

ATS Board Meeting  
Monday 24 August 2020 4:00 PM AEST  
(6:00pm NZ, 3:30pm SA)

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## MINUTES

### 1. Welcome & Attendees

Michael Reade (MR), Helen Jowett (HJ), Ben Gardiner (BG), Sarah Adams (SA), Ian Civil (IC), Nicole Kelly (NK), Dinesh Varma (DV), Melissa Webb (MW), Tony Joseph (TJ), Alaina Campbell (AC), Savitha Bhagvan (SB) [joined at 4.35pm], Sarah Peter (SP) (TAS Secretariat) & Shaheera Survery Patterson (SSP) (TAS Secretariat).

### 2. Apologies

Mya Cubitt (MC), Kate Dale (KD), Michael Parr (MP),

### 3. Approval of Minutes

**3.1** Meeting 29 June 2020: Minutes of the ATS Board meeting held on 29 June 2020 were approved as true and accurate record.

**Carried unanimously by the Board.**

### 4. Actions from previous minutes

- It was noted that Action items 1-2, 6-8, 12, 14 were completed
- Action items 3-5, 10 - 11 and 15 would be discussed in the meeting
- Action item 13 can be deferred until next ATS board meeting

### 5. Subcommittees

#### 5.1 Program/ Conference

5.1.1 Planning for virtual ATS Conference (Tony Joseph): TJ informed the Board that preparations were underway for the ATS virtual seminar on Friday 30 October 2020. Call for Abstracts have gone out and the closing date for submissions extended. Registrations are now open for the ATS virtual seminar. It is anticipated to have approximately 200 delegates. Sponsorship has been secured from the Australian Defense Force (ADF). It was noted that the conference organisers, TAS had given the ATS a discount for the virtual seminar. The Board discussed concerns that thus far, a low number of abstracts had been received. It was noted that TAS shall be sending additional reminders for Calls for Abstracts. It was discussed that the ATS President will discuss the virtual seminar contract with TJ & IC. & HJ

**ACTION: ATS President to review and discuss events contract for virtual seminar with IC & TJ.**

5.1.2 2021- 2024 Conference plans – Update: The Board discussed the *Trauma 2021* Conference in Brisbane. So far, the ATS has not lost any money in securing the venue the Brisbane Convention Centre. It was discussed that progress of the *Trauma 2021* Conference is dependent upon how the COVID-19 pandemic is tracking worldwide. The Board discussed the World Trauma Congress 2022 scheduled to be held in Japan.

#### 5.2 Research & Scholarship (Dinesh Varma / Melissa Webb) the Co-chair is Sarah Adams not MW

5.2.1 Report on ATS Travel Scholarship applications: MW updated the Board that for the ATS Travel Scholarship one enquiry had been received and one formal application. The application was

put forth to the ATS Executive for their opinion and feedback. The ATS Executive reported it was their recommendation to award the applicant attendance, whether in person or virtually to the education seminar listed in the application but deny the request for consumables/ equipment in the application. MW noted that she will be in contact with the applicant and the education course costs in the application amount to \$500. As mentioned in actions, MW will forward to TAs for official distribution to the recipient.

**ACTION: MW to outreach to travel scholarship applicant on award of \$500 toward education course and deny request for award towards consumables/equipment.**

### 5.3 Publications/Newsletter

- 5.3.1 Injury Journal: TAS secretariat informed the ATS Board that membership data for 2020 *Injury Journal* will be sent to Elsevier soon. TAS secretariat informed the ATS Board that a discount in subscriptions fees will be sought from Elsevier due to impact of COVID-19 on ATS. It was discussed to request Elsevier data on membership journal access rates. It would be ideal to analyze how often and from which countries members are accessing the *Injury Journal*.
- 5.3.2 Trauma Talk Autumn (Apr) Winter (Jun) Spring (Sep) Summer (Dec): IC reported that the next edition is due to go out early to mid-September 2020. It was discussed that TJ should include an article on the ATS's involvement in the National Road Safety Strategy.

### 5.4 Treasurer (Sarah Adams)

- 5.4.1 Financial Report – July 2020: SA informed the ATS Board that the ATS remains solvent and able to pay its bills. There were no unexpected expenses.
- 5.4.2 Audit for ATS FY2020 or working group? The ATS Board confirmed there was no legal obligation for an audit to occur and the Board shall make available the financial reports to members to review if they seek access.

5.5 Education (Helen Jowett): HJ updated the ATS Board that the TOPIC & STN courses would have occurred in October 2020. It was discussed if such courses can be moved online. The suggestion was to offer educational webinars. The virtual courses would feature one key speaker per month or quarterly on varied topics. Invitation would be open to all members and non-members as a mechanism to encourage increased membership and membership engagement. Concerns were raised on hosting costs for such virtual events. The ATS Board discussed that ATS member Kate Curtis had as part of a ATS subcommittee developed the National Trauma Registry. This now sat with an independent, national trauma portal/forum. It was discussed to create more resources links on the ATS website so members and non-members can see the work the ATS has been involved in. It was discussed to include Communications on the agenda for the next ATS Board meeting.

**ACTION: Add to agenda for Communications Strategy to be discussed**

### 5.6 Constitution (Ben Gardiner)

- 5.6.1 Constitution of ATS is updated to a Company Limited by Guarantee: BG updated the ATS Board that the constitution subcommittee had met regularly. Advice had been obtained from TAS. ATS Secretary BG recommended that the ATS now become Limited by Guarantee. It would move the ATS being an NSW based entity to a National entity. The recommendation attached to the meeting papers were taken as read. The ATS Board agreed to the recommendations.

- 5.6.2 The objective of the ATS are reviewed by the committee as recommended by TAS – highlighted in the draft constitution: The papers were taken as read by the ATS Board. It was recommended to edit the objectives as there was repetition. Once the objectives were edited the ATS Board agreed to the documents.
- 5.6.3 ATS Governing Committee Recommend to the membership the proposed constitution, by-laws and supporting documentation: The attached documents were taken as read. It was noted the biggest change to occur was the phasing out of the associate membership category. The new ATS membership categories would include institutional, joint, international, retired/ student and life. The ATS Board was in favour of tabling this proposal to the members at the AGM. The ATS Board recommended to post the documents on the ATS website and seek feedback from the members before the AGM to allow for sufficient time for consultation. The documents outlined time limits an ATS director may remain on the board. The ATS Board were agreeable that a member must be an ATS member for approximately two years before they become a director. Additionally, the member should be on the board for two years before they can be an ATS Executive.

**ACTION: Post draft constitution, by-laws, membership changes to ATS website & invite members to Zoom meeting for feedback.**

- 5.6.4 ATS Governing Committee establish a Corporate Governance committee to oversee development of supporting policies and documents: Documents were taken as read. The ATS Board discussed that there should be no minimum membership time limit before a member can be part of a subcommittee. It was, however, noted that the Chair of the subcommittees should be a Board member. The reasoning for this is to keep communications, goals and objectives open and transparent between subcommittees and the ATS Board.

**Motion: ATS to develop an ethics & privacy policy  
Carried unanimously by the Board.**

**Motion: ATS to accept terms of reference for subcommittees  
Carried unanimously by the Board.**

IC left meeting at 5.04pm

**ACTION: Expression of Interest to go out to ATS members to part of various ATS subcommittees (this will occur after the AGM, once it has been announced)**

## 6. Membership Report (Secretariat)

- 6.1 Membership Report: Taken as read.

**ACTION: TAS to send lapsed members list to ATS Executive so they may begin outreach to encourage membership renewals**

- 6.2 Secretariat Report: Taken as read.

## 7. Correspondence

- 7.1 Outward:

7.1.1 MR updated the ATS Board that the correspondence from the Royal Australian College of Surgeons was passed to ATS surgical members- there was no feedback or response received.

7.2 Inward:

7.2.1 Nil to note

8. **Matters for Consideration**

8.1 Proposal – external affairs committee (Michael Reade): Nothing to note.

9. **General Business:** Nothing to note

10. **Next meeting – 28 September 2020:** To adjust. TAS to organise doodle poll for new ATS Board meeting date for preferably 21 September 2020.

Meeting closed at 5.20pm AEST