

Minutes for ATS Board meeting

Australasian Trauma Society

Held at zoom

27/09/2021 @ 17:00

Via Zoom

No. Minutes

1. Welcome & Attendance

Helen Jowett gave the acknowledgement of the country.

Attendees: Helen Jowett, Ben Gardiner, Michael Reade, Belinda Gabbe, Melissa Webb, Dinesh Varma, Grant Christey, Alaina Campbell, Sarah Adams, Savitha Bhagvan, Nicole Kelly and Zsolt Balogh

2. Apologies

Michael Handy and Kate Dale

3. Confirm Minutes of Previous Meeting

[3.A New_Board_Meeting_Minutes_10_09_2021_draft.pdf](#)

[3.B August_Board_Meeting_Minutes_09_08_2021.pdf](#)

MOTION: That the Board review and approve the meeting minutes from August Board meeting and September Board meeting.

Moved : Ben Gardiner

Seconded : Dinesh Varma

Carried.

4. Actions Arising of Previous Meeting

[4.A Actions_Board Meeting.pdf](#)

Actions arising from the meeting were reviewed noting:

- Ian Civil to be contacted to pursue the College of Surgeons regarding assistance with archiving and storing of historical ATS documents
- Code of Conduct to be discussed during the meeting

- Trauma discussion forum to be added to the Strategy Day agenda
- Membership Secretary role description still in progress with Ben Gardiner

5. President's Report (HJ)

Helen Jowett gave a verbal update and welcomed everyone on the ATS Board. Thanks was given to Michael Reade for his strong leadership.

Helen Jowett stressed she was developing a list of strategic initiatives to address at the Strategy Day. Some of these included:

- Developing the committee structure, Special Interest Groups (SIG)
- Membership retention, engagement and growth
- Keen to be affiliated with like-minded Associations
- Developing and promoting ATS to Indigenous communities in the Pacific

She confirmed an invite for the Strategy Day will be sent out to the Board shortly.

Actions #5

(Not Yet Started) Organise Strategy Day meeting date and time **Australasian Trauma Society**

Helen Jowett

6. Treasurer's Report

[6.A ATS_Finance_Report - Aug 21.pdf](#)

Sarah Adams provided a verbal report confirming that following the AGM, a review was conducted of the seed funds and confirmed that ATS had spent \$12,000 which was not recoverable.

It was confirmed that TAS anticipated a profit of around \$40,000 from the Virtual Conference after all the expenses were incurred.

Lastly, Sarah Adams informed that there would be seed funding expenses incurred towards the Brisbane Conference shortly, booked for 2-4th September.

Thanks was given to Sarah Adams and TAS for bringing transparency to the financial process.

7. Code of Conduct (DV)

[7.A ATS Board_CODE OF CONDUCT-DRAFT V1.docx](#)

Dinesh Varma presented the draft version and requested the BOD to review and provide feedback so that a final version was presented to the ATS members.

It was confirmed that the BOD would ratify the document once member feedback was received and incorporated.

Actions #7

(Complete) TAS to send COC to ATS Board for review **Australasian Trauma Society**

8. Membership Survey Draft - FOR DISCUSSION (MW, HJ and AC)

[8.A SurveyDraftv4_MW&AC update \(1\).docx](#)

Melissa Webb requested ATS BOD to provide feedback on the Member survey so that it could be disseminated to the members and feedback could be received prior to the Strategy Day.

Actions #8

(Complete) TAS to send Member survey to ATS BOD **Australasian Trauma Society**

8.1 Targeted membership recruitment

Deferred

9. Trauma Talk Abstract submissions - HJ (to be published DISCUSS)

Helen Jowett informed that the winning and high commended abstracts are the first abstracts to be included in Trauma Talk.

10. Management & Membership Report (TAS)

[10.A ATS TAS Management report - August .pdf](#)

The TAS Management report presented to the BOD was reviewed and taken as Read.

10.1 Emma Mitchell - New Conspicuous Member

The BOD reviewed two new member applications from Emma Mitchell and Janet Busse regarding their membership category.

The Board reviewed the membership information provided on the website and agreed this will need to be reviewed and updated.

Actions #10.1

(Not Yet Started) TAS to confirm employment status for Emma Mitchell and move her to Ordinary member **Australasian Trauma Society**

(Not Yet Started) TAS to update website once member categories are reviewed by the BOD and information is provided to update. **Australasian Trauma Society**

11. GOVERNANCE

11.1 Call for nominations to replace Michael Parr

Helen Jowett informed the BOD that as a result of Michael Parr stepping down from the BOD, there was a vacancy created and Ben Gardiner was requested to create a position description to call for EOI from members.

It was agreed that this advert will be released in the upcoming edition of Trauma Talk.

Actions #11.1

- (Complete) Ben Gardiner to create a call for nomination for the BOD vacancy **Ben Gardiner**
- 11.2 Invite Ian Civil and Tony Joseph**

Helen Jowett informed the BOD that Ian Civil had expressed an interest to continue on the Publications Committee and create content for the newsletters.

The BOD reviewed this process and agreed it was crucial for business continuity to nominate a BOD member to work with Ian Civil so that the role can be handed over in the future. Belinda Gabbe was nominated as a Co-chair for the Publications Committee so that the role could be handed over to her in 12 months.

MOTION: That the Board nominate Belinda Gabbe as a Co-chair of the Publications Committee.

Moved: Ben Gardiner and Seconded: Dinesh Varma, motion carried.

It was also agreed that Tony Joseph will remain the Co-convenor for the Conference, however a BOD member will be nominated to be on the Conference Committee. This would be discussed further at the upcoming Strategy Day.

12. ATS STRATEGY DAY (HJ) DISCUSS & CONFIRM

Helen Jowett informed the BOD members that she will be organising a half day meeting to review and finalise the ATS Strategy and requested that all BOD members respond to the Doodle poll and make time to attend this.

It was noted this will be organised prior to Christmas break.

Actions #12

(Not Yet Started) TAS to organise a doodle poll for ATS Strategy Day **Australasian Trauma Society**

12.1 Trauma Forum discussion to be added to the Strategy

Helen Jowett confirmed this would be added to the Strategy Day agenda along with:

- Committee structure
- ATS objectives
- Plans over next 12 months and beyond
- Membership growth and engagement

Lastly, Dinesh Varma recommended recruiting an independent person from the Indigenous community to be on the Board to add value to our mission of growing our membership in the Pacific and the Indigenous community. It was confirmed that the Board was able to invite a consultant to speak to the Board on a six month basis.

Actions #12.1

(Not Yet Started) Independent Consultant from Indigenous community invitation to be added to the Strategy Day discussion **Australasian Trauma Society Helen Jowett Ben Gardiner**

13. Committees - Nominate someone to oversee the committees

Helen Jowett informed she will communicate with all members of the BOD to ascertain their interest around which committees or special interest groups they would like to be involved in and addressed that she would like to set an expectation that each BOD will take on one portfolio (to be discussed further during planning day).

Actions #13

(Complete) Each BOD member to confirm which subcommittee they wish to be a part of prior to Strategy Day with Helen and Ben. **Michael Reade**

Helen Jowett

Ben Gardiner

Sarah Adams

Nicole Kelly

Kate Dale

Alaina Campbell

Grant Christey

Dinesh Varma

Savitha Bhagvan

Melissa Webb

Zsolt Balogh

Belinda Gabbe

Micheal Handy

13.1 Planning and organisation of Scientific committee for 2022

13.2 Education

Savitha Bhagvan expressed interest to represent the Education Committee.

13.3 Communications

13.4 Research

13.5 Registry

13.6 Corporate Governance

13.7 Publications

Helen Jowett informed that the Elsevier Contract had not been finalised as TAS and ATS were negotiating the contract rates for new members.

TAS was requested to follow this up with Elsevier.

It was also noted that some members had not received their access, and TAS requested Helen Jowett to provide this information through email for further action.

Actions #14

(Not Yet Started) Helen Jowett to finalise the Elsevier Contract **Helen Jowett**

15. Correspondence

The Board were informed that Tony Joseph had made a submission to the The Joint Select Committee on Road Safety.

15.1 Outward

15.2 Inward

16. General Business

16.1 Executive Meeting TBC

Helen Jowett requested that the Executives agree to meet at least two weeks before the Board meeting to plan and review the agenda, tasks and objectives.

Actions #16.1

(Not Yet Started) TAS to send a meeting invite for Exec meeting and schedule in Zoom
Australasian Trauma Society

17. Confirm Board Meeting Date and Time

The Board agreed to meet 6 times a year at 3pm AEDT on Mondays.

With no other business, the meeting was declared closed at 6.23pm.

Actions #17

(Not Yet Started) TAS to schedule Board meetings and send calendar invite **Australasian Trauma Society**