current Executive Committee positions will be extended for an additional year. This means that the positions due to become vacant in 2018 will be recruited at the next conference in 2019, and the ones due to become vacant in 2019 will be recruited at the conference in 2020 and so on.
- The report on the financial position of the PCSI organisation will be circulated to members early in November.
- For any of these matters, members will be able to either contact PCSI via email or by attending a virtual Annual General Meeting (via GoToMeeting) to be scheduled within 10 days of issuing the report on the financial positions of the PCSI.

- At the same time, the PCSI members will be informed about planning for 2019 schools and for the annual international conference.
- Within two weeks of the issuing of the Financial position and assuming that no significant issues are raised by the PCSI members, the PCSI will adopt all motions and the General Assembly will be deemed closed for 2018.

If there are any comments on these decisions, we are happy to discuss. Please send any comments by email to secretary@pcsinternational.org

We appreciate your continued support and we look forward to seeing you in 2019. We are working on the conference for 2019 and will let you know the time and location shortly. For further updates and news, please join our LinkedIn Page: <https://www.linkedin.com/groups/3308750/> or view our website: <http://www.pcsinternational.org/>

Kind Regards

Brian
Secretary PCSI.

Response 2

From: Brian Mccarthy
Sent: Thursday 15 November 2018 10:18
To: MV
Cc: secretary@pcsinternational.org
Subject: RE: 2018 PCSI General Assembly Announcement and details

Hi MV,

I passed your email on to the president and she has sent back the following in regard to your queries. She had translated the relevant sections.

Article 6 : **l'Assemblée Générale.**

Elle se compose de tous les membres fondateurs et actifs à jour de leur cotisation.

Elle se réunit une fois par an et chaque fois qu'elle est convoquée par le Conseil d'Administration ou à la demande d'un quart au moins de ses membres.

- *The GA meets once a year at the request of the EC*

Son ordre du jour est défini par le Conseil d'Administration

- *The Agenda is proposed by the EC*

Elle entend les rapports sur la gestion financière et morale de l'association faites par le Bureau et pour la gestion financière par deux commissaires aux comptes désignés parmi ses membres.

Elle approuve les comptes de l'exercice clôt et vote le budget de l'exercice suivant, délibère sur les questions mises à l'ordre du jour.

- *They receive and approve the financial report*

Elle ratifie à la majorité simple toute modification des statuts votés par le Conseil d' Administration

- *They approve the changes to the Statute*

Article 7 : **Le Conseil d'Administration**

L'Association est administrée par un Conseil d'Administration composé des membres fondateurs et actifs à jour de leurs cotisations.

Lorsque les membres sont des groupes, ils doivent désigner la personne qui les représente au Conseil d'Administration.

Le Conseil se réunit au moins une fois par an. Son ordre du jour est défini par le Bureau.

Le Conseil élit en son sein un Bureau de au moins 4 membres pour une période de 3 ans.

- *The EC appoints the officers (min 4) for a period of three years*

Brian

3. Introduction and Welcome

Brian McCarthy, welcomed everyone to the virtual General Assembly (GA). He outlined the unusual nature of the virtual GA as a conference was not organized in 2018. The following people were present at this session:

Mary E. Black
Alfa D'Amato
Brian Donovan
Conrad Kobel
Deniza Mazevska

Brian McCarthy
Paula Monteith
Mark O'Connor
Jim Pearse
Kevin Ratcliffe

Jean Marie Rodrigues
Martti Virtanen
Michael Wilke

One additional person connected via the phone but did not identify themselves

The following people indicated in advance they were not able to attend and sent their apologies.

Dana Burduja

Kristiina Kahur

Janette Green

4. Closing accounts and acceptance of the 2017 financial report

Paula Monteith (Treasurer) presented the accounts. She explained that the PCSI has four separate accounts: two in France (cheque and deposit accounts), one in Luxembourg (cheque account), and one in Canada (cheque account) but that this would change in 2018 based on a decision to consolidate the accounts.

Table 1 – PCSI – Type of account

Type Of Account	
CCHQ (France)	Cheque account
CSL (France)	Deposit account
CCHQ (Luxembourg)	Cheque account
CCHQ (Canada)	Cheque account

Paula presented the 2017 closing account summaries indicating an improved balance overall on the accounts.

Table 2 – 2017 Closing account summary

Account	Opening balance (Euros)	Closing balance (Euros)
CCHQ (France)	33,894.64	36,271.75
CSL (France)	2,827.46	2,827.93
CCHQ (Luxembourg)	3,000.00	3,000.00
CCHQ (Canada)	45.63 \$67.23***	0.00
TOTAL	39,767.73	42,099.68

* Interest rates for the French CSL Account remain low in the 2017 calendar year.

** Exchange rate for Canada account = 1.47 CAD = 1 euro (4th October 2016)

*** Final balance as at 10th January 2017. Exchange rate for final balance = 1.47 CAD = 1 euro (10th October 2017)

Table 3 – 2017 Total Income and Expenditure for all accounts

Status	Euros	Euros	Euros	Euros
Opening Balance	39,767.73			
Income		55,143.00		
Expenditure			52,811.05	
Closing Balance				42,099.68

Note: I and E based upon two French Accounts and the Canadian account; as the finances for both Schools are now processed via the French Chequing Account, there has been a marked increase in transactions

Table 3a – Breakdown of Income and Expenditure Main Items for January to December 2017

Cost Centre	Income Euros	Expenditure Euros	Commentary
PCSI Conference 2016	4,000		See Table 6
PCSI Conference 2017	12,000	1,555	See Table 7
Winter (Advanced Principles) School 2018		4,650	Event Advance Deposit
Winter (Advanced Principles) School 2016		3,633	Outstanding Tutor Fees, Tutor expenses
Summer (Basic Principles) School 2017	37,775	28,487	See Table 5
Summer (Basic Principles) School 2015		4,075	Tutor Fee reimbursement (delayed)
EC Travel & Subsistence		8,230	Covers 2017 Sydney Travel and Accommodation and Winter School Relocation Feasibility Visit (8 participants (approx. average of 1,000 Euro/ participant))
EC PCSI Admin Charges		1,296	Includes Drop Box, Go To Accounts
Income from CIHI affiliation	1,068		Received May 2017
Corporate membership fees	300		From Poland
Bank Charges & Fees		463	Includes banking charges for Schools
Total:	55,143	52,389	

At this point, Jean Marie Rodrigues suggested that meeting vote on the 2017 accounts. Brian McCarthy asked for people to vote and six members indicated that they were in favour of accepting the accounts. Brian McCarthy asked if anyone wanted to vote against accepting the accounts and there was no vote against accepting the accounts.

Paula continued giving more information on individual events in 2017 via tables 4-7. She outlined that there was no Advanced Principles School in 2017 so there was no income or expenditure. She indicated there was a profit from the Basic Principles school held in 2017. She indicated that the conference in Dublin (2016) made a profit and the final monies from this event had arrived in 2018. Finally, Paula indicated that there was a profit from the Sydney conference in 2017.

Jean Marie Rodrigues raised an issue with the schools that Basic Principles school participants were not able to enroll in the following Advanced school (in 2018). Brian McCarthy noted that the Advanced School was very popular and quickly reached the maximum number of students and this explained the issue with enrollment.

2017 Events Financial Position (as at 31st October 2018)

Table 4 – Advanced Principles (Winter) School 2017 Cyprus

	Euros
Income	0.00
Expenditure	0.00
Balance	0.00

No Advanced School was held during 2017

Table 5 – Basic Principles (Summer) School 2017

	Euros
Total Income to date	37,775.00
Total Expenditure to date	32,083.25
Balance	+5,691.75

Note: Tutor Fees of 3,596 euros paid in 2018

Table 6 – PCSI Conference 2016 Dublin

	Euros
Total Income to date	14,311.00
Total Expenditure to date	7,110.30
Balance	+7,200.70

Note: All expenditure incurred in 2016; remaining outstanding income of 10,311 euros received in 2018

Table 7 – PCSI Conference 2017 Sydney

	Euros
Total Income to date	12,000.00
Total Expenditure to date	7,286.33
Balance	+4,713.67

Note: Expenditure of 1,554.50 in 2017 relates to Prize Monies; remaining expenditure in 2018 relates to Abstract publications and mailings

5. 2018 Financial Forecast

Paula Monteith (Treasurer) presented the financial forecast for 2018 via table 8. She forecast a slight rise in monies in the accounts by the end of 2018. She explained that this rise would be based on low level of expenditure and, on profit from the Advanced school and receipt of the remaining monies from the 2016 conference.

2018 Forecast Financial Position (as at 31st October 2018)

Table 8 – 2018 Account Summaries from 1st January 2018 to 31st October 2018

Accounts (Euros)	Opening Balance 01/01/2018 (Euros)	Balance as at 31/10/18 (Euros)	Forecast Balance to 31/12/18 (Euros)
CCHQ (France)	36,271.75	41,692.49	39,592.49
CSL (France)	2,827.46	2,830.28	2,830.28
CCHQ (Luxembourg)	3,000.00	3,000.00	3,000.00
CCHQ (Canada)	0.00	0.00	0.00
TOTAL	42,099.68	47,522.77	45,422.77

Main reason for movement from 1st January 2018 to 31st October 2018:

- Monies from PCSI 2016 Dublin Conference received
- Successful Advanced Principles (Winter) School 2018

Projection assumptions for 31st October 2018 to 31st December 2018:

- Bank charges are estimated for November to December 2018 of 100 euros
- No expectation of Tutor Fees for Basic Principles (Summer) School have been included
- EC Travel Contribution Expenses in support of the Toronto 2018 Mental Health Conference are estimated at 2,000 euros
- There are no other known outstanding expenses as at 31st October 2018

Paula presented more detail on the events in 2018 via tables 9-11.

2018 Events Financial Position (as at 31st October 2018)

Table 9 – Basic Principles (Summer) School 2018: Position to date

	Euros
Total Income to date	20,380.50
Total Expenditure to date	21,360.74
Balance	-980.24

Note: Excludes Tutor Fees and banking fees

Table 10 – Advanced Principles (Winter) School 2018 Cyprus: Position to date

	Euros
Total Income to date	49,385.00
Total Expenditure to date	46,379.28
Balance	+3,005.73

Note: Expected final position (excludes banking fees)

Table 11 – PCSI 2018 Poland (Event Cancelled)

	Euros
Total Income to date	300.00
Total Expenditure to date	653.14
Balance	-353.14

Note: Income relates to Corporate Membership Fee received in November 2017; expenditure relates to Poland 2018 Conference pre-meet; no additional expenditure is expected to be incurred relating to this event

6. Any other business

No other business was raised.

7. Acceptance of financial report (20 Nov 2018)

Members had an opportunity to vote on the financial accounts up to 20 November 2018. The secretary received one email relating to the accounts from Kristiina Kahur who affirmed her support of the accounts and also indicated her apologies for not being able to attend the GA. On the basis that there were votes in favour of the financial report and not votes against, the financial report was deemed accepted.