

## **ASHNO Governing Council Meeting in 2013 IFOS, Korea**

**Date :** June 3 (Monday), 2013

**Scheduled starting time :** 12:30 pm

**Actual starting time :** 12:30 pm

**Meeting end time :** 14:30 pm

**Place :** Auditorium Meeting room 1 (3<sup>rd</sup> floor of COEX)

**Record :** Dr. Yu-Ting Hsu

**Attendee :** Alfredo Pontejos Jr. (President), Sheng-Po Hao (General Secretary), Ken-ichi Nibu, Uttam K. Sinha, Baharudin Abdullah, Bambang Hermani, Choakchai Methetrirut, Chunh Hwan Baek, Eun Chang Choi, Khee Chee Soo, Kwang Hyun Kim, Liang Zhou, Mohd Razif Mohamad Yunus, Mu-Kuan Chen, Pankaj Chaturvedi, Phakdee Sannikorn, Primuharsa Putra Bin Sabir Husin Athar, Ryuichi Hayashi, Satoshi Fukuda, Seiji Kishimoto, Randall P. Morton, Marlinda Adham, Suren Krishwan, T.B. Tom

**Apologies :** Anil D'cruz, Chih-Yen Chien, Dan M. Fliss, Abdullah T. Al-Otieschan, Belayat Hossain Siddiquee, Christopher Goh, Jeannette Matsuo, Shenoy Ashok, William I. Wei, Ziv Gil

### **Discussion/Announcements:**

#### 1. Administration report

- Financial Committee report by Dr. Chih-Yen Chien / Prof. Sheng-Po Hao  
Please find the attachment of the profit and loss statement of Cebu congress.
- Scientific Committee report by Prof. Dan Fliss / Prof. Sheng-Po Hao  
ASHNO International Fellow:
  - The details of the fellowship program is to be developed by the scientific committee. Communication with Prof. Jatin Shah on the IFHNOS fellow is ongoing. We are requesting to have a point person from each country to be part of the scientific committee to plans the fellowship programs.

#### 2. Motion: ASHNO to be a co-organizing society of 2015 13<sup>th</sup> Asia-Oceania ORL-HNS Congress

- All members approved to co-host the Asia-Oceania ORL-HNS Congress

- Congress information:
  - Time: March 19-22, 2015
  - Location: Taipei, Taiwan
  - Congress President: Prof. Sheng-Po Hao
  - Website: <http://www.13asioceania.com>
  - Email: 13asioceania@gmail.com

3. Motion: Bid for 2017 5<sup>th</sup> ASHNO Congress in Korea, Will vote during next meeting, at Kobe, Japan, in 2015.
  
4. Motion: Dr. Suren from Australia invited all the ASHNO members to attend The Triologic Head and Neck Societies Meeting of ANZHNCS/Singapore H&N Society/Hong Kong H&N Society, scheduled on August 13<sup>th</sup> to 16<sup>th</sup>, 2014, at Darwin Northern Territory, Australian.

Members proved all above.

**Date of next meeting** : To be announced

**Approval of previous meeting minutes** : As the attachment

**Attachment I****Minutes of ASHNO Governing Council Meeting****President:** Prof. Anil D'Cruz**General Secretary:** Prof. Sheng-Po Hao**Venue:** Santiago Boardroom on the 2nd Floor of Radisson Blu Hotel**Time:** March 21, 2013 at 5:00 p.m. - 6:00 p.m.

<b>In Attendance:</b>		
Alfredo Pontejos Jr.	Philippine	docpontejosjr@yahoo.com
Anil D'cruz	India	docdcruz@gmail.com
Bambang Hermani	Indonesia	bhermani@yahoo.com
Chih-Yen Chien	Taiwan	cychien3965@gmail.com
Christopher Goh	Singapore	christopher.goh@novena-ent.com
Chunh Hwan Baek	Korea	chunghwan.baek@gmail.com
Dan M. Fliss	Israel	fliss@tasmc.health.gov.il
Kwang Hyun Kim	Korea	kimkwang@snu.ac.kr
Jeannette Matsuo	Philippine	jeannette_matsuo@yahoo.com
Liang Zhou	China	zhlwc@online.sh.cn
Marlinda Adham	Indonesia	marlinda.adhamy@yahoo.com
Mu-Kuan Chen	Taiwan	53780@cch.org.tw
Pankaj Chaturvedi	India	chaturvedi.pankaj@gmail.com
Ryuichi Hayashi	Japan	rhayashi@east.ncc.go.jp
Seiji Kishimoto	Japan	kishi.hns@tmd.ac.jp
Sheng-Po Hao	Taiwan	shengpo747@gmail.com
<b>New representative:</b>		
Baharudin Abdullah	Malaysia	baharudin@kb.usm.my
Belayat Hossain Siddiquee	Bangladesh	drbelayat@gmail.com
Phakdee Sannikorn	Thailand	drpakdee@gmail.com
<b>Observer:</b>		
Randall P. Morton	New Zealand	RPMorton@middlemore.co.nz
<b>Recommend member:</b>		
Eun Chang Choi	Korea	eunchangmd@yuhs.ac
Primuharsa Putra Bin Sabir Husin Athar	Malaysia	Orlhns_kpjsereban@yahoo.com

<b>Absence:</b>		
Abdullah T. Al-Otieschan	Saudi Arabia	aotieschan@kfshrc.edu.sa
Balwant Singh Gendeh	Malaysia	gendeh@mail.hukm.ukm.my
Choakchai Metheetritut	Thailand	choakchai_m@yahoo.com
Khee Chee Soo	Singapore	
Mohd Razif Mohamad Yunus	Malaysia	razif72@gmail.com
Satoshi Fukuda	Japan	safukuda@med.hokudai.ac.jp
Shenoy Ashok	India	profshenoy@dataone.in
Uttam K. Sinha	USA	
William I. Wei	Hong Kong	hrmswwi@hkucc.hku.hk
Ziv Gil	Israel	gilz@tasmc.health.gov.il

### **Agenda:**

President- Prof. Anil D'Cruz:

This year we invite new brothers into our government councils including Prof. Phakdee Sannikorn (Thailand); Prof. Baharudin Abdullah (Malaysia); Prof. Randall P. Morton (New Zealand)

Secretary General- Sheng-Po Hao:

5. Report of the 2013 3<sup>rd</sup> ASHNO Congress by Prof. Alfredo Pontejos Jr. (President Elect)

Thanks for our members giving us recommendations. Thanks for sponsors. I hope more people joining ASHNO.

6. Discussion of 4<sup>th</sup> ASHNO Congress

- Candidate country: Japan
- Candidate host: Prof. Ken-ichi Nibu
- Tentative date: June 3-6, 2015
- Tentative venue: Kobe International Conference Center  
<http://kobe-cc.jp/english/index.html>
- Conference will be held as the joint meeting of 4th meeting of ASHNO and 39th annual meeting of Japan Society for Head and Neck Cancer
- About the earthquake, we use all the energy to prevent it, and Japan is safe
- Accommodation is about 100 US dollars/room/day.
- Register fee is about 400-600 US dollars, and more than 1000 participants from around Japan will come
- Conference: 1<sup>st</sup> to 3<sup>rd</sup> floor of Conference Center is in English; 4<sup>th</sup> to 5<sup>th</sup> floor is in Japanese.

7. Administration report by Prof. Sheng-Po Hao

- 285 members until 2012/12/30, only 84 members paid initiation fee
- Explore new country representative from Vietnam, Nepal, Pakistan, etc.
- Everyone should persuade members in each country to pay the initiation fee of 100 US dollars. For new application, please sent email directly to secretary general: Prof. Sheng-Po Hao (shengpo747@gmail.com).

**Financial Committee report by Prof. Chih-Yen Chien**

- Sponsor(Merck) donate 10000 US dollars.
- 10% of net income from 2<sup>nd</sup> Governing Council in Goa: 1060 USD.
- Salary of secretary was about 170 US dollars/month
- Balance: USD.16480 (NTD.494419)

**Scientific Committee report by Prof. Dan M. Fliss**

- To establish the ASHNO head and neck fellowship programs supervised not only by the local government or local hospital, but also by ASHNO.

8. Brief report of 2015 13th Asia-Oceania ORL-HNS Congress

(Host: Prof. Sheng-Po Hao)

-2015/3/19-3/22 at Taipei, Taiwan

9. incidental motion

- Members enrolled into our society may include dental surgeon, medical and radiation oncologist, plastic surgeon, radiologist, pathologist, etc.

Option one: members enrollment criteria determined by representative from each country (Prof. Sheng-Po Hao)

Option two: against option one, should exclude oro-maxillary-facial surgeon. (Korean Group)

Consensus: Review ASHNO constitution and determine in the next meeting. (Prof. Alfredo Pontejos Jr.)

The possibility of a combined meeting between ASHNO and Australia- New Zealand Head & Neck Society.

**Attachment II****3rd ASHNO CONGRESS PROFIT AND LOSS (as of June 14, 2013)**

Particulars		Total
<b>INCOME</b>	<b>(USD)</b>	<b>98,087.00</b>
1. Sponsorships (Cash)		
1.1. OEP	7,500.00	
1.2. Merck Taiwan	10,000.00	
1.3. Nycomed Takeda	4375.00	
1.4. MSD	4375.00	
1.5. J&J Medical (hotel room of Dr. Anil D'Cruz)	600.00	
1.6. Merck Serono (hotel rooms of Dr. Ignacio and Dr. Calaguas)	300.00	
2. Sponsorship (Non-Cash)		
2.1. Philippine Airlines (Two Travel Certificates)	17050.00	
3. Booths		
3.1. Johnson & Johnson Medical	5,000.00	
3.2. Merck Philippines	3,000.00	
3.3. Brainlab (Php80,000 remittance less bank charges)	1998.00	
3.4. Pfizer	2,000.00	
3.5. Mundipharma	2,000.00	
3.6. Transmedic	2,000.00	
3.7. ATOS Medical (US\$2,000.00 remittance less bank charges)	1,995.00	
3.8. 50% share of Hyphens booth in ASEAN	1063.00	
4. Registration and Hotel Fees		
4.1. Foreign (Annex A)	35,308.00	
4.2. Local (Annex B)	9900.00	
5. Hotel Accommodation		
5.1. OEP rooms	4650.00	
6. Hotel Rebates		
6.1. Radisson	399.00	
6.2. Marriott (20 roomnights x Php500/roomnight)	250.00	
6.3. Quest (110 roomnights x Php500/roomnight)	1375.00	
<b>EXPENSES</b>		<b>82,872.00</b>
1. Radisson Blu Cebu		
1.1. Banquet Charges (Meals, Stage Trim, Standing Sprays)	20400.00	
1.2. Hotel Accommodation	21170.00	
1.3. Miscellaneous		

<b>Particulars</b>		<b>Total</b>
1.3.1. Salaries and Wages - Security, Secretariat (waitstaff)	251.00	
1.3.2. Transportation Service Hire	158.00	
<b>2. Socials</b>		
2.1. March 19 Faculty Dinner (Entertainer)	200.00	
2.2. Welcome Dinner in Alta Vista	4,268.00	
2.2.1. Banquet - PhP106,679.00 + PhP2,760.00		
2.2.2. Band and dance instructors - PhP27,000.00		
2.2. Welcome Dinner in Alta Vista		
2.2.3. Wine - PhP12,495.00		
2.2.4. Dinner Shuttle (3 buses/5 hours) - PhP20,700.00		
2.2.5. Miscellaneous (tip and crew meals) - PhP1,094.00		
<b>3. Audio-visual Equipment (DSL Trading)</b>		
3.1. LCD projectors with DVD players, 8000 ansi lumens PhP20,000/unit/day x 2 units x 3 days	3,000.00	
3.2. Laptop Computers PhP2,500.00/unit x 2 units x 3 days (Session rooms) PhP2,500.00/unit x 2 units x 2 days (Session rooms) PhP2,500.00/unit x 2 units x 4 days (Preview room)	1,125.00	
3.3. Video Switcher and Converter PhP5,000.00/unit x 2 units x 3 days	750.00	
3.4. One-Camera system PhP8,000.00/unit x 2 units x 3 days	1,200.00	
3.5. TV Monitors PhP5,000.00/unit x 2 units x 3 days	750.00	
3.6. Printer (Secretariat room) PhP3,500.00/unit x 1 unit x 4 days	350.00	
3.7. Salary of Laptop Operators PhP500.00/person x 1 person x 4 days (Preview room) PhP500.00/person x 2 persons x 3 days (Session rooms)	125.00	
3.8. Meal Allowance of crew	105.00	
<b>4. Transfers (BMW)</b>	625.00	
<b>5. Airfare of Professor Jatin Shah (US\$5,570)</b>	5,570.00	
<b>6. Design Fees, Creatives and Camera-ready Artworks</b>	1,413.00	
<b>7. Backdrops, Booths, Poster Panels (Centrex)</b>		
7.1. Backdrops	2,520.00	
7.2. Exhibit Booths and Poster Panels	920.00	
7.3. Tarpaulins for Alta Vista Dinner	118.00	

<b>Particulars</b>		<b>Total</b>
7.4. Delivery, Installation, Dismantling	420.00	
8. Printing Costs of Program Book and Invites (Visionary Color Graphics)	2,945.00	
9. Administrative Expenses		
9.1. Office Supplies	326.00	
9.2. Reproduction	40.00	
9.3. Courier, Postage	139.03	
9.4. Transportation, Parking Fees	268.00	
9.5. Telephone and Faxes	35.60	
9.6. Organizing Committee Meetings	342.30	
9.7. Overtime Pay of PSO-HNS Secretariat	270.58	
10. Gifts to Faculty Members		
10.1. La Herminia Weaving	2,865.00	
10.2. Tesoro's Marketing	238.02	
11. Opening Ceremonies		
11.1. University of Cebu Chorale	375.00	
11.2. University of Cebu Maritime Cadets	50.00	
11.3. Breakfast for 30 persons	112.50	
12. Management Fee of a Professional Conference Organizer	6,250.00	
13. Miscellaneous		
13.1. Tip to Hotel Staff	250.00	
13.2. Ocular Inspections	1400.00	
13.3. Airfare Tickets (Sec. Ona, Dr. Cupino and Bernni)	724.85	
13.4. Conference Proper Travel-related expenses of Bernni	48.25	
13.5. Cargo/Excess Baggage	222.62	
13.6. Processing of Airport Passes	20.25	
13.7. Entrance to AWCP Bazaar	5.00	
13.8. ASHNO Flag	87.50	
13.9. City Tour-ASHNO Governing Council/Foreign Speakers (March 23)	97.00	
13.10. Extra roomnight of Prof. Jatin Shah	68.13	
13.11. Manpower Hire - Congress Proper	255.66	

Total Projected Profit/(Net Loss)	15,215.20
Less: 10% share of ASHNO	1521.52
<b>Net Cash Income after ASHNO's share on net income</b>	<b>13693.67</b>
<b>Non-Cash Income</b>	<b>17050.00</b>