



## Australian and New Zealand Trauma Society

Ad-Hoc Board Meeting held via [Teams](#)

Monday, 22 April 2024

17:00-18:00 - AEST

19:00-20:00 - NZST

### MINUTES

#### 1. Present/Apologies – refer to Appendix B

The Chair thanked all for attending and opened the meeting at 5.04PM AEST. Attendance was noted in 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. Confirm Minutes of Previous Meeting

3.1. **PROPOSED MOTION:** *That the minutes of the previous meeting held on 28 February 2024 be accepted as a true and accurate record of the meeting.*

KQ requested that item 7.4 be updated to reflect that it was not only regarding the Māori inclusive language but also the lack of integration of principals of Te Tiriti o Waitangi for TOPIC.

Proposed: DC

Seconded: GC

The minutes were accepted pending the amendment to item 7.4.

#### 4. Financial Delegation Policy

DV recalled the query regarding the authorisations of conference expenses from the February Board meeting. MW spoke to the amendments made in the policy and sought feedback from the Board. GC noted that exceeding 10% of the budget for that line item was easily done. The BOD discussed amendments to the policy, and it was agreed that any expenses that exceeded 10% of the total budget would require Board approval. BOD approved the document with the above changes.

#### 5. Awards Guidelines & Process

DV advised the guidelines were revised and there were items that required resolution. MW spoke to the guidelines and the below was noted:

- Life Membership and Service Award – was listed as BOD to vote on but queried whether it be opened to the membership. The BOD discussed and it was agreed that the awards remain as Board to vote only. MW queried whether nominations should be accepted from current or past BOD members. The BOD discussed and agreed nominations could be accepted from all outgoing members, including past BOD members, who contributed greatly to the ANZTS. noted it was closed for BOD to nominate and vote. AM noted the exclusion criteria. Was for an outgoing member who contributed greatly.

- Trauma Leadership Award and Clinical Excellence Award – criteria was updated to note the nominee must be a ANZTS member for at least 2 years, and have a minimum of 5 years’ experience in the field. MW requested feedback. The BOD discussed the criteria for the awards, and it was agreed that nominees must have been a member for at least 5 years.
- It was also agreed that a new award be created, the Emerging Leader Award, which would require nominees to have been a member for at least 2 years.
- Gordon Trinca Award – Not discussed

DV also queried whether the Awards Panel becomes a Committee of the Board. The BOD discussed the proposal and it was agreed that the Awards Panel would remain as is. It was also agreed that a ToR be developed.

## 6. Draft Strategic Plan

DV advised the draft Strategic Plan was sent to the Board for comments and MN’s commentary was included in the meeting papers.

MN spoke to his comments and noted he aimed to streamline the Mission, Vision, and Core Values. The BOD discussed MN’s comments and amendments were and MN and BG updated the Strategic Plan during the meeting. The BOD in principle approved the document and BG advised that the amended version would be sent to BOD soon after the meeting.

## 7. 2024 Conference Funding

Addressed in item 4 - Financial Delegation Policy.

## 8. WTC

GC raised there was confusion over who would be representing ANZTS, and between ANZTS and ATS. GC queried how to process of selecting ANZTS representatives would be managed moving forward.

HJ advised the confusion regarding ANZTS and ATS was resolved and raised that WTC had the expectation that attendees would be funded however the ANZTS representatives would be self-funded. HJ noted there was little correspondence or updates received from WTC to date.

DV noted the confusion and a lack of communication was on their part. DV recommended that all communications to associated organisations should be sent through the ANZTS office to allow for centralisation and record keeping.

DV advised a formal letter was sent to all associated organisations informing them of the new ANZTS Board.

## 9. Committees Restructure

### ToR and EOI to members

DV noted the Chair for each Committee was listed in the Strategic Plan and other committee members would be listed in the Committees’ ToR.

DV advised that ANZTS had a list that identified which members were interested in participating in each committee. DV queried how the restructure should be communicated to members. It was agreed that a meeting would be convened with DV and the Chairs of each committee to decide on how to progress the formation of Committees and their ToR.

## 10. Adjournment

2024 Board Meeting Dates



- 28th May 2024 – Tuesday
- 27th Aug 2024 – Tuesday
- 25th Oct 2024 – AGM – Friday

The meeting was closed at 6.28PM AEST.

### Appendix A – Actions Arising

#	Action	Raised	Responsibility	Status
<b>February 2023 Board Meeting</b>				
4.1	BG To contact Elsevier to ratify agreement.	BOD	BG	CLOSED
<b>February 2024 Board Meeting</b>				
5.2	GC to present draft Conference budget to the Board at next meeting.	BOD	GC	CLOSED
<b>April 2024 Board Meeting</b>				
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		