

# Minutes for August Board Meeting

Australasian Trauma Society

Held at Zoom

09/08/2021 @ 15:00

Join Zoom Meeting

<https://us02web.zoom.us/j/82868697060?pwd=RWIHNEZzZGRJSm5ETmdvbVZUWENTQT09>

Meeting ID: 828 6869 7060

Passcode: 384420

No.	Minutes
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## 1. Welcome & Attendance

Michael Reade (MR), Helen Jowett (HJ), Ian Civil (IC), Ben Gardiner (BG), Dinesh Varma (DV), Grant Christey (GC), Sarah Adams (SA), Melissa Webb (MW), Nicole Kelly (NK), Kate Dale (KD).

TAS: Claudia Lu (Minutes) & Shreya Trasy

A quorum was reached and the meeting opened at 3:07pm.

## 2. Apologies

Alaina Campbell (AC), Savitha Bhagvan (SB), Michael Parr (MP), Tony Joseph (TJ)

## 3. Confirm Minutes of Previous Meeting

[3.A ATS\\_Board\\_Meeting\\_Minutes\\_17\\_06\\_2021\\_DRAFT.pdf](#)

**Moved:** Dinesh Varma

**Seconded:** Helen Jowett

Carried unanimously by the ATS board.

## 4. Actions Arising of Previous Meeting

[4.A Actions\\_Board Meeting.pdf](#)

The action items from last meeting were held off to be confirmed in a follow-up.

### Actions #4

(In Progress) ACTION: TAS to resend action tracker and follow up on status of actions.

## 5. Treasurer's Report

### [5.A ATS\\_Finance\\_Report - July 21.pdf](#)

The ATS Financial Report was tabled and taken as read.

SA noted the financial accounts were running as normal, however follow up on the missing \$20,000 from the transfer between the Conference and ATS account by TAS was required as a priority. SA agreed to present a more comprehensive report in the AGM.

The Board discussed plans for the Conference going online and its financial implications and agreed that if ATS could receive appropriate sponsorships and minimise penalties from the venue, a profit could be made.

## 6. Management & Membership Report (TAS)

### [6.A ATS Lapsed Members.xlsx](#)

### [6.B ATS 9 August 2021 - TAS Management report.pdf](#)

The TAS Management Report was tabled and taken as read. It was noted:

- The primary focus for July included membership management, renewals, the Autumn Trauma Talk and governance support for the AGM
- ATS currently has 171 members and 4 new members
- New members will be formally approved by the Board over email moving forward
- ATS currently has 81 registrations for the Conference

MR raised the idea of personally contacting some lapsed members about their membership renewals and tailoring the email.

It was noted to include targeted membership recruitment as an agenda item for the next Board meeting.

### **Actions #6**

(Complete) ACTION: TAS to send through current membership renewal reminder for edits. (Complete) ACTION: TAS to update lapsed membership list to most recent one. (Not Yet Started) ACTION: TAS to add targeted membership recruitment as an agenda item for next Board meeting.

## 7. Committees

### 7.1 Conference

IC delivered a verbal report, and noted:

- The September Conference will be held virtually with plenaries remaining the same
- The Board to have a demo of Comcast (the software proposed to use for the Conference)
- To preserve funds and bookings, it was agreed to have the 2022 Conference face-to-face at the Brisbane Convention & Exhibition Centre
- The Board has accepted 43 abstracts for the Conference. These are being put together in a separate program and will be accessible online
- The breakeven for the Conference is 150 registrations

The Board discussed timelines around organising and publishing the abstracts, and noted they can be released through Mailchimp.

## **7.2 Education - Trauma Grand Round proposal**

HJ delivered a verbal report, and noted:

- The Committee came up with the topic of Traumatic Cardiac Arrest for the Trauma Grand Round, planned for August
- The challenge has been seeking commitment for support - ATS received a funding proposal for \$500 per session

HJ opened to the Board for feedback, with the following discussed:

- Importance of the format of the Grand Round. There is value in having a discussion session with a multidisciplinary panel taking questions or networking session
- Traumatic cardiac arrest has implications for various disciplines including ED nurses who are helping with equipment and procedures, social and allied health in relation to psychosocial impacts, etc.
- It was raised MedSTAR may be interested to be a part of the pre-hospital discussions
- There is a lot of potential membership in nursing group. It is worthwhile looking into topics that may interest not just emergency nurses but ward nurses etc. as this can encourage interest amongst the wider group

## **7.3 Communications - Membership Survey**

MW delivered a verbal report, and noted:

- The Communications Committee met with Lynne Greenaway (TAS) - it was suggested a membership survey be conducted first to gauge what members want before a social media framework was developed
- The Committee planned to go back to the survey to focus on how to engage with current members, as well as sending it out to non-members to see how they can encourage membership and identify gaps of what people are missing
- Priority with updating branding and website - there is an opportunity in celebrating 25 years of ATS - the Committee is working towards getting a publication out to send to members to celebrate and share what ATS have been doing

### **Actions #7.3**

(Not Yet Started) ACTION: MW to circulate membership survey with members and non-members.

(Not Yet Started) ACTION: The Communications Committee and Ian Civil to collaborate and produce a publication to celebrate 25 years of ATS.

## **7.4 Research**

No updates.

## **7.5 Registry**

No updates.

## **7.6 Corporate Governance**

No updates.

## **7.7 Publications**

No updates.

IC noted next Trauma Talk is in October.

The Injury Journal subscription issue on the pro-rata arrangement was raised, and a follow-up is needed.

### **Actions #7.7**

(In Progress) ACTION: TAS to follow up with Elsevier rep on the pro-rata arrangement.

## **8. Correspondence**

### **8.1 Outward**

An email regarding Committee position vacancies for the TGA had been circulated.

### **8.2 Inward**

## **9. General Business**

### **9.1 Bylaws Amendments**

#### **9.1.A**

[20210701 ByLawBoardFunctionandStructureupdatedwithresolutions.docx](#)

This was already passed by the Board by circular resolution.

### **9.2 AGM Board Members Retiring: TJ IC BG MW MP**

BG delivered a verbal report, and noted:

- The call for nominations sent out with COB 7 August
- 5 nominations were received: Ben Gardiner, Melissa Webb, Michael Handy, Zsolt Balogh and Belinda Gabbe
- This will be announced at the AGM

### **9.3 Call for Board Members**

It was noted moving forward, the process for nominations should be finetuned. It was suggested that the announcement for nominations should address who was stepping down from the Board, number of positions available and eligibility of nominations.

### **9.4 ATS Awards Process: ratification and endorsement by Board**

It was raised that changes were made to the award nominations criteria.

HJ will send the changes to the Board for approval before sending out the call for awards.

#### **Actions #9.4**

(Not Yet Started) ACTION: HJ to send the award criteria changes to the Board for approval.

#### **9.5 Membership recruitment**

HJ thanked the drive for membership. It was raised that at the next planning meeting, the Board should set priorities on membership recruitment and look into how to retain existing members and recruit new members.

#### **9.6 Subcommittee structure, function and governance**

HJ noted the intention for subcommittees was good but the delivery required streamlining.

Going forward it would be worthwhile to have an oversight or governance of the subcommittees, with one member taking accountability and ensuring there is a Chair, secondary Chair, terms of reference, etc. in each subcommittee.

It was noted to continue re-evaluating the Committee structure to see what was most important for the society and where resources could be distributed.

BG thanked MR on behalf of the Board for his contributions and efforts to ATS over the past two years.

### **10. Any Other Business**

#### **10.1 ATS Travel Scholarship**

##### **10.1.A**

[2021\\_22 ATS scholarship mail out letter.docx](#)

The Board discussed the letter from the Scholarship Committee calling for scholarship submissions, yet to be sent out. It was noted:

- This was an opportunity to re-imagine scholarship rather than having a 'travel' scholarship due to its limiting factor
- One of the initial desired outcomes of the travel scholarship was for the recipient to present at the Conference on what had been achieved on the trip
- It was important to look at what the scholarship would achieve for the applicant and how the money would be allocated for this
- It would be beneficial if there was a way for the recipient to share their knowledge to the wider community - in this case, rewording it as an educational fellowship may be more applicable than a travel scholarship
- The scholarship letter will be redrafted with a turnaround time of 4 weeks

#### **Actions #10.1**

(In Progress) ACTION: Melissa Webb and Dinesh Varma to re-word the scholarship letter and send to TAS for circulation.

### **11. Next Meeting/Close**

The meeting was closed at 4:30pm.