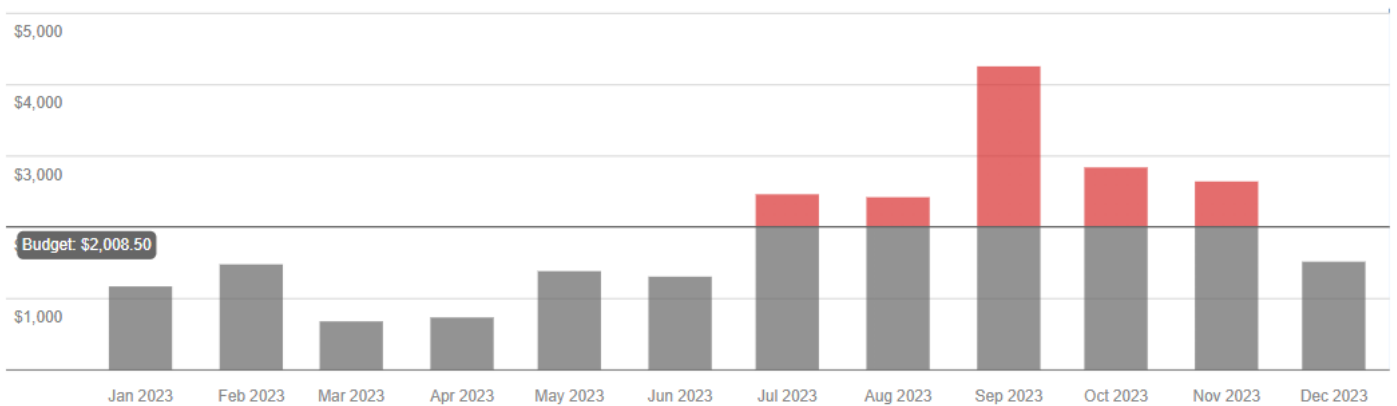


TAS MANAGEMENT REPORT – FEBRUARY 2023

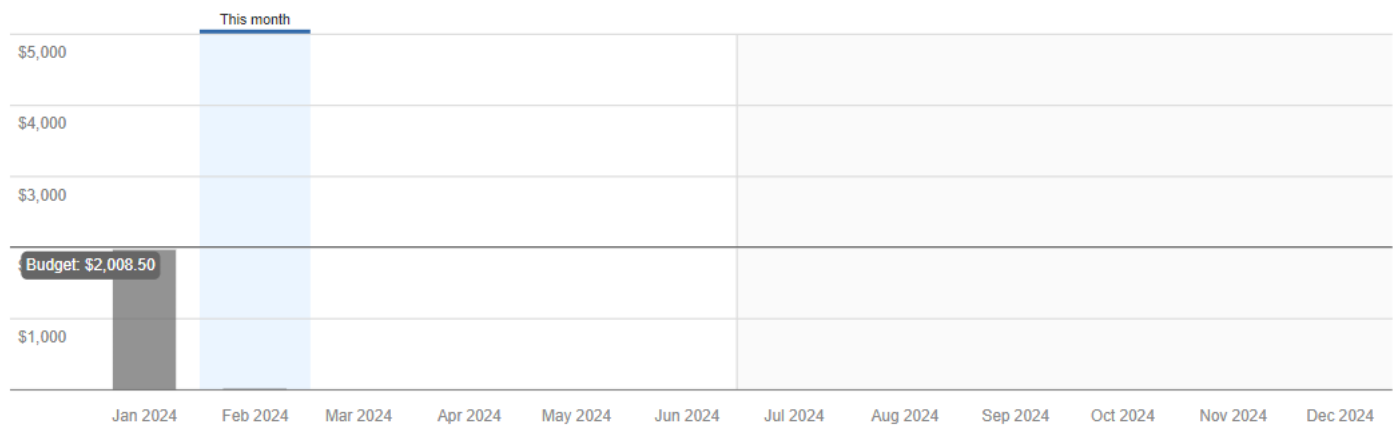
INFRASTRUCTURE

TAS Monthly Hours

2023:



2024:



The above shows the hours worked across the month against the maximum contracted hours for the organisation.

The TAS contract includes a minimum and maximum cap to allow the organisation to manage and budget for the secretariat expenses; hours worked over the maximum cap are credited to the organisation with the expectation that these are offset by quieter months that may not meet the maximum cap amount.

The focus for these months were:

- Communication
- Executive and BOD Meeting Management

- Finance – accounts payable, reporting, Treasurer queries, BSO & Elsevier payment investigation
- Membership – applications, renewals & queries, membership report amendment, membership surveys
- Marketing – Trauma Talk, updating mailing lists, liaising with Elsevier
- Governance – AGM reporting & minutes, Board induction pack
- 2024 preparation & planning

ACTIONS

- AGM Minutes to be reviewed and approved
- Awaiting confirmation from Treasurer and Secretary of billing details for Elsevier

Monthly Hours Breakdown

CATEGORY	AUG	SEP	OCT	NOV	DEC	JAN
Communication	3.95	6.21	11.15	6.18	3.44	3.01
Financial Management	10.58	22.94	7.81	5.83	6.12	7.11
Governance Support	4.45	0.56	3.25	0.26	-	1.07
Marketing & Communications	1.05	2.53	0.38	3.93	1.79	-
Meeting Management	0.88	4.70	0.33	5.95	0.30	0.11
Membership Management	1.72	2.17	4.13	2.35	1.86	5.94
Office Management & Infrastructure	0.89	1.51	0.53	1.10	1.24	1.90
Website Management	-	0.13	-	0.07	-	-
TOTAL	23.52	41.34	27.58	25.67	14.75	19.14

COMMUNICATION

Emails and phones managed through the TAS infrastructure allow us to report on call and email volumes monthly. Emails received can be higher than emails sent as this includes all automated, marketing and spam emails.

TAS Phone Log

1 November 2023 – 31 January 2024

	NUMBER	TIME
INBOUND CALLS	21	00:11:13
OUTBOUND CALLS	6	00:40:56
TOTAL	27	00:52:09

MEMBERSHIP MANAGEMENT

- Membership queries are ongoing
- TAS worked with BSO to streamline the membership reporting process
- Lapsed and Active Member surveys sent and results provided to Communications Committee
- Monthly membership report updated

As of 1 February 2024, ANZTS currently has **226** members. Detailed information can be found in the membership report. The breakdown is as follows:

Membership type	Number of members
Complimentary Membership	3
Full Australian Membership	154
Full New Zealand Membership	17
Joint Australia Membership	37
Joint New Zealand Membership	5
Retired Australia Membership	1
Student Australia Membership	9
Grand Total	226

New Members

16 November 2023 – 2 February 2024

Name	Position	Organisation	State	Membership type
Robyn Freeman	Trauma Clinical Nurse Consultant	Murrumbidgee Local Health District	NSW	Full Australian Membership

Membership Renewals

FY24 membership renewals have concluded.

Preparation for renewals will commence in April 2024.

FINANCIAL MANAGEMENT

TAS manages the organisation accounts payable on a fortnightly basis, seeking approval of the payment run from the ANZTS Treasurer, Melissa Webb prior to upload for authorisation in the bank account. Payments are authorised by Francis Child (TAS Executive Chair) and Adil Ahmad (TAS Director of Finance)

The December 2023 financial report was sent to the ANZTS Treasurer on 15 January 2024.

Accounts Payable Schedule

8 January	22 January	5 February	19 February	4 March
18 March	1 April	15 April	29 April	13 May
27 May	10 June	24 June	8 July	22 July
5 August	19 August	2 September	16 September	30 September
14 October	28 October	11 November	25 November	9 December
23 December				

- A discrepancy was noted in payments to BSO where ANZTS was charged 3 times for website hosting which is an annual cost. TAS is liaising with BSO to rectify. Awaiting response before processing outstanding invoice 10440
- Elsevier payments have been queried. The agreement with Elsevier it to be referenced for confirmation. TAS will then investigate the billing

Accounts Receivable

- None

Bank Administration

- Conference Cheque Account name updates to Company guarantee liability and funds transferred as per Treasurer's request
- TAS investigating online access for President, Treasurer and Secretary

EVENT MANAGEMENT

Not in contract.

MEETING MANAGEMENT

TAS manages the following for the ANZTS' meetings:

1. Scheduling of dates and venues/technology
2. Call for agenda items and papers
3. Follow up of reports
4. Preparation and finalisation of agenda and papers
5. Distribution of papers
6. Attendance and minute taking at Board meetings
7. Preparation of minutes within TAS Service Standards (3-7 days)
8. Updating ANZTS meeting action item list
9. Approval and distribution of minutes
10. Secure filing of minutes

2024 Meeting Management

The TAS staff is scheduled to attend the following meetings:

	DATE	LOCATION	STATUS
ANZTS Board & Strategy Meeting	28 February 2024	RANZCR & Teams	In progress
ANZTS Board Meeting	28 May 2024	Teams	
ANZTS Board Meeting	27 August 2024	Teams	

TAS manages the administration for the Executive Meetings:

	DATE	LOCATION	STATUS
ANZTS Executive Meeting	13 February 2024	Teams	In progress
ANZTS Executive Meeting	21 May 2024	Teams	
ANZTS Executive Meeting	20 August 2024	Teams	
ANZTS Executive Meeting	8 October 2024	Teams	

MARKETING, WEBSITE, PUBLICATIONS

E-Communications

Campaign Name	Campaign Date	Open Rate (%)	Click Rate (%)	Unsubscribes
Trauma Talk Summer	7 December 2023	67.8	5.6%	0

Lapsed Member Survey	13 December 2023	42%	6.8%	2
Member Survey	13 December 2023	66.8%	19.6%	3
Member Survey	19 December 2023	64%	13.3%	18
Member Survey	3 January 2024	59.6%	13%	0

Website

Trauma Talk – Summer was added to the website.

Publications

Updated list provided to Elsevier monthly.

Social Media

Not in contract.

GOVERNANCE

Annual General Meeting

- 2023 AGM held on Friday, 13 October 2023
- 2024 AGM to be held on Friday, 25 October 2024 and Brisbane Convention & Exhibition Centre

TAS completed the following tasks in relation to the AGM:

- Draft papers and notices issued to the Chair and Treasurer for approval
- Distribution and collection of Call for Director nominations
- Issue of formal Notice of Annual General Meeting
- Set up of zoom dial in details and registration system
- Creation of power point presentation and run sheet to be utilised at the meeting
- Organisation and attendance at a practice run through session with the Chair and Treasurer
- Distribution of registration reminders and instructions to members
- Attendance and moderation on the day of the meeting

Following the AGM, TAS will complete the following tasks in relation to the AGM:

- Completion of AGM minutes
- Relevant lodgement reporting with ASIC & ACNC

Regulatory Reporting

- Annual Information Statement was submitted to ACNC
- Director listing was updated on ACNC

AWARD MANAGEMENT

Preparation for Awards will commence in June 2024.

TAS is responsible for:

- Distribution of Call for Award Nomination EDM's
- Receipt and collation of nominations



Awards included are:

- Clinical Excellence Award
- Community Trauma Award
- Leadership Award
- Trauma Champion Award
- In Memorium: Trauma Family Award

SHOP/PRODUCT MANAGEMENT

Not in contract.

PROJECTS/OUT OF CONTRACT

None undertaken.