**Australian and New Zealand Trauma Society**

Board Meeting held via [Zoom](https://us02web.zoom.us/j/86168892366?pwd=aWcxYXJIZHpCRmdjWUtMMFFrcmxrUT09) on

Tuesday, 27 September 2022 at 3,30PM (AEST)

**MINUTES**

1. **Present/Apologies**

Attendees: Helen Jowett (HJ - Chair), Dinesh Varma (DV), Sarah Adams (SA), Ben Gardiner (BG), Savitha Bhagvan (SB), Adam Mahoney (AM), Zsolt Balogh (ZB) Michael Reade (MR) Michael Handy (MH), Nicole Kelly & Annelise Cocco (ACO) – joined 3.56pm

**Apologies:** Melissa Webb (MW)

**Absent:** Belinda Gabbe (BG), Grant Christey (GC), Alaina Campbell (AC)

1. **Acknowledgement of Country (HJ)**

2.1. HJ gave acknowledgement of the Country for AUS

2.2. SB gave acknowledgement of the Country for NZ

1. **Confirm Minutes of Previous Meeting**
   1. *PROPOSED MOTION: That the minutes of the previous meeting held on 26 July 2022 be accepted as a true and accurate record of the meeting*.

*Proposed*: BG

*Seconded*: SA

*Carried*

1. **Actions Arising of Previous Meeting – refer to Appendix A**
2. **Executive positions**

**President –** The Board confirmed that HJ will be the President for 2022-2023

**President Elect –** The Board confirmed that DV will be President Elect for 2022-2023

**Immediate Past President –** The Board confirmed MR as the Past President from since AGM held in 2021

**Treasurer –** The Board were informed that MW had nominated to elect to this position as a Deputy Treasurer, so that a handover can be provided through SA in a due course

**Secretary** – The Board confirmed BG as the Secretary for 2022-2023

Proposed -DV

Seconder – NK

HJ requested the Board to contact her if they were interested in Chairing/Co-Charing any of the ANZTS committees.

1. **President's Report (HJ)**

6.1Orientation to BOD organisation structure & current activities

HJ confirmed the organisation structure and confirmed the activities for each committee and the role of the Board.

6.2 Welcome new Director

Annelise Cocco, new BOD member was welcomed and introduced to the Board. It was noted that Annelise had replaced Kate Dale on the Board.

6.3 BOD expectations.

HJ informed that each committee is expected to present a written report prior to the Board meeting.

A Board Reporting template was shared with the Board and TAS was requested to send this report when calling for agenda items for each Board meeting moving forward.

1. **Treasurer's Report (SA)** 
   1. EOM Financial Statements – Balance Sheet, Profit & Loss

The EOM Financial statement tabled were taken as read and the following noted:

* Conference income was not yet determined
* Some website expenses pertaining to the new website were recorded
* Guarantor account was to be opened as noted at the AGM – Action SA

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

Proposed: DV

Seconded: MH

1. **Injury Journal update**

8.1 Subscription (BG)

BG informed that there was no further update from Injury Journal, there were delays in decision making from their end.

The Board discussed if hard copies for Journal could be requested, and if this should be an exclusive member benefit.

8.2 ANZTS Injury Reviewers (HJ) – DV / RO

HJ confirmed Ian Civil was in conversation with Rebeca Ogilvy and DV, and had requested that the Board endorse it.

Proposed – SA

Seconded – MH

1. **Committee**

9.1 New Reporting Structure – Report Template (HJ)

As discussed in the President’s report above

9.2 Communication Committee (HJ)

HJ provided an update on behalf of MW:

* New website was launched, and few pages were still being built progressively
* Training on updating website was to be organised with TAS – Action TAS and MW
* Other marketing assets such as social media handles had been updated
* Further conversations were required with TAS with regards to the admin email
* Trauma centres update were in progress with NSW and NZ completed. Thanks was given to NK for assistance with the trauma centre update

9.3 Conference committee (DV)

DV provided a brief update confirming:

* The Annual conference was labour intensive and a fair revenue was expected to be generated
* A need to streamline processes and create guidelines was observed through the organisation of the conference
* DV suggested creating a working group to go through the conference processes and ensure a handover is set up for the next Organising committee
* There was no need for excessive meetings, fewer meetings were recommended
* DV informed it was essential to ensure the conference did not clash with any school holidays

Action - TAS to check conference dates for 2023.

* 2025

Location for the 2025 conference was TBC.

9.4. Research (HJ)

9.4.1. ATS Scholarship

Not discussed

9.5. Education (HJ)

No new update was provided

9.5.1. ANZ Trauma Nurse Pathway

9.5.2. TOPIC

9.5.3. New Chair

9.6. Corporate Governance Committee (BG)

No new update was provided

9.7. Registry (AM)

No new update was provided

9.8. Past Presidents Council (MR)

No new update was provided

1. **TAS Management Report (TAS – for noting)**

10.1 TAS was requested to confirm the new members generated from the conference for the noting – Action TAS

The Board discussed Conspicuous membership application that was received from a lawyer and BG was requested to seek further clarification around the intention to join the Society – Action BG

1. **Correspondence**

The tabled correspondence was noted by the Board.

The Board discussed a request from ANZTS member, Tony Joseph who was seeking reimbursement support to attend the Road Safety Roundtable. The Board approved to support this request and confirmed all travel would be reimbursed.

**12. New Business**

12.1. Membership Review Taskforce – nominations

MH was happy to nominate

12.2. Conference Review Taskforce – nominations

MR and SB were happy to nominate

12.3. Partnership Review Taskforce – nominations

BG was happy to nominate , the purpose would be to review affiliations, MOU

12.4. Strategy Taskforce – nominations

ACO was happy to nominate . The purpose would be to review our strategy, mentorship program

12.5. Intercollegiate Diploma – TBC (?MR / AM)

HJ requested this be discussed at the next meeting- Action TAS

12.6. RACS CPD Strategy Review and working group

DV and BG were happy to contact RACS and represent ANZTS

12.7. BOD Calendar of events

BG was requested to send a calendar of BOD events to the BOD members

12.7.1. Awards Panel: ? include Order of Australia / New Zealand Order of Merit

HJ informed she would like to start the planning process. HJ, DV, GC and MW would be on the awards committee. The Board discussed creating an Order of Australia and NZ order of merit Award.

1. **Next Meeting – TBD**

TAS was requested to schedule a 2-hour meeting for November – Action TAS

Strategy Day discussion would be held at the meeting.

**Actions Arising**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| # | **Action** | **Raised** | | **Responsibility** | | **Status** | |
| 1 | Membership Secretary  Role Description – by AGM | Exec | | BG | | **PENDING:** HJ noted this was pending and a call for membership taskforce needed to be made with the membership. | |
| 3 | Elsevier Contract – under review for printed version costs | Exec | | BG | | **PENDING-** Included in the agenda for discussion | |
|  | WTC |  | | HJ | | **IN PROGRESS:** HJ informed she would contact WTC and confirm ANZTS role in WTC | |
| 8 | Risk Registry | Exec | | BG | | **PENDING** | |
| 9 | Conflict of Interest Register | Exec | | Corporate Governance Committee | | **PENDING** | |
|  | **February Actions** |  | |  | |  | |
| 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 | | BGA | | **PENDING** | |
| **June Board meeting** | | | | | | | |
| 6.3 | HJ and SA advised that they would visit Westpac branch to ensure signatories are changed. HJ to follow up with SA on this | | HJ and SA | | HJ and SA | | IN PROGRESS |
| 8.7 | MW to respond to Joe Dawson | | MW | | MW | | HJ informed she would follow up with MW |

**Items Completed**

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| --- | --- | --- | --- | --- |
| 4 | Website | Communications Committee | Board | **COMPLETED** |
| 5 | Branding - Australia and New Zealand Trauma Society | Communications Committee | Board | **COMPLETED** |
| 10 | SG to provide annual running cost for ATS | MW | SG | **COMPLETED** |
| 14 | A motion to formally approve new members should be included as a standing action moving forward | TAS | TAS | **Standing item (closed)** |
| 7.1 | TAS was requested to update organisation for new member Pragya Singhal to Midland | BG | TAS | **COMPLETED** |
| 8.3 | The EOI for awards will go out to ATS members once drafted by Exec, and board members were requested to nominate | HJ | TAS | **COMPLETED** |
| 8.5 | It was agreed that sending a link each time at membership is renewed would be most robust way to do it. | BG | TAS | **COMPLETED** |
| 8.7 | MW to send callout for new scholarships to be reviewed | MW | TAS | **COMPLETED** |
| 9.5 | TAS to circulate DIN process | TAS | TAS | **COMPLETED** |