



Australian and New Zealand Trauma Society

Board Meeting held via Teams on

Tuesday, 28 May 2024

14:30-16:30 - AEST

16:30-18:30 – NZST

AGENDA

- 1. Present/Apologies – refer to Appendix B**
- 2. Acknowledgement of Country (DV)**
 - 2.1. AUS - In the spirit of reconciliation the ANZTS acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.
 - 2.2. NZ – Tihei mauri ora! E ngā mana, e ngā reo, e rau rangatira mā Tēnā koutou, tēnā koutou, tēnā koutou katoa
- 3. GUEST: Trauma Survivor Network, Presentation – Matthew Scott (DC)**

STANDING AGENDA

- 4. Confirm Minutes of Previous Meeting**
 - 4.1. **PROPOSED MOTION:** *That the minutes of the previous meeting held on 22 April 2024 be accepted as a true and accurate record of the meeting.*
- 5. Actions Arising of Previous Meeting – refer to Appendix A**
- 6. Treasurer's Report (MW)**
 - 6.1. EOM Financial Statements – Balance Sheet, Profit & Loss
PROPOSED MOTION: *That the financial reports be accepted by the Board.*
- 7. TAS Management Report**
 - 7.1. Proposed New Members
PROPOSED MOTION: *That the applications for membership be accepted by the Board.*
- 8. Risk Register**

BUSINESS ARISING

- 9. Membership Fees 2024/25**
PROPOSED MOTION: *That the membership fees remain unchanged for 24/25 FY*
- 10. 2024 Strategic Work Plan**
 - 10.1. Conference planning: for 2024 and on into 2025/2026/2026 (GC)
 - 10.2. Review internal governance processes, role/responsibility clarity, SOP (SA)
 - 10.3. Establish the Committees with Co- Chairs (BGa and DV)
 - 10.4. Secretariat services contract review (due for renewal 2024) (BGa and BG)
- 11. BOD Appointment Process 2024 (BG)**



11.1. **Positions Vacant:** President Elect / Secretary

11.2. **2024 Directors for re-election:** Zsolt Balogh, Ben Gardiner, Michael Handy, Belinda Gabbe, Melissa Webb

12. Committees (reports)

12.1. Committee ToR Reference Document

12.2. Membership/Communication/Collaboration Committee (MH)

12.3. Conference committee (GC)

- ANZTS 2024 Brisbane Update
- World Trauma Conference Las Vegas in September 2024
- TOPIC (HJ)

12.4. Finance and Governance (MW)

- Finance and governance ToR – for approval

12.5. Best Practice Committee (MN/HJ)

- Research, Education, Registry, Survivorship, Publications

13. Correspondence

13.1. Inward

- Strategic Plan
- Financial Delegation Policy

13.2. Outgoing

- WTC Accommodation

14. Business without notice

14.1. TBA

15. Adjournment

2024 Board Meeting Dates

- 27th Aug 2024 – Tuesday
- 25th Oct 2024 – AGM - Friday

Appendix A – Actions Arising

#	Action	Raised	Responsibility	Status
February 2023 Board Meeting				
4.1	BG To contact Elsevier to ratify agreement.	BOD	BG	CLOSED
February 2024 Board Meeting				
5.2	GC to present draft Conference budget to the Board at next meeting.	BOD	GC	CLOSED
April 2024 Board Meeting				
4	MW to amend the conference authorisation in the Financial Delegation Policy and circulate to the Board for ratification.	BOD	MW	CLOSED

Appendix B – Board Meeting Attendance 2023/24

	Nov 23	Feb 24	22 April	May 24	Aug 24
Dinesh Varma	Y	Y	Y		
Helen Jowett	Y	Y	Y		
Melissa Webb	Y	Y	Y		
Ben Gardiner	Y	Y	Y		
Belinda Gabbe	Y	Y	X		
Savitha Bhagvan	Y	Y	X		
Annelise Gluer	Y	Y	X		
Michael Handy	Y	Y	Y		
Adam Mahoney	X	Y	Y – left at 6.03PM		
Grant Christey	Y	Y	Y		
Sarah Adams	X	Y	Y		
Zsolt Balogh	X	X	X		
Kat Quick	Y	Y	Y – left at 6.01PM		
Michael Noonan	Y	Y	Y		
Don Campbell	Y	Y	Y		