

Australasian Trauma Society
Board Meeting
Monday 21 February 2022 at 3PM (AEDT)

MINUTES

1. Present/Apologies

Attendees: Dinesh Varma (DV) (chair), Ben Gardiner (BG), Michael Reade (MR), Belinda Gabbe (BGA), Melissa Webb (MW), Grant Christey (GC), Alaina Campbell (AC), Savitha Bhagvan (SB), Michael Handy (MH), Adam Mahoney (AM)

Apologies: Nicole Kelly (NK) and Helen Jowett (HJ), Kate Dale (KD)

Absent: Sarah Adams (SA), Zsolt Balogh (ZB),

2. Acknowledgement of Country

2.1. DV gave the acknowledgement of the country.

3. Confirm Minutes of Previous Meeting

3.1. *PROPOSED MOTION: That the minutes of the previous meeting held on 27 September 2021 be accepted as a true and accurate record of the meeting.*

Moved: BGA

Seconded: AC

4. Actions Arising of Previous Meeting

N/A

5. President's Report

Held over

6. Treasurer's Report

6.1. 5.1 EOM Financial Statements – Balance Sheet, Profit & Loss

BG provided a verbal report in SA's absence and noted:

- Net equity is \$232k
- Current bank account is at \$157k
- Overall profit for January is \$19,760
- **ACTION** - SG to provide annual running cost for ATS

6.2. *PROPOSED MOTION: That the financial reports be accepted by the Board*

Moved: BG

Seconded: GC

7. TAS Management Report

TAS provided an update and noted:

- Focus included finance management, governance (submitting AIS and collecting TFNs), preparing Trauma Talk and updating fees for Injury Online
- ATS currently have 260 members – renewals will commence around April/May
- Membership page on website had been updated

- New ATS members were formally approved at each board meeting – a motion should be included as a standing action moving forward – **ACTION TAS**
- New members were approved – Moved: DV, Seconded: BG – carried unanimously

8. Committee / Group Reports

8.1. Communications

MW and AC provided an update and noted:

- A document was circulated comparing two developers BSO Digital and Adventure Digital for the new website including costs (such as training, content development and maintenance) and package design
- It was noted BSO Digital provides a maintenance plan that provides more digital content including social media, blogs, newsletters, website updates, etc. at a minimum cost of \$875 per month, while Adventure Digital only included minor changes on website. MW will meet with them every month to discuss priorities and needs
- BSO Digital provided a timeline of 4-6 weeks to build the website and another few weeks to refine and go live, while Adventure Digital provided a 7 week timeframe to go live
- Both providers were also willing to give the Board training to do minor updates on the website

PROPOSED MOTION: That the Board approves a limited expenditure on the new website for the first 12 months at \$12,500 with the preferred vendor of BSO Digital

Carried unanimously

- A refreshed ATS logo was also discussed. Due to the time pressure of the Conference, ATS could do a 25-years watermark first and announce the new branding
- It was also suggested to ask the ATS membership for feedback before finalising the new logo

PROPOSED MOTION: That ATS continue with the original logo while undergoing consultations of new design. The logo options will be opened to the membership for a vote.

Carried unanimously

MW left at 3:33pm.

8.2. Conference

DV provided an update and noted:

- Plenary sessions will run everyday
- DV will be chairing organising committee meeting
- Martin will be chairing the scientific meeting
- Plan to hold a face-to-face event with a target of 400 people and a subcategory of registrations for people to have online access if they cannot attend (around 100) – however a backup plan is also needed
- ATS is running the Conference jointly with the Queensland Trauma Symposium

8.3. Research

BGA provided an update and noted:

- Committed to half day research at the Conference with a combination of presentations from researchers and opportunities to students/researchers to present their work and get feedback
- BGA noted she will reach out to TAS to get a list of people from the callout to join SIGs - **ACTION**

8.4. Education

Held over

8.5. Registry

AM provided an update and informed he had liaised with the ATS membership and received favourable engagement to his initial email outlining the 3 priorities for the Committee:

1. Conduct a project to establish minimum standards of training and experience for registry managers
2. Engage in a project to explore the structure and function of Australian trauma registries potentially including data relating to the platform, finance, staffing, legal framework etc.
3. Create a directory of who are registry leads throughout Australia – and discuss whether the data can be made freely available on the ATS website or linked to via the ATR

8.6. Corporate Governance

Board was reminded to apply for their Director Identification Numbers and confirm with TAS.

8.6.1. Notice: Our Cat Herder no longer in use

Our Cat Herder subscription was cancelled. For the new website, a Members Area will be created to house board documentation. For now, TAS will circulate meeting documents through email and attach to the Board meeting calendar invites – **ACTION**

8.7. Publications

BGA raised that there had been discussions at another meeting regarding the timing of content for the Trauma Talk. BGA to create summary of points raised to attached to Board meeting minutes – **ACTION**

8.8. Past Presidents Council

- It was discussed to have a mechanism for past presidents' ongoing involvement with the society where they can act as a repository for advice - invitations were sent to past presidents last year regarding their EOI – there was a positive response
- A meeting could be convened with agenda/questions at the Conference for past presidents who attend

8.9. SIG Allied Health
Held over

9. Correspondence

9.1. Outward

9.1.1. ANZAST Trauma Grand Rounds

The ANZAST Trauma Grand Rounds was circulated to the ATS membership.

9.1.2. ATS & AUS-mTBI letter

A letter of support was written by HJ for partnering with AUS-mTBI.

9.2. Inward

9.2.1. Release of the Journal of Trauma and Acute Care Surgery new website

9.2.2. RACS Trauma Verification Model Resource Criteria – updates approved

10. General Business

Nil.

11. Any Other Business

- DV requested that Board meetings be extended by 30 minutes so it is not rushed
- It was also suggested that each agenda point include what is required from the Board and to clarify if there are decisions that need to be made. This will provide a warning to the Board so if they have any questions, etc. they can bring this to the meeting
- BG noted that with other meetings, people would send in a one-pager/item summary and what is required to be resolved by the Board to make the time more efficient as opposed to extending the meeting time

Next Meeting - 28 March 2022, 3.00pm AEDT

Actions Arising

#	Action	Raised	Responsibility	Status
1	Membership Secretary Role Description – by AGM	Exec	Ben Gardiner	Pending
2	Membership Change – pending full Board	BG	Board	Pending
3	Elsevier Contract – under review for printed version costs	Exec	BG	Pending
4	Website	Communications Committee	Board	In Progress
5	Branding - Australia and New Zealand Trauma Society	Communications Committee	Board	In Progress
6	TAS Workflow and Expectations	Exec	BG	Pending
7	World Trauma Congress – Australia to host? When?	Exec	Exec	Pending
8	Risk Registry	Exec	BG	Pending

9	Conflict of Interest Register	Exec	Corporate Governance Committee	Pending
	February Actions			
10	SG to provide annual running cost for ATS	MW	SG	Pending
11	BGA noted she will reach out to TAS to get a list of people from the callout to join SIGs	BGA	TAS	Complete
12	BGA raised that there had been discussions at another meeting regarding the timing of content for the Trauma Talk. BGA to create summary of points raised to attached to Board meeting minutes	BGA	BG	Pending
13	TAS will circulate meeting documents through email and attach to the Board meeting calendar invites	Exec	TAS	In Progress
14	A motion to formally approve new members should be included as a standing action moving forward	TAS	TAS	In Progress