

**PCS International General Assembly**  
**Annual Meeting**  
**12 November 2009 – Acroys Convention Center, Fukuoka, Japan**

**MEETING AGENDA**

<b>1. Introduction</b>	Céu Mateus, President
<b>2. Acceptance of Minutes from General Assembly held 10th October 2008 in Lisbon, Portugal</b>	Jugna Shah, Secretary
<b>3. Cost accounting and financial report 2008</b>	Céu Mateus, President and Ginny Jordan, Treasurer
<b>4. Executive Committee Officer and Member Elections</b> <ul style="list-style-type: none"><li>• President (uncontested position)</li><li>• 3 Committee Member Positions Open</li></ul>	Jugna Shah, Secretary
<b>5. Unveiling of the New PCSI Website</b>	Jugna Shah, Secretary
<b>6. Budget Forecast: 2009 and 2010</b>	Céu Mateus, President
<b>7. BioMed Activities</b>	Jason Sutherland, EC Member
<b>8. Submitted Proposals</b>	Céu Mateus, President
<b>9. PCSI 2010 Summer and Winter Schools</b>	Céu Mateus, President and Jason Sutherland, EC Member
<b>10. Future Conferences and Events</b> <ul style="list-style-type: none"><li>• 2010, Germany, Münich</li><li>• 2011, Canada</li><li>• 2012, Finland (??)</li><li>• 2013, Spain (??)</li></ul>	Céu Mateus, President
<b>11. Announcement of Election Results</b>	Jugna Shah, Secretary
<b>12. Other Business/Items for Discussion</b>	Céu Mateus, President

**The following individuals attended the General Assembly meeting.**

<b>Family</b>	<b>First Name</b>	<b>Country</b>
Ahmed	Zahar	Malaysia
Aljunid	Syed Mohamed	Malaysia
Bandurchin	Annabelle	Canada
Bohlin	Irene	Sweden
BURDUJA	DANA	Romania
Ekstrom	Marianne	Sweden
Frojdh	Ingela	Sweden
Gillett	Robert	Hong Kong SAR
Gongmanee	Alongkot	Thailand
Hansen	Poul	Denmark
Jackson	Terri	Canada
Jordan	Virginia	UK
Kahur	Kristiina	Estonia
Kheawcharoen	Orathai	Thailand
Kinder	Karen	Germany
Kristensen	Malene	Denmark
Kumar	Anand	Germany
Lee	Fuei Siong	Malaysia
Mateus	Céu	Portugal
McCarthy	Brian	Ireland
Mohamed Yasin	Mohamed Salleh	Malaysia
Moshiri	Hossein	Malaysia
Myrelid	Veronica	Sweden
Okochi	Jiro	Japan
Pannarunothai	Supasit	Thailand
Pereira	Fernando	Portugal
Perry	Martin	Canada
Phuaphanprasert	Bupawan	Thailand
Piddington	Winston	Australia
Pimkhaokham	Atiphan	Thailand
RADU	CIPRIAN-PAUL	ROMANIA
Riewpaiboon	Wachara	Thailand
Rodrigues	Jean-Marie	France
Schongalla	Thomas	Malaysia
Shah	Jugna	USA
Steinum	Olafr	Sweden
Surtherland	Jason	Canada
Upakdee	Nilawan	Thailand
Virtanen	Martti	Finland
Wilke	Michael	Germany
Wisaijohn	Thunthita	Japan
Yeo	Douglas	Canada

## MEETING MINUTES

### 1. Introduction - Céu Mateus, President

Céu called the meeting to order and introduced the agenda for the meeting.

### 2. Acceptance of Minutes from General Assembly held 10th October 2008 in Lisbon, Portugal

The minutes were approved by attendees of the General Assembly.

### 3. Cost accounting and financial report 2008, Céu Mateus, President and Ginny Jordan, Treasurer

01 January - 31 December 2008 (Euros)

	Income	Expenditure	Balance
<b>International Conference</b>			
Conference Fee/membership results	€40.000,00		
Sponsorship for the conference	€18.500,00		
Hardship Payments		€2.955,56	
Organization costs		€58.948,24	
<b>Sub Total</b>	<b>€58.500,00</b>	<b>€61.903,80</b>	<b>-€3.403,80</b>
<b>Summer School</b>			
Summer School Registration Fee	€46.926,85		
Organization costs		€18.336,55	
<b>Sub Total</b>	<b>€46.926,85</b>	<b>€18.336,55</b>	<b>€28.590,30</b>
<b>Other</b>			
Other	€959,27	€2.551,69	
EC		€12.090,93	
Website		€3.024,54	
Interests	€534,39		
Bank costs		€374,18	
<b>Sub Total</b>	<b>€1.493,66</b>	<b>€18.041,34</b>	<b>-€16.547,68</b>
<b>TOTAL</b>	<b>€106.920,51</b>	<b>€98.281,69</b>	<b>€8.638,82</b>

Both Ginny and Céu described the organization's income and expenditures from January 1 – December 31, 2008. They also shared information for January 1 - October 31, 2009. Tables were shown in Excel and in Power Point. Comments were made again about how the Summer School pays for itself through registration fees and the net result for 2008 is that the organization is in the positive by 8000 Euros.

Banking information regarding our long-term deposit and daily checking account were also shown. It was noted that the 20,000 Euros budgeted for the travel bursary and the hardship fund monies, both of which are expenses, are not shown yet in the accounting information because these expenses have not been paid yet but they have been budgeted for.

Currently, the organization has close to 70,000 Euros in the bank for 2009 and a total of approximately 112,626 in the bank. Only two PCSI conferences have generated revenue for the organization to date (Hungary and Lisbon). All others have essentially created losses for the organization with membership fees being the only source of revenue.

Thomas Schongalla asked if the organization could reduce the membership fee currently set at 60 euros down to a 30 Euros. It was suggested that a decreased membership fee would encourage more people to join PCSI and attend the conferences, which in the end would generate more revenue for the organization. This is being noted in the minutes but was not decided upon for the future.

The 2008 accounts were approved by the General Assembly.

#### **4. Executive Committee Officer and Member Elections, Jugna Shah, Secretary**

President (uncontested position) – Poul-Erik Hansen (Denmark, North Europe) accepted as the incoming president by the general assembly

The following six individuals ran for three open executive committee member positions. Each applicant present at the general assembly was invited to make a short presentation on his/her qualifications (1-2 minutes).

Syed Aljunid (Malaysia, Asia Pacific)
Malene Hoejsted Kristensen (Denmark, Northern Europe)
Céu Mateus (Portugal, Southern Europe)
Dr. Olafr Steinum (Sweden, Northern Europe)
Thomas Schongalla (USA, Americas)
Jason Sutherland (Canada, Americas)

## **5. Unveiling the New PCSI Website, Jugna Shah, Secretary**

Jugna Shah gave a short presentation of the new PCSI website currently under development. She showed the new main page of the site along with inner pages and explained how the new site would focus on upcoming events and over time be loaded with more content useful for members. Several questions were raised from the audience about the site and whether members would be able to provide feedback. Jugna explained that members should provide information now about what they would like to see on the website and also once the site goes live. The expected go live date for the new site is January 4<sup>th</sup>, 2010 but that will be dependent on the web designer's ability to migrate the existing site over and uploading all content. It was also suggested that an organization chart together along with job or position descriptions of executive committee members be published on the association's website along with the financial/chart of accounts for member review.

## **6. Budget Forecast: 2009 and 2010, Céu Mateus, President**

The budget forecasted for 2009 was shown by Céu, but 2010 was not shown as the new President will need to prepare that information. What was said however is that the organization has some key fixed activities, including the annual conference, the Summer School, two executive committee meetings, website development, and daily running costs of the association, therefore what we can expect to spend in the future is similar to past year as there are no new trainings or events scheduled for the immediate future.

The organization also coordinates and pays for the conference abstract submission software. Each abstract is reviewed by the Scientific Committee and the top 25 are published on-line. This requires a fair amount of work and coordination.

## **7. BioMed Activities, Jason Sutherland**

This year, the top 25 selected abstracts were published on Bio-Med Central prior to the conference starting. Since 2007 abstracts have been published around the date of the Conference. Jason asked the general assembly their opinion on the number of abstracts that should be published and suggested an interval between 17 and 22 – opinions are to be sent to Jason on this topic.

## **8. Submitted Proposals, Céu Mateus, President**

Céu explained that the organization has received a couple of proposals for new events/activities. One was submitted by Syed Aljunid from Malaysia regarding PCSI working on an e-learning/distance learning program. The Executive Committee needs more time to go through the entire proposal and has noted that any work in this area will take time and will be a work in progress.

Several PCSI attendees/members from Uruguay have expressed an interest in having a two day meeting/training in their country. They are asking PCSI to consider different ways that trainings could be provided in their country.

PCSI supports all new initiative and training activities and encourages members to bring ideas forward.

## **9. PCSI 2010 Summer and Winter Schools, Céu Mateus, President and Jason Sutherland**

Céu Mateus explained that the 2010 PCSI Summer School will be held in Evora, Portugal from June 14<sup>th</sup> – 18<sup>th</sup>, 2010. We expect some changes to the curricula and consequently teaching faculty to be made. We also expect to again offer financial support for students interested in attending that require such support (travel bursaries or grants).

Jason Sutherland explained that there have been some requests for a more advance school, called the Winter School that would focus on data analyses, statistical modelling, etc. The Executive Committee has approved the development of a Winter School but we need to identify a partner organization/ person from a European Country that would be interested in helping organizing and hosting the Winter School. Jason expressed that he or another member of the Executive Committee would work closely with the sponsor country to make the Winter School happen.

## **10. Future Conferences and Events, Céu Mateus, President**

- 2010, Germany, Münich
- 2011, Canada
- 2012, Finland (??) or 2012 in France
- 2013, Spain (??)

Germany and Canada have confirmed that they will host the next conferences, but beyond that we do not have firm commitments from any countries.

Jean-Marie expressed that he is ready to organize the PCSI conference in Avignon, France in 2012 if Finland is not able to host the 2012 conference. He also expressed that more conferences must be held in Europe and especially the year after the conference is in Canada as he does not believe it is not appropriate to have two back to back conferences outside of Europe.

Irene Bolin from Sweden stated that the Society of Clinical Coders from Sweden have expressed an interest in hosting the conference in 2014. She will contact PCSI more formally once she has an answer from representatives in her country.

## **11. Announcement of Election Results, Jugna Shah, Secretary**

Votes were counted twice, by two different individuals to verify accuracy of the counts.

37 ballots were cast during the General Assembly and 47 absentee ballots submitted.

The following individuals were elected as official members to the Executive Committee.

Céu Mateus (Portugal, South Europe) **64 votes**

Olafr Steinum (Sweden, North Europe) **47 votes**

Jason Sutherland (USA, North America) **68 votes**

## **12. Other Business/Items for Discussion, Céu Mateus, President**

- a. Thomas Schongalla suggested that in the future, PCSI consider holding the General Assembly meeting on Thursday as that is a free evening with no events or activities vying for everyone's time. He stated that if we want to have a substantive discussion about topics then the time for the meeting cannot be limited to 1.5 hours. He also asked if there can be a more formal approach to raise new business items for discussion. He asked and was told that of course members can introduce new items both prior to and during the General Assembly. Thomas also expressed that the organization has changed significantly since it first started and as such some of the current practices should also change. He asked the Executive Committee to create a questionnaire to poll the membership to find out what kinds of changes they would like to see.
- b. The incoming President, Poul-Erik Hansen thanked the outgoing President, Céu Mateus for all of her hard work, leadership, organization, and numerous other contributions that have helped to grow the organization over the years and Céu thanked back the Emeritus President and Secretary, the EC, secretaries, VPs and treasurers.

Minutes taken by Jugna Shah and Dana Burduja

Minutes reviewed by Céu Mateus