

**BOARD OF DIRECTORS MEETING
OF THE PACIFIC RIM COLLEGE OF PSYCHIATRISTS**

Friday 30 November 2007

The Melbourne Exhibition and Convention Centre

MINUTES

Present: Prof Allan Tasman (President), Prof Fumitaka Noda (President Elect), Prof Ee Heok Kua (Vice President), Assoc Prof Chee Ng (Secretary General), Prof Helen Chiu (Past President), Prof Tsuyoshi Akiyama, Dr Philip Morris, Prof Michelle Riba, Prof Bruce Singh, Prof Pichet Udomratn.

1. Welcome, Prof Allan Tasman.

Prof Allan Tasman welcomed members of the Board.

2. Apologies

Prof Nakane (Japan)

3. Confirmation of minutes of PRCP Board Meeting October 2006

The Board accepted the minutes without amendment.

4. Matters Arising from Minutes

4.1 Asian Journal of Psychiatry – The Board discussed the establishment of an Asian Journal of psychiatry. Prof Tasman reviewed the history and the context of the previous proposed collaboration with Asian Federation Psychiatric Associations (AFPA). It was decided that AFPA would pursue a journal separately. Prof Tasman had very positive preliminary discussion with Wiley & Sons publisher who expressed interest to sponsor a journal with PRCP at no financial commitment. The Board unanimously responded about the positive benefits of a journal and approved Prof Tasman to negotiate an arrangement to develop a PRCP sponsored psychiatric journal tentatively titled the Journal of Pacific Rim Psychiatry. Prof Ee Heok Kua has been nominated as the tentative Chief Editor of this journal.

4.2 Location of 2010 Scientific Meeting

The formal proposal to hold the 2010 PRCP Scientific Meeting in Shanghai was put forward by Prof Tasman after detailed discussion with Prof Zeping Xiao earlier. The Board considered all the requirements for the meeting venue and felt that Shanghai would meet all such criteria quite successfully. Hence the Board unanimously supported the location of the 2010 Scientific Meeting as Shanghai China. Prof Zeping Xiao will convene the 2010 Scientific Meeting.

4.3 PRCP Research Awards International Sponsorship

As there was a lack of readily available avenues to seek an ongoing sponsorship of the PRCP Research awards, the Board members agreed that the responsibility of seeking and negotiating of funds for these awards would lie with the local organising committee of each PRCP Scientific Meeting. The organising committee of the Tokyo meeting are current engaged in seeking such funds.

5. Presidents Report(Prof Allan Tasman)

Reported on the items 4.1 and 4.2 extensively

6. President Elect Report (Prof Fumitaka Noda)

Prof Noda reported on the progress of the 13th PRCP Scientific Meeting to be held in Tokyo, Japan from 30 October to 2 November 2008. The venue, organisation and preparation were outlined by Prof Noda and Prof Akiyama. The structure and contents of the program were discussed, the likely number of delegates and the origin of most delegates, promotional aspects, the need for interpretation and slide translation in Japanese for the attendees in some sessions, funding aspects.

7. Secretary General Report (Assoc Prof Chee Ng)

Assoc Prof Chee Ng reported that the PRCP currently have 190 members and 27 Emeritus members with the recent appointment of 5 additional Emeritus members. He also reported that AUD\$37,181.88 is currently outstanding in membership dues and encouraged members to finalise their accounts. The Board agreed to circulate a list of members with outstanding dues to the Board. Each Board member is to follow up members in their home country.

Assoc Prof Chee Ng reported that the location of the secretariat needed to be reviewed due to Prof Bruce Singh stepping down as the Head of the Department of Psychiatry, University of Melbourne, Australia where the secretariat has been located since 2001. It is not necessary for the Secretary General to be located at the same site of the PRCP secretariat. Prof Singh advised that the true costs of running of the secretariat is likely to be higher than the annual expenditure of the secretariat accounts as there has been considerable overhead infrastructure costs and organisational support that had to be absorbed by the host department. Prof Tasman formally proposed a vote of thanks to Prof Singh for the substantial contribution of the Department of Psychiatry University of Melbourne for supporting the secretariat over the last 7 years. Assoc Prof Chee Ng agreed to provide temporary coverage for the secretariat support within his department until formal transfer of the secretariat is finalised. Fiona Kelly will be casually employed to provide administrative assistance for the short term.

The committee agreed to look into relocating the secretariat and will seek expression of interest from Board members. Prof Chiu stated that her department at the Chinese University of Hong Kong would not be able to support the establishment of a secretariat for a variety of reasons. Prof Noda and Prof Akiyama have agreed to actively explore the option of hosting the secretariat in Japan. The Board discussed the requirements needed to set up the secretariat. A list of these requirements will be circulated to the Board which will include the following factors.

- Ability to arrange accounting
- Facilities to print newsletter
- Web site hosting
- Administration staff (7.5 hours per week)
- infrastructure support to cover:
 - Photocopier with scanning feature
 - Computer

- Printer
- Fax Machine
- Phone and phone line with eftpos and credit card facility
- Filing cabinet (x4 draws)
- IT support
- Microsoft Office and Dreamweaver Software
- Stationary
- Registration of organisation with Taxation office. Ability to issue invoices and provide financial statements. Annual taxation submission of the host country. A tax free status of organisation would be preferable; this has so far not been achieved in Australia.
- Ability to open a bank account with cheque book and eftpos/creditcard facility
- Organisational and IT support of host country.
- Set –up costs and transfer process and expenses

8. Treasurer's report

Not available

9. New Business

Prof Tasman reiterated the benefits and the need for the PRCP to obtain tax exemption status to received future research funds to conduct project under the auspices of PRCP in a viable way. This will be explored in the next secretariat location.

Dr Philip Morris to explore the APEC ability to provide a forum to advance mental health field.

Dr Philip Morris outlined a proposal for consideration to host the 2012 PRCP meeting in either the Gold Coast or Brisbane. Prof Tasman proposed that the decision for the 2012 meeting is a matter for consideration during the tenure of the next PRCP president.

PRCP website was updated, A/Prof Chee Ng gave a brief report.

PRCP to donate \$500 to the Bangladesh psychosocial disaster fund relief set up by the WPA Section on Psychiatry for developing countries, SAFI and AFPA at the request of Prof MP Deva.

As Fiona Kelly will be formally stepping down in her administrative role, a vote of thanks to Fiona Kelly for her support and commitment to PRCP was proposed and accepted by the Board members