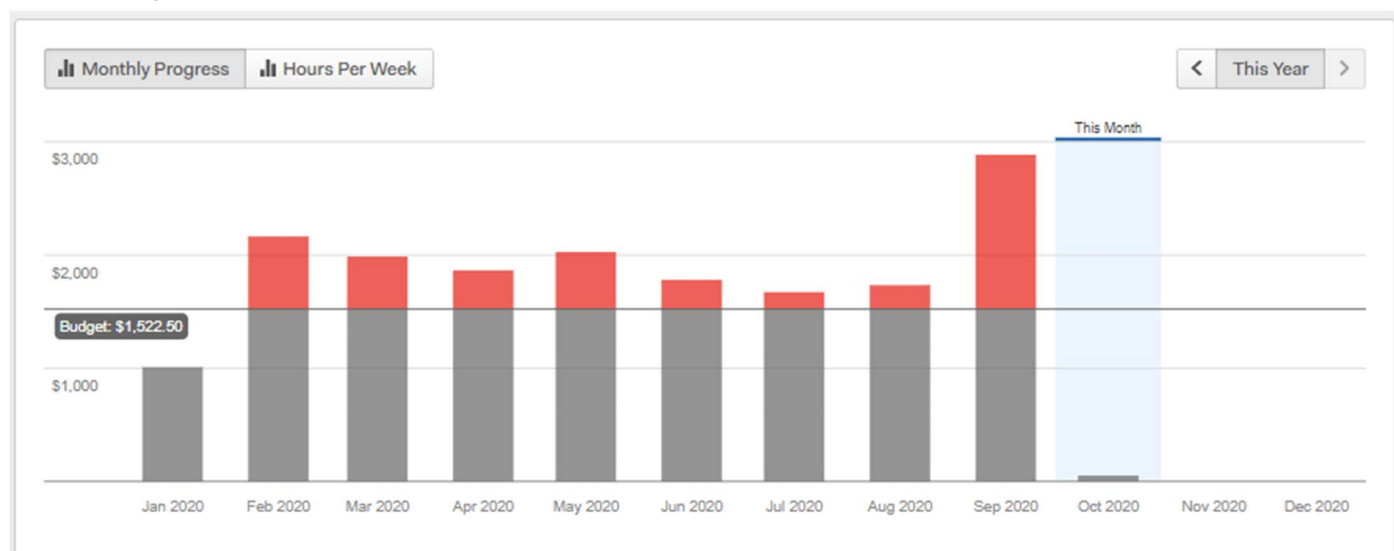


## TAS SECRETARIAT REPORT – September 2020

### INFRASTRUCTURE

#### TAS Monthly Hours



The above shows the hours worked across the month against the maximum contracted hours for the organisation.

The TAS contract includes a minimum and maximum cap to allow the organisation to manage and budget for the secretariat expenses; hours worked over the maximum cap are credited to the organisation with the expectation that these are offset by quieter months that may not meet the maximum cap amount.

The primary focus for this month was:

- ATS membership renewal drive has now been completed. As summary report of the ATS membership renewal drive shall be provided shortly.
  - Lapsed ATS members list has been forwarded to the ATS Executive for consideration for the executive and/or board members to begin outreach to lapsed members to encourage them to renew.
- TAS Events team conference Melanie Cook made a recommendation where non-members who register for the ATS virtual seminar in October be offered discounted ATS membership. This recommendation was made as similar initiative was successful for a similar health care association and it attracted 60 new members. The conference team have sent EDMs and outreached to non- members who registered to the conference to hopefully join the ATS.
- TAS has been in contact with Elsevier to seek a discount. Data was requested from Elsevier to ascertain if ATS members were downloading and reading the *Injury* journal. Data provided by Elsevier demonstrated that in 2020 the number of members accessing the *Injury* had more than halved. As such Elsevier have offered a substantial discount on the cost per subscription. From \$48 per member in 2020 it shall be \$20 per member. **This will save the ATS approximately \$4,500.** The agreement reached was the ATS will sign a three contract with Elsevier from 2022-2024 and in this time the subscription rate will go back to \$48 per member

and there will be no price rises for three years. The agreement was reached in consultation with the ATS Executive.

## COMMUNICATION

Emails and phones managed through the TAS infrastructure allow us to report on call and email volumes on a monthly basis. Emails received can be higher than emails sent as this includes all automated, marketing and spam emails.

### *TAS Phone Log – [01/09/2020 – 01/10/2020]*

	NUMBER	TIME
<b>INBOUND CALLS</b>	16	29m 55s
<b>OUTBOUND CALLS</b>	5	07m 11s
<b>TOTAL</b>	<b>21</b>	<b>37m 06s</b>

### *Email Tracking Report – [01/09/2020 – 30/09/2020]*

	NUMBER
<b>INBOUND MAIL</b>	297
<b>OUTBOUND MAIL</b>	92
<b>TOTAL</b>	<b>389</b>

## MEMBERSHIP MANAGEMENT

ATS membership renewal drive is now complete. As of 1 October 2020 ATS, currently has 211 members. The breakdown is as follows:

- ANZAST / ATS Joint: 36
- Associate: 9
- Hon Life: 2
- Ordinary: 147
- New Ordinary: 16
- New Associate: 1

### *Membership Renewal Progress*

**Report generated date: 1 October 2020**

The updated membership report is attached with meeting papers.

### *New Members*

- TAS will continue to update the ATS board about the initiative where non-members register for the ATS virtual seminar receive a discounted membership fee to ATS.

### *Expiring/Resigning Members*

- There are 70 members that are unpaid, an improvement as in the last TAS secretariat report there were 92 unpaid members.
- Lapsed members xl document has been provided to the ATS Executive.
- After this a detailed membership renewal drive report shall be provided to the ATS board summarising TAS activities, feedback and recommendations moving forward.

## **FINANCIAL MANAGEMENT**

TAS manages the organisation accounts payable on a fortnightly basis, seeking approval of the payment run from the ATS Treasurer, Sarah Adams prior to upload for authorisation in the bank account.

The August 2020 financial reports were completed and forwarded to the ATS Treasurer.

### *Accounts Payable Schedule*

- Payment runs are completed fortnightly.

### *Accounts Receivable*

- Nothing to report.

### *Audit*

- The ATS Board has decided not to commence an audit for this financial year. ATS generates less than \$250,000 annual income, as such there is no legal obligation to commence an audit for EOFY2020.

### *Bank Administration*

- Nothing to report.

## **EVENT MANAGEMENT**

The ATS is organising a virtual conference in 2020 on Friday 30 October 2020. The ATS AGM 2020 will be additionally be occurring on this date. Information regarding these events can be found on the ATS website [here](#).

TAS Events team are managing the virtual conference and will assist with the Association Management team with the ATS AGM via Zoom as well.

## **MEETING MANAGEMENT**

TAS manages the following for the ATS's meetings:

1. Scheduling of dates and venues/technology
2. Call for agenda items and papers
3. Follow up of reports
4. Preparation and finalisation of agenda and papers
5. Distribution of papers
6. Attendance and minute taking at meetings
7. Preparation of minutes within TAS Service Standards (3-7 days)
8. Updating ATS meeting action item list.
9. Approval and distribution of minutes
10. Secure filing of minutes

### 2020 Meeting Schedule – forward meetings

The calendar invitations, meeting agendas, secretariat reports, financial reports are completed by TAS and tabled at each ATS Board meeting.

2020 meeting dates:

Date	Time	Status
Monday 10 February	4pm-5pm AEST (6pm NZ)	Completed
Strategy Day Friday 6 March	10am – 5pm	Completed
Monday 20 April	4pm-5pm AEST (6pm NZ)	Completed
Monday 29 June	4pm-5pm AEST (6pm NZ)	Completed
Monday 24 August	4pm-5pm AEST (6pm NZ)	Completed
Tuesday 6 October	4pm-5pm AEST (6pm NZ)	In process
Monday 23 November	4pm-5pm AEST (6pm NZ)	Upcoming
Monday 21 December	4pm-5pm AEST (6pm NZ)	TAS goes into shutdown mode on this date

## MARKETING, WEBSITE, PUBLICATIONS

### E-Communications

- The ATS trauma talk – spring edition distributed on 21 September 2020. The statistics are shown below.

124 Opened	16 Clicked	1 Bounced	0 Unsubscribed
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### Website

- ATS Newsletter, *Trauma Talk* Spring 2020 was distributed in late September 2020 which is also uploaded on the website for our members access.

### Social Media

- This section is not within the existing scope of services.

## GOVERNANCE

### Annual General Meeting

- The ATS committee has decided 2020 AGM date which is to be held on 20<sup>th</sup> October 2020.

TAS will undertake/completed the following tasks in relation to the AGM:

- Draft papers and notices issued to the Chair, Vice Chair, Secretary & Treasurer for approval
- Issue of formal Notice of Annual General Meeting
- Set up of zoom dial in details and registration system
- Creation of power point presentation and run sheet to be utilised at the meeting
- Organisation and attendance at a practice run through session with the ATS Executive.
- Distribution of registration reminders and instructions to members

- Attendance and moderation on the day of the meeting

Following the AGM, TAS will complete the following tasks in relation to the AGM:

- Completion of AGM minutes
- Relevant lodgement reporting with NSW Fair Trading & ACNC.

## PROJECTS

- TAS has been engaged with the ATS for review of the draft ATS constitution.