



Australian and New Zealand Trauma Society

Board Meeting held at RANZCR College, Level 9, 51 Druiitt St, Sydney, NSW, 2000

Wednesday, 28 February 2024

14:30-16:30 - AEDT

13:30-15:30 - AEST

16:30-18:30 – NZDT

MINUTES

1. Present/Apologies – refer to Appendix B

The Chair thanked all for attending and opened the meeting at 2.48PM AEDT. Attendance was noted in Appendix B.

2. Acknowledgement of Country (DV)

The Acknowledgement of Country was delivered at the opening of the Strategy Meeting held prior.

STANDING AGENDA

3. Confirm Minutes of Previous Meeting

3.1. **PROPOSED MOTION:** *That the minutes of the previous meeting held on 21 November 2023 be accepted as a true and accurate record of the meeting.*

Proposed: HJ

Seconded: AG

4. Actions Arising of Previous Meeting – refer to Appendix A

The Chair advised the Actions Register was reviewed and condensed by the Executive.

- Trauma Fellowship – AM advised it was ongoing and would likely take 6 months. It would be presented to the Board for ratification once finalised. In the interim, it could be removed from the actions register.
- Elsevier – BG and MW advised they were liaising with TAS and Elsevier regarding the contract and billing.

5. Treasurer's Report (MW)

5.1. EOM Financial Statements – Balance Sheet, Profit & Loss

PROPOSED MOTION: *That the financial reports be accepted by the Board.*

MW spoke to the January 2024 finance report and highlighted the company liability account which contained a standard membership guarantee amount. MW noted there were no outstanding debts.

MW advised there were longstanding issues with Elsevier which were being investigated. Additionally, BSO overcharged for website hosting and gave a credit note for the overpayment.

Proposed: MW

Seconded: SA

5.2. Financial Delegation Policy

MW outlined the policy, highlighted the authorisation amounts, and requested feedback. It was queried how the authorisations occurred in regard to Conference payments, as often the amounts were higher than those outlined in the Policy. It was confirmed that Conference expenses were reviewed separately from association expenses, by the Conference Committee. It was raised that the Board should have greater oversight of Conference financials. The Board had a robust

discussion regarding Conference expenses, and it was decided to include a note in the Policy to state the delegation amounts do not include the Conference.

Additionally, the Conference Committee would present a draft budget to the Board for approval.

ACTION: MW to update Financial Delegation Policy to note the exclusion of Conference expenses and distribute to the Board for ratification offline.

ACTION: GC to present draft Conference budget to the Board at next meeting.

6. TAS Management Report

TAS noted there were 226 members and the membership report was updated as per Board requests.

6.1. Proposed New Members

PROPOSED MOTION: *That the applications for membership be accepted by the Board.*

The membership application was accepted.

7. Committees (reports)

7.1. Communication Committee (MW)

MW advised updates to the website were the main focus thus far and would need to shift to include other priorities such as social media in the near future.

Committee would be meeting with BSO to ensure strategic priorities were aligned.

MW noted ANZTS received 10 hours of support monthly. This would be reviewed in May 2024.

7.2. Conference Committee (GC)

- ANZTS 2024 Brisbane Update

GC provided a verbal update and highlighted:

- Planning was progressing well
- Martin was managing the Scientific Committee
- There would be sessions for ANZQUIP and trauma quality improvement. Committee were seeking TQUIP world leaders to participate
- The venue was confirmed

DV noted that future planning should be considered, as identified at the Strategy Meeting, and recommended that the Committee commence discussions for the next 3 years. GC agreed and advised that venues book out 2 years in advance. Discounts were typically provided if spaces were reserved far in advance. GC noted he considered hosting the 2025 Conference in Queenstown, New Zealand, and had viewed some potential venues. HJ added ANZTS had not hosted a conference in New Zealand since 2008 and conversations should commence. DV requested that in the closing session of the 2024 Conference, there should be a presentation on the following year's conference.

- World Trauma Conference Las Vegas in September 2024

GC provided a verbal update and advised it was progressing well, however response deadlines were short. Little information was given, and correspondence was difficult to interpret. GC thank HJ for her assistance. GC added ANZTS should aim to contribute meaningfully to enable further invitations. GC requested confirmation on ANZTS representation and engagement. It was confirmed that DC, BGA, GC, HJ, ZB and SB would attend as ANZTS representatives. It was confirmed that all were to source their flights, accommodation, and registration. DV queried the process of selecting

speakers and topics as the Board was not informed of the final outcome from the list of topics and speakers proposed. HJ advised a list was requested from WTC at a short notice and there was little clarity. DV requested that HJ send a copy of the correspondence from ANZTS to WTC of list of speakers and topics to TAS to record and distribute to the Board.

7.3. Research (BGA)

BGA advised the Trauma Nurses Survey closed and received 84 responses. It was noted that it was the largest response to date and represented all states in Australia, and 27 responses from New Zealand. The data was sent for analysis and results would be available for the next Board meeting. Thanks was given to BGA, HJ, and AM.

7.4. Education (To be confirmed)

HJ noted activities crossed over with the Research Committee. From the findings of the Trauma Nurses survey, they hoped to identify standards, policies and procedures. HJ added that TOPIC would provide suggestions to the Board. HJ spoke with NZMTN who raised that TOPIC wouldn't meet the Māori inclusive language standards and lacked integration of principals of Te Tiriti o Waitangi, which would need to be amended. HJ hoped that TOPIC would be an annual activity and planned to host the session off site prior to the pre-conference workshop. It was noted the processes were adopted in the Gold Coast and needed to be replicated everywhere.

7.5. Corporate Governance Committee (BG)

BG updated there was no committee meeting for over 12 months. DV queried if there were ongoing activities requiring the Committee to meet. BG said there may be some policies and documents needed in the future and a Working Group could be formed to undertake the task rather than the need for an ongoing Committee.

7.6. Registry (AM)

AM updated they aimed to meet in early March and endorse the proposal. Once endorsed, a request would be submitted for ethics approval for the study of trauma nurses. It was estimated it would take 6-9 months to complete. AM would have further updates in Q3 of the clinical year. GC queried the appetite across the data collectors and managers. AM advised there was a large gap in education and support for registry professionals, as well as recognition. AM noted the aim was to recognise those that are performing at the highest of their scope, and not a minimum threshold. BG added that FANZTS would not follow a particular profession. BG was investigating a registry course in collaboration with ATS which assisted to develop skills for those with no/little experience.

7.7. Past Presidents Council (HJ)

HJ updated the first meeting was held with 5 attendees. The Council planned to meet at the end of March. It was expected that 4 meetings would be held each year. The Council was investigating their Terms of Reference. HJ clarified the purpose of the Council was not too direct ANZTS, but rather for ANZTS to seek guidance and support from the Council, and to keep them involved as valued members. DV requested a lunch be arranged for the Council during the Conference, pending the expense.

8. Special Interest Groups (reports as required/annual July)

Nothing for discussion.

AGENDA WITH NOTICE

9. Awards Panel (HJ, GC, MW, AM, DV)

9.1. Nominations – Announcement March 2024, close 1 June 2024, August decision.

HJ updated that the call for nominations would be sent in March with a deadline of 1 June 2024 and encouraged the Board to promote the Awards. The Awards Panel consisted of MW, AM, HJ, DV, and GC. HJ advised a meeting would be held soon. It was noted the Awards were well received over the last 2 years. DC added it was a great experience and thank the Board.

10. Collaborations (BG)

10.1 TSN

BG explained TSN was a licenced product of ATS that was marketed to hospitals in the United States. It was endorsed by the College of Surgeons and been used in the Gold Coast successfully for the past 4 years. BG noted he had entered into discussions regarding an Australia and New Zealand licence. The initial proposal was rejected as it was not financially viable for ANZTS. BG was awaiting an amendment. BG tabled the idea and concept and requested feedback from the BOD. HJ, DC and BG noted their conflict of interest as they had worked on the program in the Gold Coast.

The Board had a robust discussion, and it was agreed it was a great area of importance however it was queried whether it could be localised rather than a US product. DC proposed the decision be delayed and that Matt Scott deliver a presentation at the May meeting. The Board agreed to defer discussions until after the presentation.

11. New Business

- 11.1. Finance Delegation document for discussion and ratification (MW)
Addressed in item 5.
- 11.2. Email from Michael Noonan for discussion (MN)
Addressed in Strategic Meeting.

12. Correspondence

12.1. Inward

- World Trauma Congress - attendance and list of topics request
- Australasian Students Surgical Association - Trauma Workshop
GC updated he had not heard back from Chris Wakeham. It was requested that TAS follow up and include GC and SB.
- AMA Colleges, Associations and Societies Meeting 2024
DV noted the invitation to attend the meeting in Canberra.

12.2. Outgoing

- TAS elearning academy modules
Noted.
- ANZTS Strategy Planning Tool
Noted.

13. Business without notice

- 13.1. ANZTS Strategic Direction
GC noted he heard positive feedback of ANZTS and suggested that the core business be decided. DV advised it was discussed in the Strategy Meeting prior. A document would be drafted and send to the BOD.

13.2. ANZTS Register of Representatives

HJ raised a list of ANZTS representatives in Australia and New Zealand was created previously and suggested it be re-developed. HJ added it would consist of Trauma Directors, Trauma Program Managers, and Registry Representatives. The membership could be contacted to ensure details were correct. The Board agreed on the re-development of the register.

13.3. ANZTS Lanyards

BG advised the ANZTS lanyards were available for purchase on the website and requested approval for pre-paid post boxes. MW approved the request. BG handed out the lanyards to the Directors present. DV thanked him for the initiative.

13.4. BOD Meeting Feedback

DV requested feedback on the proceedings of Board meetings from the BOD highlighting process and efficiency improvements.

13.5. Director Nominations

DV advised the expiring Directors were being reviewed. Regarding the President-Elect position, DV suggested that if more than one expression of interest was received, the nominees would do a presentation to the BOD who would then conduct a silent vote. The Board agreed. DV suggested a similar process for the position of Secretary and Treasurer in the future.

14. Adjournment

2024 Board Meeting Dates

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

The meeting was closed at 4.39PM AEDT.

Appendix A – Actions Arising

#	Action	Raised	Responsibility	Status
February 2023 Board Meeting				
4.1	BG To contact Elsevier to ratify agreement.	BOD	BG	In progress
February 2024 Board Meeting				
5.2	MW to update Financial Delegation Policy to note the exclusion of Conference expenses and distribute to the Board for ratification offline.	BOD	MW	
5.2	GC to present draft Conference budget to the Board at next meeting	BOD	GC	

Appendix B – Board Meeting Attendance 2023

	Nov 23	Feb 24	May 24	Aug 24
Dinesh Varma (Chair) (DV)	Y	Y		
Helen Jowett (HJ)	Y	Y		
Melissa Webb (Treasurer) (MW)	Y	Y		
Ben Gardiner (Secretary) (BG)	Y	Y		
Belinda Gabbe (BGA)	Y	Y		
Savitha Bhagvan (SB)	Y	Y		
Annelise Gluer (AG)	Y	Y		
Michael Handy (MH)	Y	Y		
Adam Mahoney (AM)	X	Y		
Grant Christey (GC)	Y	Y		
Sarah Adams (SA)	X	Y		
Zsolt Balogh (ZB)	X	X		
Kat Quick (KQ)	Y	Y		
Michael Noonan (MN)	Y	Y		
Don Campbell (DC)	Y	Y		