

TAS MANAGEMENT REPORT

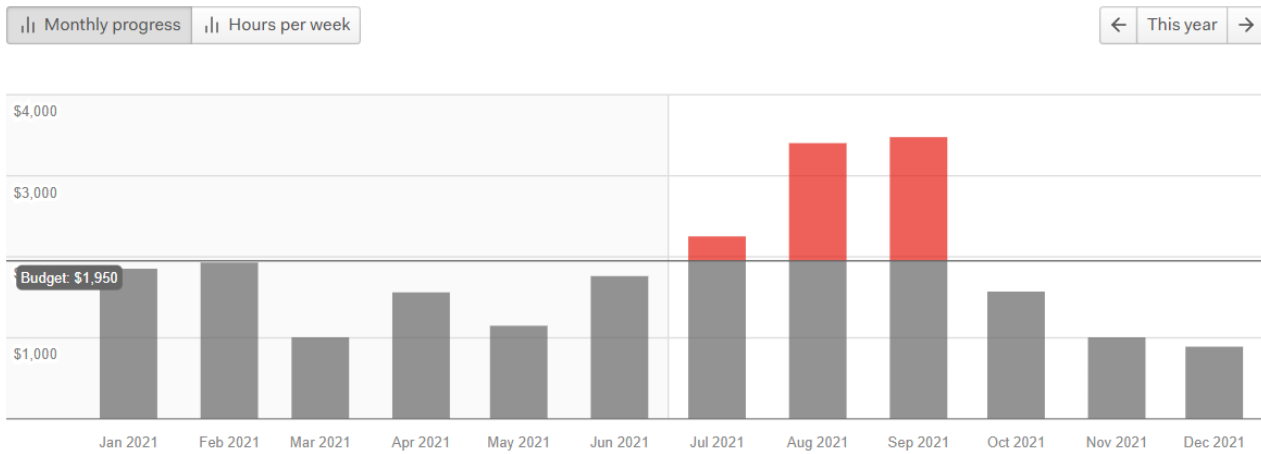
July - Sept 2022

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

[ANZTS] Management Time & Materials

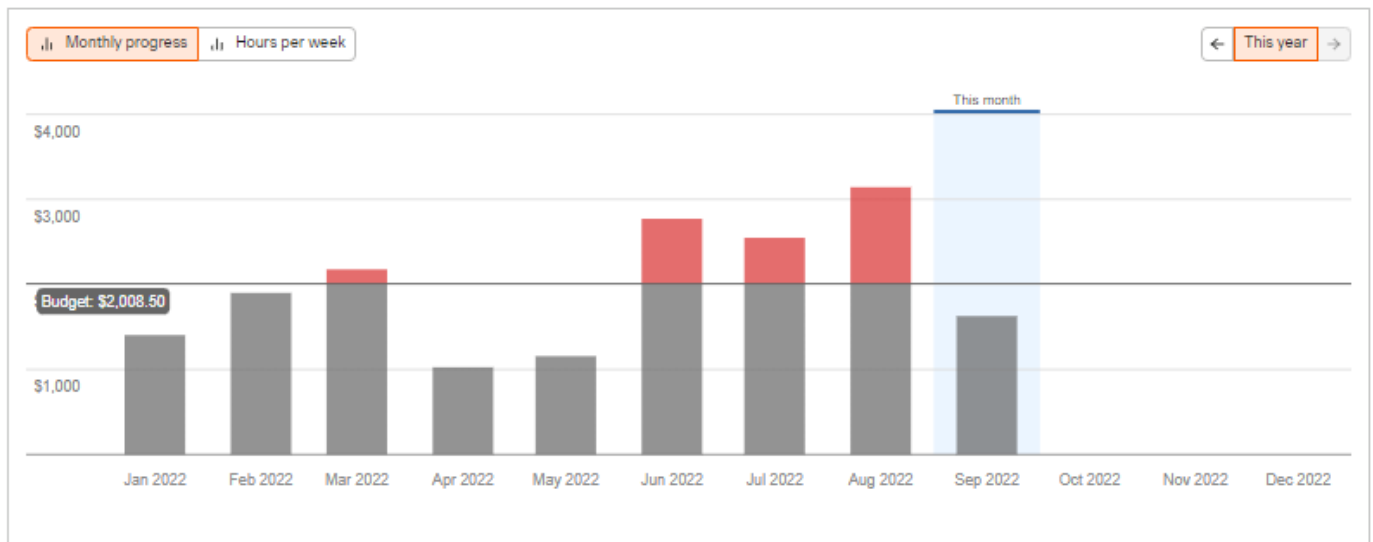
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01 Jul 2021 - 30 Jun 2024 (92 weeks left)

CPI increased 3% on July 22

Min Cap \$1,545+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	SEPT	AUG	JUL	JUNE
Communication (Inbox & phone)	4.89	13.22	8.42	8.38
Financial Management	3.84	3.14	6.34	6.34
Marketing & Comms	0.17	0.00	1.78	2.64
Meeting Management	0.65	1.97	0.61	5.64
Membership Management	0.84	6.05	3.78	2.17
Website Management & Marketing	0.09	0.25	0.72	0.08
Governance Support	4.44	3.12	3.00	1.66
Out of contract	N/A	N/A	0.83 (flyer for membership)	NA
Total	15.80	30.51	25.57	26.91

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 calls	Sept	Aug	Jul	June
Inbound	25 - 00:23:34	67 - 01:01:02	22 - 00:55:52	14 – 30mins.17sec
Outbound	NA	1 - 00:01:53	1 - 00:02:30	NA
Total	25 - 00:23:34	68 - 01:02:55	23 – 00:58:00	14 – 30mins.17sec

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

MEMBERSHIP MANAGEMENT

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

CATEGORIES	NUMBER
ANZAST/ANZTS Combined Ordinary Membership	38
Associate Member	1
Hon Life Member	2
Student Member	2
New Student Member	1
New Ordinary Member	34
Ordinary Member – Institution	1
Ordinary Member	137
Retired Member	1
Total	217

The updated membership report is attached with meeting papers.

New Members

113434	Gerbich, Anna	New Ordinary Member	GCUH	Australia
114019	Wilson, Sarah	New Ordinary Member	Health NZ	New Zealand
112737	Ghamri, Naji	New Ordinary Member	Middlemore Hospital	New Zealand
112728	Smith, Alastair	New Ordinary Member	Midland Trauma Research Centre, Waikato District Health Board	New Zealand
112699	Fletcher, Jade	New Ordinary Member	Princess Alexandra Hospital	Australia
113446	Everson, Emily	New Ordinary Member	Queensland Health	Australia
113688	Tripet, Michael	New Ordinary Member	Rockhampton Hospital	Australia
113673	Hogan, Mia-Louise	New Ordinary Member	Royal Brisbane and Women's Hospital	Australia
113703	Hamilton, Mark	New Ordinary Member	Royal Darwin Hospital/NCCTRC	Australia
113862	Schrader, Donna	New Ordinary Member	South Canterbury Hospital	New Zealand
114025	Scully, Michelle	New Ordinary Member	Southland Hospital	New Zealand
112748	Bentley, Esther	New Ordinary Member	Sunshine Coast Hospital and Health Service	Australia
113729	Gleeson, Lara	New Ordinary Member	Te Whatu Ora	New Zealand
114036	Marsh, Donna	New Ordinary Member	Te Whatu Ora Southern	New Zealand
113991	Hulyer, Jaiden	New Ordinary Member	The Alfred	Australia
113349	Fisher, Stuart	New Ordinary - Institution	University of New England	Australia
113898	Lala, Raushan	New Student member	University of Queensland	Australia
112670	Pacua, MaryJane	New Ordinary Member	Waikato District Health Board	New Zealand

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

Renewals

Final notice was sent to non- financial members on Tuesday, 21 Sept.

FINANCIAL MANAGEMENT

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

The August 2022 financial reports were sent to the ANZTS Treasurer on 15 Sept 2022.

Accounts Payable Schedule

- Payment runs are completed fortnightly. Sept Pay Run 1 is in progress – Blue Platypus invoice \$59.00AUD

Date	Supplier	Sub-Total	Payment Total	Description of Payment
9/4/2022	ASIC		\$443.00	Nb of resolution to chg a co. name
8/19/2022	TTR Print Management P/L as Trustee		\$99.00	Artwork related with conference pull up banner invoiced in #3645
8/19/2022	Rule of Thirds Entertainment		\$1,175.00	Australian Trauma Conference 2022 - Event Photography
8/28/2022	Blue Platypus		\$59.00	BP Digital Basics Care Plan - traumasociety.com.au (04/09/2022 - 03/10/2022)
		Total	\$1,776.00	

- Final BSO invoice has been requested.

Accounts Receivable

- Nothing to report.

Bank Administration

- New treasurer will need to be provided banking access.

EVENT MANAGEMENT

- Nothing to report.

MEETING MANAGEMENT

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

TAS manages the following for the ANZTS' 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 ANZTS 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 ANZTS 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	Complete
Meeting 4	25 July 2022	Zoom Teleconference	Complete
Meeting 5	26 September - AGM / Board Meeting	Zoom Teleconference	Upcoming
Meeting 6	14 November 2022	Zoom Teleconference	Upcoming

MARKETING, WEBSITE, PUBLICATIONS

E-Communications

- The ANZTS *Trauma Talk* –Spring edition in production - call for content sent
- Trauma task Winter edition Mailchimp statistics below:

METRICS	STATISTICS
OPEN RATE	53.5%
OPENED	253
CLICK RATE	3.3%
CLICKED	50
BOUNCED	6
UNSUBSCRIBED	2

Email Circulations

ANZTS AWARDS

Website

ANZTS New website launched in Sept.

Publications

Member list provided to Elsevier for Sept.

Social Media

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

GOVERNANCE

ANZTS 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/>

ACNC:

- AIS review for 2022 is complete
- New constitution lodged with ACNC
- ASIC register is updated
- ABR process in progress with Francis