



38th Annual Report

Year ending 31st December 2003



**The Post Graduate Foundation
in Veterinary Science**

within the University of Sydney

mission

and general information

Mission

To use our position within the profession to provide world-class, unbiased continuing veterinary education opportunities to meet the needs of our members.

Objective

- To provide world-class unbiased continuing veterinary education to veterinarians in practice world-wide.
- To continue to increase our membership and profile both in Australia and overseas.
- To further the profile of veterinarians in Australia by providing them with international opportunities.
- To use a cost-plus pricing model for all products and services to ensure the long-term viability of the organisation while maintaining a not-for-profit status.
- To develop products that meet the continuing veterinary education needs of our members.
- To maintain a high visibility within the marketplace through attendance and trade displays at major conferences.

General Information

Membership of the Foundation is open to all who contribute to this vital project. Categories of membership are as follows:

Life Governors

Those contributing an accumulative amount of \$50,000.

Governors

Those contributing \$5,000 or more per annum.

Life Members

Those contributing an accumulative amount of \$20,000.

Members

Those contributing \$1,000 or more per annum.

Associate Members

Those contributing \$195 or more per annum.

Donors

Those contributing up to \$194 per annum.

Contributions are tax deductible.

To make contributions or to obtain further information, please contact:

The Director
Post Graduate Foundation in Veterinary Science
Level 2 Conference Centre, B22
University of Sydney, NSW, 2006

Telephone (02) 9351 7979 **Fax** (02) 9351 7968

Email mcotton@pgfvet.usyd.edu.au

Website www.pgf.edu.au

the council

Ex-Officio University of Sydney

Hon Justice Kim Santow
Chancellor

Mrs Renata Kaldor
Deputy Chancellor

Professor Gavin Brown
Vice-Chancellor and Principal

Professor Beryl Hesketh
Pro Vice-Chancellor (Mar-Dec 2003)

Professor Don Napper
Pro Vice-Chancellor

Professor Reuben Rose
Dean, Faculty of Veterinary Science (Jan – Sep 2003)

Professor Paul Canfield
*Acting Dean, Faculty of Veterinary Science
(Oct – Dec 2003)*

President of the Council

Mr George Mack
"Weembah", Trangie NSW 2823

Governors

Mr A. McGloin
Apex Labs, PO Box 7168, Kariong NSW 2250

Mr A. C. Webster
PO Box 53, Pymble NSW 2073

Councillors

D. R. T. Adamson (deceased)
81 Dominion Court, Deakin ACT 2600

W. Lapointe
Muskoka Farms, Spencer Road, Gunderman NSW 2775

W. P. Nicholas
12A The Crescent, Vaucluse NSW 2030

R. G. Pedrana
"Malvern Park" MS2, Dubbo NSW 2830

K. G. Smith
11 The Bastion, Castlecrag NSW 2068

S. M. Webb
"Willsfield" RMB 1625, Gundaroo NSW 2620

H. White
133 Marsh Street, Armidale NSW 2350

Administration

M. M. Cotton
Acting Director (Jan-Nov 2003)
Director (December 2003)

D. E. Ravenscroft
Foundation Manager

Staff

Leo Adler
Giselle Alegria
Craig Bromley
Raymond Brookes
Lis Churchward
Robyn Colley
Caroline Compton
Melissa Eaton
Rhian Foster
Susy Hamori
Mary-Anne Harding
Roula Kazzaz
Gillian Macdougall
Danielle Merrett
Andrea Nolan
Brooke Ravenscroft
Helen Roper
Kate Simpson
Leanne Turk

president's report

I mentioned in my report last year that Dr Michele Cotton had done a good job as Acting Director following Dr Howey's resignation. Dr Cotton, as a lot of you probably know, has been offered and has accepted the job as Director of the Foundation. I congratulate her on her appointment and also on her appointment as a Councillor on the Royal Agricultural Society.

The need to write this annual report seems to come around very quickly. Time is becoming a very valuable item. I mention this as I believe it is most important that we can supply to our members a service in continuing education that allows you to keep up with latest research and technology in your industry in the most convenient manner. Distance Education, TimeOuts, major courses, specialists courses and the VEIN library service are all part of this.

However, at the end of the day we can only supply your requirements if we understand them. I ask you to keep the Director and her staff informed of your needs. It's your Foundation. Make the most of it.

You will see from our financials that we have had a satisfactory year. However, our reserves are at historically low levels and can not be allowed to fall any more. To that end the Director and staff have developed appropriate budget and operating plans to deliver services to the industry and remain viable!

Reorganisation of management of the Foundation has resulted in considerable change in staff at the Foundation. I believe the team we have in place will do a great job in future. I again want to thank Michele and her staff for their hard work during the year and wish them a successful 2004.



You may be aware that in 1993 we received a bequest from Valentine Charlton to be used for extending research information of the feline species. The bequest has been funding the salary of Dr Richard Malik as Valentine Charlton Senior Lecturer in Feline Medicine. Richard will continue as a consultant to the Foundation on feline matters. The bequest has donated one million dollars to the new feline wing of the Veterinary hospital at the University to be named in memory of Valentine Charlton.

A handwritten signature in cursive script that reads "George W. Mack".

George Mack

director's report

2003

Introduction

2003 was a busy and challenging year.

As always, the aim was to address the Mission of the PGF:

"To use our position within the profession to provide world-class, unbiased continuing veterinary education opportunities to meet the needs of our members."

Simultaneously it was deemed of prime importance to the governing Council to bring in the modest budget that had been created in 2002 by the small administration team. This budget was created from actual figures taken from the previous year, with an attempt to project realistic goals in the current economic and social climate.

It was not until the final month of 2003 that the Director's position was officially filled, thus for the major part of the year, as was the case in 2002, business was in the hands of an Acting Director.

Changes in PGF Governance saw Dr Hugh White added to the Council. Dr Pat Nicholas reluctantly stood down after many long years of tirelessly giving of his time and expertise on behalf of the PGF.

Completion of the new 2003-2008 PGF Strategic Plan was delayed as low staff numbers and attending to business in hand became the dominant requirement. In spite of this, many aspects of the draft Plan were utilised and applied in day to day management. Thus it was a working document in progress, its soundness reflected in numerous ways throughout the organisation.

Summary of 2003

Foundation

Membership

Total Members: 14, Life Members: 28, Governors: 5

Total Associate Members: 2166

Total Donors: 816

New Associate Members for 2003: 266

A 2003 Foundation income was budgeted at \$490,000. This fell short and only \$437,000 was reached. The cause of this was found to be a fault in the database reminder letter system and several PGF supporters unfortunately were not sent reminder letters after September 2003.

2003 Programme of Continuing Veterinary Education

Courses

Total Attendance figures: 619

TimeOuts

Total attendance figures: 287

Distance Education

Total Distance Education participants: 291



Major Courses

Overview

The year 2003 was a great success for the Courses team. The “Seniors Care” Conference held in February proved popular with small animal veterinarians, and the three speakers from Colorado State University got very acceptable reviews. Numbers attending were slightly above what had been achieved in previous February courses. The Ruminant Pathology Course held in April was unexpectedly well attended, and was not only a great success, but enabled the definitive text of Australian ruminant pathology (incorporating a CD ROM of gross and microscopic images) to be made available to all those who attended. The Holistic Medicine Course was a boutique course designed to fill a niche requested by many people in the profession. The September Course at the Gold Coast was a “sell out”, with over 250 veterinarians attending. Indeed, we had to look for a larger venue than for the equivalent course for 2002 because of the outstanding interest generated by this course. Although this was in part due to the selection of two very well known and popular speakers to lead the program, viz. Howard Seim and Mike Lappin, the Gold Coast locale and timing (to coincide with school holidays) combined with astute and timely marketing all contributed to a very successful (and profitable) event. This September course is of great strategic importance to the Foundation, as the financial success of this event underpins a deal of inherently less profitable continuing education seminars that run throughout the year, in particular the Time-Out meetings held in smaller venues.

Specific Courses

Senior Care 3-7 February 2003

University of Sydney

Jamie Gaynor, Tim Hackett and Eric Monnet, all academic staff from Colorado State University, provided the annual JD Stewart major course for 2003. Attending was a healthy 165 delegates. The course lived up to expectations with delegates indicating that careful attention to evaluation forms and to sourcing the best overseas speakers has proven to be a rewarding activity.

Gross Pathology 9-11 April 2003

EMAI, Camden NSW

Speakers: Roger W Cook, Roger Kelly, Gareth Hutchinson, Clive Huxtable, Phillip Ladds, Steven Love, Ross McKenzie, Deborah Middleton, Tony Ross, Ronald Slocombe, Keith Thompson, Keith Walker.

Planning for this course commenced 12 months prior. The unprecedented large number of speakers was logistically and financially challenging for the PGF. An undertaking to partner the PGF by the Australian Society of Veterinary Pathologists created an opportunity to form a partnership with this interest group such that the PGF was able to donate approximately \$1,700 towards the ASVP, one third of the total surplus after reconciliation.

It was a pleasure to have this opportunity to deal with Government veterinarians with whom we normally would have little or no contact. It is hoped that by facilitating this important and successful course the PGF has been able to address some of the needs of rural veterinarians.

Unfortunately an upper limit of 90 persons for the complete course and laboratory practical sessions resulted in a number of veterinarians being unable to attend. We will look at future opportunities to conduct another course like this in the not too distant future.

Joint AACVS, ACVS, NZCCE, PGF Dairy Cattle conference – New Zealand 16-20 June 2003

The Acting Director attended this popular and successful course and PGF was pleased to act as a supporter for this special interest group on both sides of the Tasman.

Holistic Medicine 21-24 August 2003

Indoorophilly Qld

Speakers: *Elaine Cebuliak, Barbara Fougere, Rowan Kilmartin, Charissa Smith, Toni Werchon, Douglas Wilson and Ulrike Wirth.*

This course was designed to provide practicing veterinarians with an opportunity to examine the use of complimentary alternative veterinary medicine and acupuncture. It was well attended and delegates appreciated the experience.

Medical and Surgical Purrrfection 8-12 September 2003

Gold Coast Qld

Speakers: *Michael Lappin and Howard Syme, Michael Shipstone, Phil Thomas, Gary Wilson, Edith Hampson.*

Masterclasses: *Terry King and Bruce Mackay.*

258 delegates registered for this highly popular course. The introduction of an opportunity for delegates to choose between two lecture free afternoons or extra Masterclass workshops proved popular. Participants came from all Australian states and territories as well as from New Zealand, Norfolk, Thailand, USA, Singapore, United Kingdom and Hong Kong. This indicated that both venue and subject represented the type of PGF function popular with its members. Evaluation reports were extremely encouraging and positive.

Workshops

Clinical Problem Solving

Jill Maddison 3 day Intensive Course, Melbourne and Sydney.

TimeOuts

Overview

The Time-Out seminar series was popular, as always, and provided timely, accessible and cost-effective continuing education to stakeholders of the Foundation around the country. Meetings held in Sydney, Melbourne and Brisbane drew large audiences, while smaller venues were less successful, especially Darwin, Launceston and Adelaide. We therefore have had to rethink an approach to providing CE to these regions, and have put in place a variety of marketing strategies to make these venues more attractive for non-local veterinarians. We have also written to veterinarians in Tasmania outlining our concerns about poor patronage. These measures, in my view, have been essential and are now paying dividends.

There was substantial turnover in the staff of the Courses team during the year, with Melissa Eaton and Brooke Ravenscroft leaving to travel overseas. Interestingly, both have secured positions as event managers in Canada and the UK, respectively. Craig Bromley and Rhian Foster have replaced them, and after a steep learning curve have performed at the highest level. Craig brings his extensive University experience to the position, and a great command of administrative expertise and attention to fine detail and budgeting, while Rhian has become a whiz at Desktop publishing and marketing, and is formidable on the telephone! Furthermore, her knowledge of the Sydney veterinary community has proved to be a great asset. Richard Malik oversees this team, and assists with marketing and the selection of local and overseas speakers. A new initiative introduced in 2003 was a Time-Out brochure that was distributed early in 2004 to all members of the Foundation, outlining all seminars available for the entire calendar year. This marketing strategy is currently bearing fruit.

The Time-Out program for 2004 has been completely revamped, with a number of new initiatives including the use of combinations of speakers and a range of new speakers and topics, as well as workshops and Master Classes. There has already been great interest in these courses and the horizon in 2004 looks promising.

A list of Time Outs conducted by the PGF in 2003 follows.

A total of 11 Time-Outs were held during 2003.
(Cf 19 in 2002)

27 February – **Oncology** *Dr Tony Mutsaers*
The Cato Conference Centre, The Hotel Y,
Melbourne VIC

1 March – **Ultrasonography** *Dr Robert Nicoll*
The Albert Hall Convention Centre, Launceston TAS

23 March – **Oncology** *Dr Tony Mutsaers*
Veterinary Science Conference Centre,
University of Sydney, Sydney NSW

5 April – **Ultrasonography** *Dr Robert Nicoll*
The Festival City Motel, Adelaide SA

16 May – **Anaesthesia** *Dr Sanaa Zaki*
Royal on the Park, Brisbane QLD

17 August – **Anaesthesia** *Dr Sanaa Zaki*
The Cato Conference Centre, The Hotel Y,
Melbourne VIC

29 August – **Neurology** *Dr David Simpson*
Veterinary Science Conference Centre,
University of Sydney, Sydney NSW

3 October – **Anaesthesia** *Dr Sanaa Zaki*
The Festival City Motel, Adelaide SA

25 October – **Ultrasonography** *Dr Robert Nicoll*
Royal on the Park, Brisbane QLD

31 October – **Anaesthesia** *Dr Sanaa Zaki*
Salamanca Inn, Hobart TAS

9 November – **Cardiology** *Dr Brad Gavaghan*
The Cato Conference Centre, The Hotel Y,
Melbourne VIC

Key Strategic indicators of the ongoing success of courses, TimeOuts and Workshops as listed in the draft Strategic Plan that were met are:

- Achievement of 90% or more customer satisfaction in course evaluation devices.
- Current members of staff achieved skill requirements, receiving training in sales, customer service, event planning, marketing, advertising and promotion, communication, Microsoft Word, Database Management.

Distance Education

Following on from the lessons learned in the last quarter of 2002 a concerted effort was made to announce the Distance Education course offering for 2004 early and to seek early registrations.

The formula for a Distance Education brochure in which all courses were announced was kept and registrations received before the end of the year approached, but didn't quite meet, the targeted number. Nevertheless they exceeded past years figures and indicated a trend in the right direction.

The proposed change in organisational structure of the Distance Education business unit was fully implemented, with the Foundation Manager acting as sole supervisor of a team of three Distance Education Coordinators and substantial out sourcing of module printing and production.

Refining of on-line delivery of some of the courses continued. Other courses being developed with a view to increasing on-line content by Coordinators as the year progressed.

This business model had merit, yet without sufficient corporate memory and with such sudden change that the planned procedures manual was not implemented by the group it culminated in a complete change in all staff, including the Foundation Manager, by the end of the year.

While the content quality of these courses is of the highest standard there remain significant issues in terms of training the resources to coordinate them.

In some areas of Distance Education there are also quality issues of timely delivery of documents. Addressing these issues is an area of highest priority.

The financial objectives of Distance Education were met and overall the unit was self supporting.

Distance Education Courses offered in 2003:

Avian Medicine – Michael Cannon

Behavioural Medicine – Kersti Seksel

Cardiology – Russell Mitten

Dermatology – Ralph Mueller and Sonia Bettenay

Emergency Medicine and Critical Care – Sandra Forsyth and Trudi McAlees

Equine Exercise Physiology – David Hodgson

Equine Medicine – David Hodgson, Dr Nick Malikedes

Feline Medicine – Robert Labuc

Internal Medicine: Problem Solving – Jill Maddison

Internal Medicine: Keys to Understanding – Boyd Jones and Darren Merrett

Ophthalmology – Robin Stanley

Surgery – Wing Tip Wong and Glenn Edwards

Ruminant Nutrition – Paul Cusack

Veterinary Diagnostic Imaging – Graeme Allan and Robert Nicoll

New Distance Education Courses offered in 2003:

Equine Surgery – Nick Kannegieter

Medical Oncology – Peter Bennett

Sonology – Karon Hoffman and Cathy Beck

New DE Courses being investigated.

Practice Management, Australian Wildlife, Dairy Cattle Practice, Beef Cattle Practice, Equine Reproduction and Foal Care.

A Distance Education Course in Meat Safety was put through the developmental stages and enthusiastically approached by prospective tutor Eddie Andriessen. Unfortunately because of lack of funding and sufficient interest this course was abandoned.

VEIN Community

The PGF continued to fund the VEIN Community Database licences and two librarian salaries for this service.

VEIN Community experienced another busy year in 2003 with increasing membership and demand for information resources. VEIN continues to attract members from all over the world.

VEIN Community's book and article delivery service was very popular with well over 1,500 articles being supplied to members and well over 200 books borrowed. PGFVS Distance Education Students were very enthusiastic users of the article delivery service and assistance and advice, prompting the PGFVS and VEIN Community to offer students enrolling in Distance Education courses in 2004 a complimentary year of VEIN Community membership.

The research assistance service was also well utilised by members with a broad variety of requests for research into areas such as Neospora in cattle, nutrition for endurance horses and diabetes mellitus in dogs. The research assistance service is invaluable to practitioners who need results quickly or have little time to access information.

Database usage continued to rise in 2003 with CAB Abstracts recording 2688 searches and Medline recording 1495 searches. The increase in the use of the subscription databases and increasing membership numbers prompted VEIN Community and the PGFVS to acquire an additional licence for Medline database for 2004, increasing the number of licences to four.

Visitors to the VEIN Community web site continued to increase throughout 2003 with 520,509 unique hits to the site. The VEIN web site is continually updated with current information relevant to the veterinary and animal science community.

In September 2003 Susanna Smith replaced Jane Barton as Manager of VEIN Community.

Publications

The PGF produced 1 Vade Mecum and 5 proceedings during 2003. They are as follows:

Proceedings

Proceedings 349 **Senior Care**

February 2003

Proceedings 350 **Gross Pathology of Ruminants**

April 2003

Proceedings 351 **Holistic Medicine**

August 2003

Proceeding 352 **4th International Behavioural Meeting**

September 2003

Proceeding 353 **Purrfection**

September 2003

Vade Mecum

Equine Reproduction VM24

Author Cameron Collins

The budgeted target for Publications including Teton was \$128,000. We achieved \$160,000. This was largely due to the mid year decision not to cease selling Teton products, whose sales picked up significantly in the last 6 months of the year.

Valentine Charlton Specialist Report

Richard Malik was retained as a senior consultant to the Foundation during 2003. He combined his work for the Foundation with a Visiting Professorship at Kasatsart University in Thailand, and work in private practice at Paddington Cat Hospital and Double Bay Veterinary Clinic. As a representative of the Foundation, Richard presented a number of lectures at the Pan Pacific Veterinary Conference in New Zealand, and delivered the State-of-the-Art lecture and a range of other lectures at the World Veterinary Congress in Thailand.

Richard has taken a key role in the development of the courses team, drawing on his network of contacts in university and private referral practice in Australia and overseas. This has facilitated the choice of new and dynamic speakers, both for major courses and the Time-Out series. Richard has a flair for marketing and advertising, and this is very useful in building numbers and “talking up” courses, seminars and workshops.

Richard has also taken a role in building up the Control and Therapy Series, by both writing and soliciting (badgering!) material from veterinarians. He also provides an ad hoc phone and e-mail service to members of the Foundation concerning difficult cases under their care.

Part of Richard’s brief was to initiate clinical research on behalf of the Foundation, and he has been very successful in doing this in concert with members of the Faculty of Veterinary Science, local and international collaborators and a number of veterinarians in private practice. A brief list of new and on-going projects is set out below:

1. Studies of blood groups and neonatal isoerythrolysis in Australian cats (with Dr Joanna White, Mr. David Griffin and Professor Frank Nicholas);
2. Studies of cryptococcosis in koalas (with Dr Mark Krockenberger and Professor Paul Canfield);

3. Studies of ultrasonographic anatomy of the pelvis of koalas (with Dr Mark Krockenberger and Professor Graeme Allan);
4. Studies of feline infectious peritonitis in Australian cats and catteries (with Dr Jacqueline Norris and Dr Joanna White);
5. Studies of FIV and FeLV in Australian catteries (with Dr Jacqueline Norris and Dr Joanna White);
6. Studies of renal disease in Australian cats (with Dr Jacqueline Norris and Dr Joanna White);
7. New treatment strategies for Calicivirus faucitis in cats (with Mr. Richard Stenlake);
8. Studies of feline leprosy (with Dr Siobhan Hughes);
9. Studies of rapidly growing mycobacteria infections in dogs (with Dr Chris Gilpin);
10. Studies of *M. avium* infections in Abyssinian cats (with Randolph Baral and Steven Metcalfe);
11. Studies of feline allergic airway disease (with Dr Susan Foster and Professor Graeme Allan).
12. Studies of feline mycoplasmosis (with Dr Susan Foster and Dr Patricia Martin);
13. Studies of refractory seizure disorders in cats and dogs and treatment using gabapentin (with Dr Merran Govendir and Dr Martine Perkins);
14. Studies of haemotropic mycoplasmas (with Dr Severine Tasker and Dr Jody Braddock);
15. Studies of cryptococcosis in cats, dogs, ferrets, horses and dolphins in Vancouver Island (with Mark Krockenberger and Dr Sally Lester);

During the course of 2003, a number of publications appeared, and many more were written. Richard also has applied for NH&MRC grants and ARC linkage grants.

Publications for 2003 are listed below.

1. Tan, C. Govendir, M. Zaki, S. Miyake, Y. Packiarajah, P. Malik, R **Evaluation of four warming procedures to minimise heat loss induced by anaesthesia and surgery in dogs.** [Journal article] *Australian Veterinary Journal*. 2004. 82: 1/2, 65-68. 15 ref.
2. Perkins, M. C. Canfield, P. Churcher, R. K. Malik, R **Immune-mediated neutropenia suspected in five dogs.** [Journal article] *Australian Veterinary Journal*. 2004. 82: 1/2, 52-57. 19 ref.
3. Tasker, S. Helps, C. R. Day, M. J. Harbour, D. A. Shaw, S. E. Harrus, S. Baneth, G. Lobetti, R. G. Malik, R. Beaufile, J. P. Belford, C. R. Gruffydd-Jones, T. J **Phylogenetic analysis of hemoplasma species: an international study.** [Journal article] *Journal of Clinical Microbiology*. 2003. 41: 8, 3877-3880. 23 ref.
4. Krockenberger, M. B. Canfield, P. J. Malik, R **Cryptococcus neoformans var. gattii in the koala (Phascolarctos cinereus): a review of 43 cases of cryptococcosis.** [Journal article] *Medical Mycology*. 2003. 41: 3, 225-234. 42 ref.
5. Malik, R. Zunino, P. Hunt, G. B **Complete heart block associated with lupus in a dog.** [Journal article] *Australian Veterinary Journal*. 2003. 81: 7, 398-401. 22 ref
6. Malik, R. Krockenberger, M. B. Cross, G. Doneley, R. Madill, D. N. Black, D. McWhirter, P. Rozenwax, A. Rose, K. Alley, M. Forshaw, D. Russell-Brown, I. Johnstone, A. C. Martin, P. O'Brien, C. R. Love, D. N **Avian cryptococcosis.** [Journal article] *Medical Mycology*. 2003. 41: 2, 115-124. 54 ref
7. White, J. D. Tisdall, P. L. C. Norris, J. M. Malik, R **Diaphragmatic hernia in a cat mimicking a pulmonary mass.** [Journal article] *Journal of Feline Medicine & Surgery*. 2003. 5: 3, 197-201. 18 ref.

8. Himmelreich, U. Allen, C. Dowd, S. Malik, R. Shehan, B. P. Mountford, C. Sorrell, T. C
Identification of metabolites of importance in the pathogenesis of pulmonary cryptococcoma using nuclear magnetic resonance spectroscopy. [Journal article] *Microbes & Infection*. 2003. 5: 4, 285-290. 28 ref.
9. O'Brien, C. R. Krockenberger, M. B. Martin, P. Parkes, H. Kidd, M. Malik, R **Disseminated melioidosis in two cats.** [Journal article] *Journal of Feline Medicine & Surgery*. 2003. 5: 2, 83-89. 23 ref.
10. Malik, R. Gabor, L. J. Canfield, P. J **Lymphoma in Australian cats – lessons for Europe.** [Journal article. Conference paper] *Journal of Feline Medicine & Surgery*. 2003. 5: 2, 147-150. 11 ref.
11. Lunn, J. Lee, R. Martin, P. Malik, R **Antemortem diagnosis of canine neural angiostrongylosis using ELISA.** [Journal article] *Australian Veterinary Journal*. 2003. 81: 3, 128-131. 21

T.G. Hungerford Award

Was not awarded this year.

PGF Staff 2003

Acting Director/Director

Michele Cotton

Executive Officer

Gillian MacDougall (to February)

Foundation Manager

Deborah Ravenscroft

Business/IT Consultant

Andrew Simpson

Valentine Charlton Consultant

Richard Malik

Finance Manager

Roula Kazzaz

Sales and Database Coordinator

Robyn Colley

Publications Sales Coordinator

Ray Brookes (to February)

Database Coordinator

Susy Hamori (to April)

Publications Coordinator

Lis Churchward

Courses Coordinator

Melissa Eaton (January -September)

Craig Bromley (September – December)

Courses Assistant

Brooke Ravenscroft (January – December)

Brooke Ravenscroft/Rhian Foster (December)

Distance Education Coordinators

Caroline Compton (January – November)

Leo Adler (November – December)

Danielle Merrett (April-December)

Kate Simpson (April – December)

Giselle Allegria (to February)

Mary Ann Harding (to March)

Leanne Turk (to March)

Website Development

Helen Roper (To March)

Webmaster

Andrea Nolan

Staff numbers at beginning of 2003: 18

Staff numbers at end of 2003: 15

Audit Report

A summary from the University internal auditors report, conducted every four years, follows:

1. Introduction

Internal Audit and Review has conducted an audit of the Postgraduate Foundation in Veterinary Science in accordance with its annual plan. The audit was conducted by John Mullis during May/June, 2003.

2. Audit Objectives, Scope and Approach

2.1 The objectives of the audit were to:

- Identify current structure, operations and objectives of the Foundation;
- Identify, review and assess current management and administrative practices;
- Identify adequacy and compliance with the existing University policies;

2.2 The scope of the audit included the following areas:

- Financial Position and Accounting records;
- Receipting and Banking;
- Purchases and Payments;
- Costing of Courses;
- Payroll
- Petty Cash;
- Equipment.

2.3 The audit approach included a review of financial and administration systems, a review of transactions using sampling techniques and discussions with Foundation personnel.

3. Background

3.1 The Postgraduate Foundation in Veterinary Science was formed in 1965. This followed the formation of the Postgraduate Committee in Veterinary Science in 1961.

The Foundation was formed under the authority of the Senate of the University and is governed by a Council elected by the members of the Foundation. It was established to fund continuing education for the profession and over time the activities have been expanded to cover a wide range of different services.

3.2 The Foundation is considered as the world's leading organization dedicated to postgraduate veterinary education. Veterinarians from countries external to Australia use the Foundation as a resource and many overseas veterinarians attend its courses.

3.3 Apart from income sourced from bequests, donations and investments income is additionally earned from the presentation of refresher courses, distance education and the sale of publications.

3.4 Conversely, the expenses of the Foundation are generally associated to the production and support of its services in the form of salaries and wages, external consultancy fees and technology support costs.

3.5 The Foundation is housed in the Veterinary Science Conference Centre on the eastern side of the University Campus. History tells us that the Foundation was a major contributor toward the cost of constructing this building.

4. Audit Result

4.1 The audit found that there was a reasonable assurance as to the adequacy of the Foundation's financial and administrative operations.

Valentine Charlton Cat Centre

Whilst there had been a decision to contribute \$1,000,000 from Valentine Charlton Bequest funds to the building of the cat centre within the Faculty of Veterinary Science at the University of Sydney, it was not until towards the end of 2003 that the first instalment of \$190,000 was made. Subsequent instalments will be made in 2004 such that the capital base of the Valentine Charlton bequest will be preserved. Although the original decision by council to donate \$333,333 annually for three years will not be adhered to, project delays and the delay in transferring the total amount have been beneficial to the Bequest.

Conclusion

In the main staffing and change issues acted to affect the bottom line and the quality assurance of courses, especially Distance Education. They had a significant effect on morale within the organisation but did not prevent it from going on to address its financial objectives.

Database recovery and IT problems in September resulted in the failure of a large proportion of membership reminder letters not being sent out. This caused a decrease in membership and donation revenue of some \$56,000 and a failure to meet budget in this area. Nevertheless with a small budget deficit at the end of the year of \$18,588.00 the remaining staff of the PGF had reason to feel proud, under the circumstances, of their combined extra efforts.

A vote of gratitude is extended to all staff members who rallied to the cause and demonstrated skills and talents hitherto untapped and unrecognised.

Last and by no means least a thank you to all those veterinarians who freely gave their support and genuine interest in the day to day running of the PGF, your continual involvement is what makes it all worthwhile.

It has been an interesting year.



Michele Cotton,
Director

website 2003

During 2003, the website went through a number of positive changes with regular meetings being held, allowing staff to discuss new ideas for improving the Post Graduate Foundation online services.

In August 2003, the restricted pages of the PGF website were closed so that only those who were current financial supporters of the PGF could access them. A number of new pages were added to the website and, as a result, the website received more traffic than ever before.

When the closure of the restricted pages of the PGF website was announced, positive feedback, shown through non-members joining the PGF, was received, giving obvious evidence that users did not want to lose their website access. We were inundated with clients contacting us to check their membership status and make sure they would not be locked out of the website.

The closure of the restricted pages of the website to non-members generated a lot of new members and encouraged many previously lapsed members to rejoin. It has also allowed us to spend more time and money on improving this area for the benefit of our supporters. A number of new pages were able to be added to the website, such as new case of the month topics (with additional cases being added to monthly); TimeOut Notes (usually available for purchase from the PGF) for download and searching; and complete copies of the Director's Circular in a searchable, interactive format.

Marketing for Major Courses, TimeOuts, Distance Education, and Vetbookshop on the website has helped to increase client awareness of products, and sales, and therefore generate more income for the PGF.

It is common for clients to find out about courses online rather than through the mail. Having course and product information online reduces administration, saving the PGF costs in sending out information ordinarily sent out via snail mail and fax.

Many people prefer to make payments online at their own convenience, instead of contacting the PGF to make payments through other means. This option is especially applicable to those who are overseas and cannot reach us during our office hours. Payments that are made online reduce administration at the PGF, giving us extra time to work on ways to make membership more valuable to the member. The total revenue made through the website in 2003 was \$313,693.

A detailed article on how to use the restricted pages was published in October's edition of the Director's Circular. This was to encourage veterinarians, who had never used the website, to apply for a password and take advantage of the services offered to them online. Our aim for the website is to coach veterinarians on how to use the PGF website, and to create awareness of the benefits they will gain from doing so. Online support has been offered to veterinarians who are less confident in using computers. Veterinarians who need support are encouraged to contact Andrea Nolan, the PGF Website Coordinator. Andrea will talk the user through the problem they are facing, so they can then access the information they need successfully. In 2003 there was evidence of increased usage of the website, with more people accessing the PGF website than ever before.

Regular online newsletters are sent out monthly to keep the subscribed veterinarian up to date with any current news at the PGF. This is our most regular correspondence with veterinarians, and is valued highly by those who are subscribed.

Other projects that were worked towards in 2003 include the setting up of the Ophthalmology Journal Club for interested veterinarians, with the majority of correspondence in this club being made through an email distribution list set up by Andrea Nolan, and looking into the idea of putting out-of-print PGF publications onto CD-ROM or the website for the benefit of members.

2003 was an excellent year for the website, and 2004 will prove to exceed these achievements, with many more projects already on the agenda.

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Jane McNae	Ian Milligan	Julian Mullins	Karl Northall
Lindsay McNaught	Brian Mills	Alistair Murdoch	David Northeast
Jamie McNeil	Robert Mills	Maribeth Murphy	Arne Nostelthaller
Jane McNicholl	Melinda Mills	Matthew Murphy	Amanda Nott

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Carolyn O'Brien	Jim O'Toole	Graeme Penno	Mark Powell
Damian O'Brien	Harry Ousley	John Penry	Greg Powell
Katy O'Brien	Karen Overall	Peter Penson	Joe Power
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Kenneth Oliver	Donald Pattullo	John Plant	Peter Radvan
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Annabelle Olsson	Emily Payne	Matt Playford	Peta Railton
Kevin O'Meara	Robert Payne	David Plumb	Zuzanna Rajczyk
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		Kevin Polglaze	Mangalika Ratnayake

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Lionel Richards	Kerrie Rodgers	Mark Sayer	Michael Sheedy
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Ian Smith	Jana Stevenson	Guillaume Tabuteau	Bill Tom
Tony Smith	John Stewart	Yesun Tai	Hikari Tomita
Warwick Smith	Patricia Stewart	Sulyni Tan	Bronwyn Tong
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David Snow		Kasey Tan	Sam Tonge

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Mary Smith	
Marjorie Smith	
Linda Stabler	
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Antje Struthmann	
Inar Swift	
John Swinden	
Bill Sykes	

bequests

to the Foundation's Capital Fund

These are *exempt from federal and state death duties*.

Bequests are a lasting memorial to the benefactor. They are a way of enabling the donor through his or her estate to play a part in the maintenance of animal health standards.

Bequests to the Foundation's Capital Fund are particularly attractive to:

- Primary producers who have derived their livelihood from animals and who wish to do something positive for the livestock industries of the future.
- Members of the veterinary profession who may want to return something to their own profession.
- Practitioners who have been helped and who would like to help other practitioners in the future.
- Owners of pets and lovers of animals generally who want to leave money to help in the war against diseases which kill, cripple or maim.
- Sports people and breeders of racing animals who have enjoyed the great sport associated with racing and who may want to express their satisfaction in a tangible way.

Form of Will

I give and bequeath the sum of \$_____ to the University of Sydney to be applied exclusively to the Post Graduate Foundation in Veterinary Science.

And I declare that the receipt of the Accountant, University of Sydney, shall be a good and sufficient discharge to my Trustees for this bequest, without them being responsible for seeing to the application thereof.

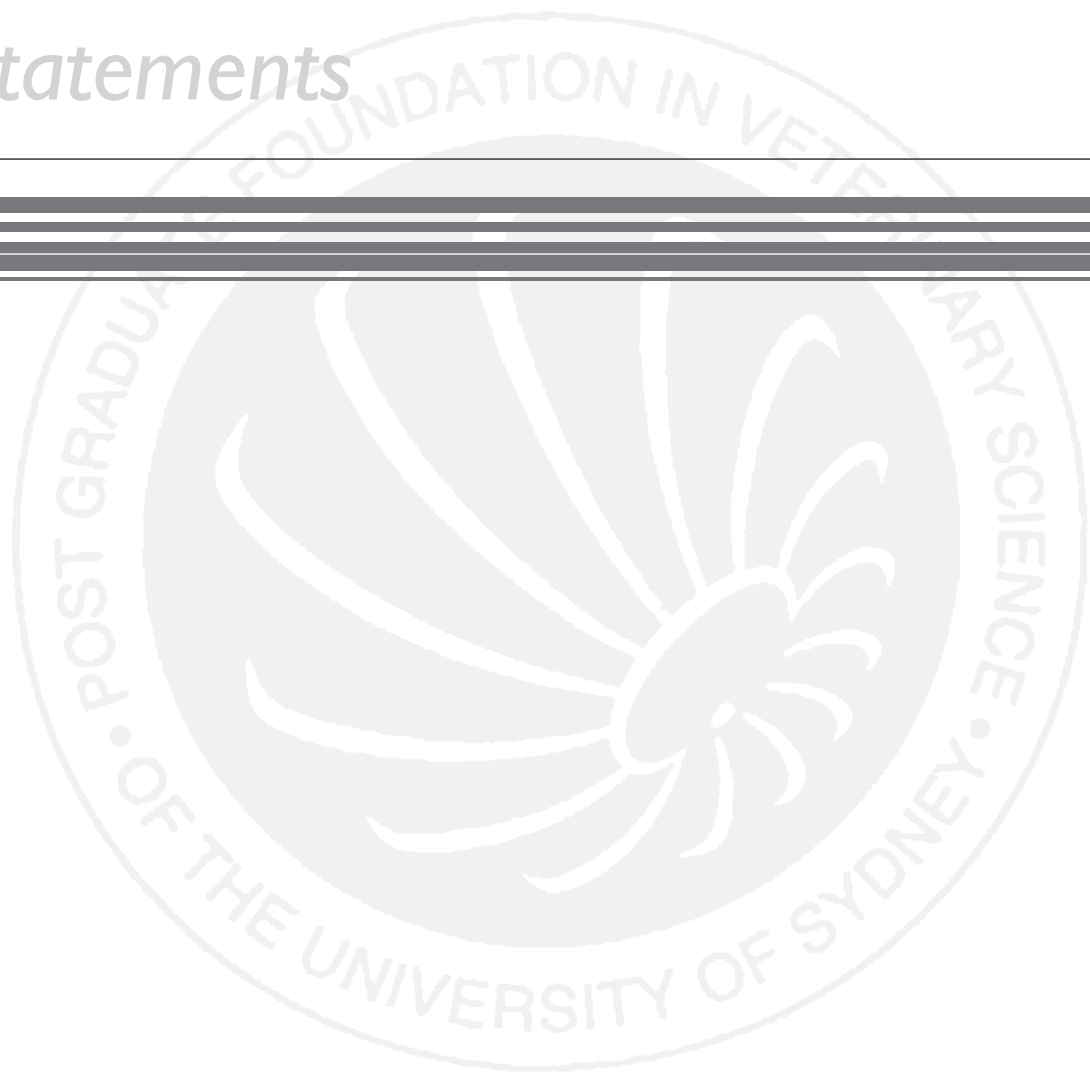
This information has been published at the suggestion of some interested members of the Foundation.

Those contemplating a bequest or their solicitors are invited to contact:

The Director
Post Graduate Foundation in Veterinary Science
Veterinary Science Conference Centre
Building B22
University of Sydney NSW 2006

Telephone: +61 2 9351 7979
Facsimile: +61 2 9351 7968
Email: mcotton@pgfvet.usyd.edu.au
Website: www.pgf.edu.au

financial statements



financial statements

University of Sydney
Post Graduate Foundation in Veterinary Science

Statement of Financial Position

Statement of Income & Expenditure

University of Sydney
Post Graduate Foundation in Veterinary Science
JD McLeod Bequest Trust

Statement of Financial Position

Statement of Income & Expenditure

University of Sydney
Post Graduate Foundation in Veterinary Science
Valentine Charlton Bequest Trust

Statement of Financial Position

Statement of Income & Expenditure

statement of financial position

The University of Sydney Post Graduate Foundation in Veterinary Science
as at 31 December 2003

	2003 \$	2002 \$
Current Assets		
Funds earning University Pool Interest	1,752,963	1,771,551
Petty Cash	650	650
Total Current Assets	<u>1,753,613</u>	<u>1,772,201</u>
TOTAL ASSETS	<u>1,753,613</u>	<u>1,772,201</u>
Non-Current Liabilities		
Provision for Long Service Leave	178,088	178,088
Total Non-Current Liabilities	<u>178,088</u>	<u>178,088</u>
TOTAL LIABILITIES	<u>178,088</u>	<u>178,088</u>
NET ASSETS	<u>1,575,525</u>	<u>1,594,113</u>
Equity		
Accumulated Funds	1,575,525	1,594,113
TOTAL EQUITY	<u>1,575,525</u>	<u>1,594,113</u>

NOTES TO THE 2003 FINANCIAL STATEMENTS

1. The Financial Statements have been prepared on a modified accrual accounting basis.
2. All fixed assets are expensed in the year of purchase.
3. Income Tax is not applicable to the activities of the Post Graduate Foundation in Veterinary Science.



Ian Ford
Finance Manager
College of Sciences and Technology

28/04/2004

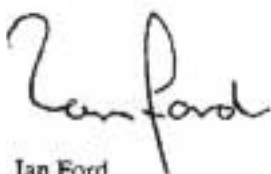
statement of income & expenditure

The University of Sydney Post Graduate Foundation in Veterinary Science
for the year ended 31 December 2003

	2003 \$	2002 \$
INCOME		
Course Income ¹	555,401	577,095
Publications Income	158,097	252,900
Distance Education ²	1,180,002	1,046,600
Membership & Donations	432,917	468,402
Investment Income	126,522	116,655
Other Income	550	11,295
Internal Income - VC Administration & Consultancy Fees ³	99,760	96,296
	<u>2,553,249</u>	<u>2,569,242</u>
EXPENDITURE		
Courses	503,646	505,031
Publications	152,385	217,469
Distance Education	896,238	575,766
Membership & Donations	119,942	199,577
Administration	682,723	711,043
Marketing	106,233	135,667
VEIN	110,671	101,221
	<u>2,571,837</u>	<u>2,445,775</u>
Surplus/(Deficit) for the year	(18,588)	123,468
Accumulated Funds as at 1 January	<u>1,594,113</u>	<u>1,470,645</u>
ACCUMULATED FUNDS AS AT 31 DECEMBER	<u>1,575,525</u>	<u>1,594,113</u>

NOTES TO THE 2003 FINANCIAL STATEMENT

1. Course income is made up of \$505,401 external income (\$522,095 in 2002) and \$50,000 internal course income (\$55,000 in 2002).
2. Distance education income is made up of \$1,130,002 external income (\$991,600 in 2002) and \$50,000 internal income (\$55,000 in 2002).
3. Internal income is made up of \$55,000 administration fees and \$44,760 consulting fees.



Ian Ford
Finance Manager
College of Sciences and Technology

28/04/2004

JD McLeod Bequest Trust

statement of financial position

The University of Sydney Post Graduate Foundation in Veterinary Science
as at 31 December 2003

	2003	2002
	\$	\$
Current Assets		
Funds earning University Pool Interest	27,872	29,193
Total Current Assets	<u>27,872</u>	<u>29,193</u>
Non-Current Assets		
Growth Fund Investment ⁴	41,000	36,000
Total Non-Current Assets	<u>41,000</u>	<u>36,000</u>
TOTAL ASSETS	<u>68,872</u>	<u>65,193</u>
NET ASSETS	<u>68,872</u>	<u>65,193</u>
Equity		
Accumulated Funds	33,872	30,193
Initial Preserved Funds	<u>35,000</u>	<u>35,000</u>
TOTAL EQUITY	<u>68,872</u>	<u>65,193</u>

NOTES TO THE 2003 FINANCIAL STATEMENTS

1. The Financial Statements have been prepared on a modified accrual accounting basis.
2. Income Tax is not applicable to the activities of the Post Graduate Foundation in Veterinary
3. All fixed assets are expended in the year of purchase.
4. Market Value of University Growth Fund Investments as at 31 December 2003 was \$39,329.16.



Ian Ford
Finance Manager
College of Sciences and Technology

28/04/2004

JD McLeod Bequest Trust statement of income & expenditure

The University of Sydney Post Graduate Foundation in Veterinary Science
for the year ended 31 December 2003

	2003	2002
	\$	\$
INCOME		
Investment Income	<u>3,679</u>	<u>3,362</u>
	<u>3,679</u>	<u>3,362</u>
Surplus/(Deficit) for the year	3,679	3,362
Accumulated Funds as at 1 January	<u>30,193</u>	<u>26,831</u>
ACCUMULATED FUNDS AS AT 31 DECEMBER	<u><u>33,872</u></u>	<u><u>30,193</u></u>



Ian Ford
Finance Manager
College of Sciences and Technology

28/04/2004

Valentine Charlton Bequest Trust

statement of financial position

The University of Sydney Post Graduate Foundation in Veterinary Science
as at 31 December 2003

	2003	2002
	\$	\$
Current Assets		
Funds earning University Pool Interest	4,318,777	4,404,684
Total Current Assets	4,318,777	4,404,684
TOTAL ASSETS	4,318,777	4,404,684
NET ASSETS	4,318,777	4,404,684
Equity		
Accumulated Funds	4,318,777	4,404,684
TOTAL EQUITY	4,318,777	4,404,684

NOTES TO THE 2003 FINANCIAL STATEMENTS

1. The Financial Statements have been prepared on a modified accrual accounting basis.
2. Income Tax is not applicable to the activities of the Post Graduate Foundation in Veterinary
3. All fixed assets are expended in the year of purchase.
4. Internal income is made up of \$55,000 administration fees and \$44,760 consulting fees.



Ian Ford
Finance Manager
College of Sciences and Technology

28/04/2004

Valentine Charlton Bequest Trust statement of income & expenditure

The University of Sydney Post Graduate Foundation in Veterinary Science
for the year ended 31 December 2003

	2003	2002
	\$	\$
INCOME		
Investment Interest	349,310	318,578
	<u>349,310</u>	<u>318,578</u>
EXPENDITURE		
Salaries and Associated Costs	45,195	98,124
Distance Education Feline Course Sponsorship	50,000	55,000
Small Animal Feline Hospital Sponsorship	190,000	-
Feline Dentistry Book Sponsorship	-	15,000
Feline Course Sponsorship	50,000	55,000
Internal Expense - Administration & Consulting Fees ⁴	99,760	96,296
General Expenses	262	9,016
	<u>435,217</u>	<u>328,435</u>
Surplus/(Deficit) for the year	(85,907)	(9,857)
Accumulated Funds as at 1 January	4,404,684	4,414,540
ACCUMULATED FUNDS AS AT 31 DECEMBER	<u>4,318,777</u>	<u>4,404,684</u>



Ian Ford
Finance Manager
College of Sciences and Technology

28/04/2004

