

## TAS MANAGEMENT REPORT

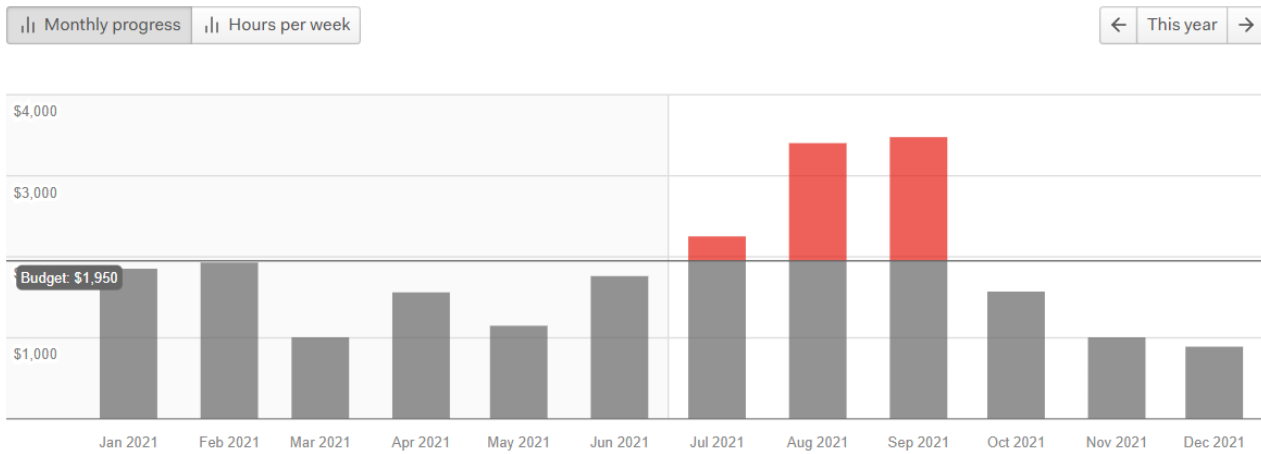
April - May 2022

### INFRASTRUCTURE

#### TAS Monthly Hours

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

2021



2022

Australasian Trauma Society

#### [ATS] Management Time & Materials

[Edit project](#)

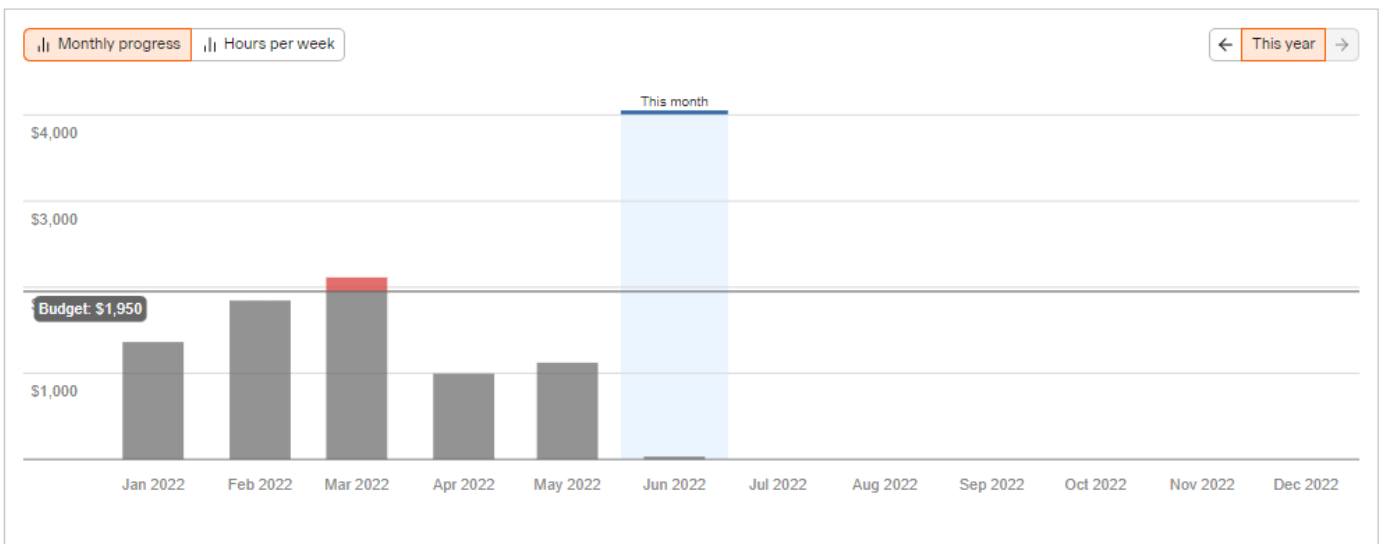
[Actions](#)

01 Jul 2021 - 30 Jun 2024 (108 weeks left)

Contract Commencement Date - 1 July 2021

Minimum Monthly Cap - \$1,500.00 + GST

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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:

- Finance Management – Bank reconciliation, EOM report and pay run prepared
- Trauma Talk issued
- Correspondence sent
- Membership management – sent updated list to Elsevier and processed new members
- Inbox management
- Meeting Management

#### *Monthly Hours Breakdown*

Activity	MAY	APRIL	MARCH	FEB	JAN
Communication (Inbox & phone)	3.86	4.79	7.16	7.04	5.78
Financial Management	3.95	3.03	3.90	3.55	5.04
Marketing & Comms	0.25	0.29	1.90	0.00	0.32
Meeting Management	1.27	1.22	6.60	5.35	1.09
Membership Management	1.68	0.57	1.17	1.33	0.76
Website Management & Marketing	0.22	0.06	0.00	0.00	0.25
Governance Support	0.00	0.00	0.07	0.63	0.10
Out of contract	N/A	N/A	N/A	NA	NA
<b>Total</b>	<b>11.23</b>	<b>9.96</b>	<b>21.13</b>	<b>18.45</b>	<b>13.63</b>

## COMMUNICATION

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

#### *Phone Traffic*

*Phone Tracking Report – (Not available due to technical issues)*

*Email Tracking Report – (Not available due to technical issues)*

## MEMBERSHIP MANAGEMENT

ATS membership renewal drive for FY2022-23 will commence in June. As of 2 June 2022, ATS currently has **270** members. The breakdown is as follows:

CATEGORIES	NUMBER
ANZAST/ATS Combined Ordinary Membership	51
Associate Member	4
Hon Life Member	2
New International Member	2
New Ordinary – Institution	2
New Ordinary Member	51↑
New Student Member	7
Ordinary Member	150↑
Retired Member	1

The updated membership report is attached with meeting papers.

### *New Members*

- As per new ATS Constitution, new ATS members shall be formally approved at each board meeting

112717	<a href="#">Singhal, Pragya</a>	New Ordinary Member		New Zealand
112737	<a href="#">Ghamri, Naji</a>	New Ordinary Member	Middlemore Hospital	New Zealand
112728	<a href="#">Smith, Alastair</a>	New Ordinary Member	Midland Trauma Research Centre, Waikato District Health Board	New Zealand
112699	<a href="#">Fletcher, Jade</a>	New Ordinary Member	Princess Alexandra Hospital	Australia
112782	<a href="#">Dodds, Michelle</a>	New Ordinary Member	Queensland Health	Australia
112748	<a href="#">Bentley, Esther</a>	New Ordinary Member	Sunshine Coast Hospital and Health Service	Australia
112670	<a href="#">Pacua, MaryJane</a>	New Ordinary Member	Waikato District Health Board	New Zealand
112769	<a href="#">Avic-Pacifique, Aurore</a>	New Ordinary Member	Wide Bay HHS	Australia

### *Renewals*

- A renewal checklist for FY2022-23 has been approved by Ben Gardiner and will be set up this week.

## 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 April 2022 financial reports were sent to the ATS Treasurer on 11 May 2022.

### *Accounts Payable Schedule*

- Payment runs are completed fortnightly. June pay run in progress – Blue Platypus invoice \$59.00AUD
- 2 Pay runs in May sent on 3 May and 17 May included Blue Platypus and TAS invoice

### *Accounts Receivable*

- Nothing to report.

#### Bank Administration

- Nothing to report.

#### EVENT MANAGEMENT

- Nothing to report.

#### MEETING MANAGEMENT

The Our Cat Herder subscription was cancelled on 31 January 2022.

TAS manages the following for the ATS' 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

#### 2022 Meeting Schedule

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

	DATE	LOCATION	STATUS
Meeting 1	21 February 2022	Zoom Teleconference	Complete
Meeting 2	28 March 2022	Zoom Teleconference	Complete
Meeting 3	6 June 2022	Zoom Teleconference	In Progress
Meeting 4	25 July 2022	Zoom Teleconference	Upcoming
Meeting 5	26 September - AGM / Board Meeting	Zoom Teleconference	Upcoming
Meeting 6	14 November 2022	Zoom Teleconference	Upcoming

#### MARKETING, WEBSITE, PUBLICATIONS

##### E-Communications

- The ATS *Trauma Talk* –Autumn edition in production
- The statistic in the below table demonstrates an improvement from the last edition of *Trauma Talk*

METRICS	STATISTICS
OPEN RATE	47.0%
OPENED	220
CLICK RATE	1.7%
CLICKED	8

<b>BOUNCED</b>	3
<b>UNSUBSCRIBED</b>	0

### *Email Circulations*

Trauma Grand Rounds - Tuesday, 7 June 2022

### *Website*

Updated Constitution with CAN uploaded to the website.

### *Publications*

Elsevier contract requested for sign off. Prorate rates for new members have been confirmed and added to 2021 invoice.

### *Social Media*

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

## GOVERNANCE

ATS is now registered with ASIC.

All Board members require to get Director Identification Number (DIN) through the ATO. Non-Australian residents require a DIN as well.

Australian Directors will now be required to apply for a Director Identification Number from 1 November 2021, which they can do using a myGovID account. The timeframes on when a Director is required to apply vary on whether they are new or are already a Director – please see the summary table below. A Director will have one number that they will keep for life.

Date you become a director	Date you must apply
On or before 31 October 2021	By 30 November 2022
Between 1 November 2021 and 4 April 2022	Within 28 days of appointment
From 5 April 2022	Before appointment

For details on how to apply for a Director ID, please see here: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

The full article may be viewed on the TAS website here:

<https://www.theassociationspecialists.com.au/director-id-applications-open-november-2021-are-you-ready/>