

Australasian Trauma Society

Board Meeting via Zoom on Monday 28 March 2022 at 3PM (AEDT)

MINUTES

1. Present/Apologies

Attendees: Helen Jowett (HJ- Chair), Dinesh Varma (DV), Ben Gardiner (BG), Melissa Webb (MW), Michael Handy (MH), Adam Mahoney (AM), Nicole Kelly (NK), Kate Dale (KD), Sarah Adams (SA) – joined 3.56pm

Apologies: Grant Christey (GC), Alaina Campbell (AC), Savitha Bhagvan (SB), Zsolt Balogh (ZB) and Michael Reade (MR)

2. Acknowledgement of Country

2.1. HJ gave acknowledgement of the Country and requested TAS to add NZ acknowledgement for the next meeting.

Action: TAS NZ acknowledgement (check with GC / AC)

3. Confirm Minutes of Previous Meeting

3.1. *PROPOSED MOTION: That the minutes of the previous meeting held on 21 February 2022 be accepted as a true and accurate record of the meeting.*

Proposed: BG

Seconded: AM

Carried

4. Actions Arising of Previous Meeting – refer to Appendix A

DV requested that the ATS meetings be held for 1.5 hours so that the agenda items could be covered in time. TAS was requested to send a Doodle poll for ATS Board meetings as the Monday meetings at 3pm did not seem to suit BOD anymore.

Action : BG Survey Monkey vote for ATS Board to select Day and Time frames Meeting Options

5. President's Report (HJ)

5.1 Trauma Talk Message

- HJ requested Exec to approve the President's message for Trauma Talk –

Action – HJ to forward the message via email

- Acknowledged difficult start to the year in the President's message
- Announced awards were opening soon, 25th celebrations, Trauma Conference and website development
- Would like to honour Sue K Winter's contribution to Trauma in her message.

Action: BOD agreed a separate In Memoriam to honour her service to Trauma would be appropriate

- BOD discussed ideas for newsletter content and AM suggested adding new members and a farewell for past deceased members once a quarter

Resolution: Approved

6. Treasurer's Report (SA)

- 6.1. EOM Financial Statements – Balance Sheet, Profit & Loss
HJ requested BOD to go through the financial reports in SA's absence and confirmed ATS had made a profit of \$6,000 for the month. It was noted that ATS stands in a steady financial position.
- 6.2. *PROPOSED MOTION: That the financial reports be accepted by the Board*
Moved: BG
Seconded: DV
Carried

7. Committee Updates

- 7.1 Sub Committee oversight and support – (HJ)
HJ informed a list of Subcommittee Chairs and members has been consolidated and will be emailed to BOD after the meeting. Terms of Reference (TOR) would also be circulated. –

Action: HJ Terms of Reference (TOR) to be circulated to chairs.

Sub-committee Chairs were noted:

- Communications – Melissa Webb (MW), Alaina Campbell (AC)
- Conference – Dinesh Varma (DV)
- Corporate Governance – Ben Gardiner (BG)
- Education – Kate Dale (KD)
- Publications – Belinda Gabbe (BGA), Ian Civil (IC)
- Registry – Adam Mahoney (AM)
- Research – Belinda Gabbe (BGA)

Special Interest Group Chairs were noted:

- SIG Allied Health - Melissa Webb (MW)
- SIG Injury Prevention – Nicole Kelly (NK)
- SIG Paediatrics - Warwick Teague / Sarah Adams (SA)
- SIG Radiology - Dinesh Varma (DV)

7.2 Communication committee (MW)

ATS logo

- MW shared the 4 shortlisted logo designs with the BOD
- Confirmed 6 concept designs were sent, and the Communications committee had finalised 4
- BOD had a robust discussion on the concepts and requested an explanation document be circulated for the concept design
- MW was requested to email the designs with their concept design document and the BOD was requested to approve a final logo via circular resolution.

Action – explanation document be circulated for the concept design MW

Action – circular resolution for design wording and logo MW

Additionally, MW informed the ATS website was currently in development and can be built in the next six weeks, pending information to be provided to the company from ATS.

7.3 Conference committee (DV)

- Trauma 2022 update
 - Organising Committee (OC) were meeting regularly, and it was noted there were important decisions to make around social events
 - The Brisbane Convention centre was the final choice for GALA dinner

- Suggested that a social evening for past Presidents and the BOD to be discussed at OC
- Scientific program was coming along well. Speakers were being suggested, workshop was packed with activities and a research workshop might be conducted
- BG suggested raising a model of attaching a fee to registrations and bringing on new members

Action: Proposal details to DV to discuss at OC

- Project timeline was coming along well
 - Accommodation for delegates were being discussed with an option for self-serviced apartments considered
- World Trauma Congress (WTC) update
- HJ informed the BOD that World Trauma congress (WTC) was previously held in Brazil, Germany, India and USA and was to be hosted by Australia in 2020 but was postponed due to COVID.
 - It was confirmed that Japan was hosting for 2022, but postponed to early 2023
 - HJ had contacted Ian Civil and Tony Joseph, who were representatives on WTC from ATS to reopen this discussion so that Australia can host in 2024
 - The BOD agreed ATS should be represented at WTC, for visibility from the southern hemisphere in the future

Action – ATS Exec to discuss WTC representation

7.4 Research (BGA)

- Research Scholarship
Deferred.

Action: HJ to discuss with BG about bylaws awards /scholarships available and inform the BOD

AM, NK, DV and MH left at 4.02pm. SA, HJ, BG, MW and KD were present for the rest of the meeting, and it was noted that any decisions would be done via a circular motion in the absence of a quorum.

7.5 Education (KD)

- KD confirmed the subcommittee members were Alaina Campbell, Melissa Webb and Jodie Williams and a summary of previous planning had been emailed to them
- Agreed to focus on Trauma Forum, education plan (for website), grand rounds
- Would like to collaborate with ANZAST for grand rounds and offer two for 2022, one in July and another in November around Traumatic Cardiac Arrest
- TAS were contacted for a quote on organising, but the quote of \$1,500 for organising plus \$500 for the hosting platform seemed excessive

Action: KD to discuss with ITEM and/or STCN re Grand Rounds collaboration

Action: HJ update on TOPIC with STN and SWAN

- TAS were requested to confirm costs for delivery of webinars –

Action: TAS to provide quotes

7.6 Corporate Governance Committee (BG)

No update

7.8 Registry (AM)

- Held the first meeting with six people in attendance – noted a quorum was achieved
- Priority suite of competencies were identified as putting together a matrix, map registry staffing

- Registry leads were to be contacted
- Peter Cameron will be providing an article for Trauma Talk on Trauma Registry
- Was hoping to act as an advocacy body for registry utilisation and staffing

7.9 Publications (BGA)

No update

Action: BG pursue access to hard copy Injury Journal

7.10 Past Presidents Council (MR)

HJ will be proposed invitation to attend Committee dinner at the Conference, budget to be considered.

Action: HJ to liaise with DV and OC

8. TAS Management Report (TAS – for noting)

The TAS report tabled was to be approved via circular resolution.

Action: TAS to pass a Circular resolution to accept TAS report.

9. Correspondence

9.1 Connectivity online Concussion short course
DV requested BG to respond directly to them.

10. General Business

10.1 Development of Strategic Plan

HJ proposed a 5-year plan discussion to be added to the next agenda

Action: TAS – add to agenda

10.2 BOD new member orientation package

HJ and BG informed they would like to create a Board Induction pack to include information on governance, BOD details, policies, TOR, and Committee information. Aimed to have this ready by the AGM in September –

Action - HJ and BG to review the orientation package

10.3 25th Anniversary Celebrations

HJ requested for volunteers for this working group. HJ added she will reach out to past and current BOD members to create a working group.

Action – HJ to establish Working Group 25th Anniversary Celebrations
- SA volunteered

10.4 Nominating Panel for ATS Awards (Gordon Trinca Lectureship & ATS awards)

DV, HJ, GC and MW will be involved. Communication Committee will assist in marketing the award once the governance issue was resolved.

Action: HJ to reach out to last year's panel members to meet and provide nominations to BOD

10.5 Statement of support – Ukraine conflict

BOD requested that a formal statement of support merely for Ukraine is not appropriate given there are other countries in similar situation. The statement can be generic in nature.

10.6 Trauma Nurse credentialing project update

Held over

11. Any Other Business
Nil Raised

Meeting Closed: 16:30hr

Next Meeting – 6 June 2022, 3.00pm AEST

Actions Arising previous Meetings

#	Action	Raised	Responsibility	Status
1	Membership Secretary Role Description – by AGM	Exec	BG	In Progress
3	Elsevier Contract – under review for printed version costs	Exec	BG	In Progress
4	Website	Communications Committee	Board	In Progress
5	Branding - Australia and New Zealand Trauma Society	Communications Committee	Board	In Progress
8	Risk Registry	Exec	BG	In Progress
9	Conflict of Interest Register	Exec	Corporate Governance Committee	In Progress
	February Actions			
10	SG to provide annual running cost for ATS	MW	SG	In Progress
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	In Progress
	March Actions			
13	NZ acknowledgement (check with GC / AC)	HJ	TAS	In progress
14	Survey Monkey vote for ATS Board to select Day and Time frames Meeting Options	DV	BG	In progress
15	A separate In Memoriam to honour her service to Trauma would be appropriate	HJ	HJ	Complete
16	Terms of Reference (TOR) to be circulated to chairs	HJ	HJ	In Progress
17	Explanation document be circulated for the concept design MW followed by a circular	MW	MW	In progress

	resolution for design wording and logo MW			
18	ATS Exec to discuss WTC representation	Exec	Exec	In progress
19	HJ to discuss with BG about bylaws awards /scholarships available and inform the BOD	HJ	HJ	In progress
20	HJ update on TOPIC with STN and SWAN	KD	HJ	In progress
21	KD to discuss with ITEM and/or STCN re Grand Rounds collaboration	KD	KD	In progress
22	TAS to provide webinar hosting costs	KD	TAS	In progress
23	BG pursue access to hard copy Injury Journal	BG	BG	In progress
24	HJ to liaise with DV and OC on past president's council	HJ	HJ	In progress
25	TAS to pass a Circular resolution to accept TAS report.	TAS	TAS	In progress
26	Development of Strategic Plan to add to agenda	HJ	TAS	In progress
27	HJ and BG to review the orientation package	HJ & BG	HJ & BG	In Progress
28	HJ to establish Working Group 25th Anniversary Celebrations	HJ	HJ	In progress
29	HJ to reach out to last year's panel members to meet and provide nominations to BOD for Gordon Trinca Lectureship & ATS awards	HJ	HJ	In progress