



Australian and New Zealand Trauma Society

Board Meeting held via Teams on

Monday, 25 November 2024

17:00 – 19:00 - AEDT

19:00-21:00 - NZDT

[Join via Teams](#)

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

STANDING AGENDA

3. **Confirm Minutes of Previous Meeting**
 - 3.1. **MOTION:** *That the minutes of the previous meeting held on 16 October 2024 be accepted as a true and accurate record of the meeting.*
4. **Actions Arising of Previous Meeting – refer to Appendix A**
5. **Treasurer's Report (MW)**
 - 5.1. EOM Financial Statements – Balance Sheet, Profit & Loss
MOTION: *That the financial reports be accepted by the Board.*
6. **Risk Register**

BUSINESS ARISING

7. **Executive Director Election**
 - 7.1. President Elect
 - 7.2. Secretary
 - 7.3. Treasurer
 - 7.4. Company Secretary (attached)

8. Board Governance Training and Face to Face meeting

Introduction:

We have a number of new Directors and a formal upskilling of the Board has not been conducted since the Board was established. This is an important activity that each Board member would benefit from as some Directors may have some experiences being on different Boards and some may not have held a Director position previously. In the past various modules have been offered to Directors but the uptake was poor. Ideally such a workshop is conducted face-to-face however a hybrid model or an online session could be considered. The President has discussed with Mr Child as well as CEO of RANZCR who are both willing to participate as presenters for the workshop free of cost.

9.1 **MOTION:** *That the Board determine whether they are willing to participate in a workshop and what would be the preferred format*

9. Committees (reports) and appoint Directors to vacant positions

- 9.1. Membership/Communication/Collaboration Committee (MH)
- 9.2. Conference committee (GC)
 - Review 2025 Conference Contract (attached)
- 9.3. Finance and Governance (MW)
- 9.4. Best Practice Committee (HJ)
- 9.5. Committee Structure and Recruitment of members

10. Review of 2024 Workplan

11. Other Business

- 11.1 ANZAST MoU update
- 11.2 TOPIC report (HJ)
- 11.3 Past Presidents Council (HJ)
- 11.4 Awards Criteria

12. Correspondence

- 12.1. Inward
- 12.2. Outgoing

13. Business without notice

- 13.1. TBA

14. In-Camera Session

- 14.1. TAS Management Contract (attached)

15. In-Camera: Appointing Francis Child (TAS) as Observer

Background:

Given the recent Board deliberations and decisions requiring some decisions to be revoked

our Board would benefit by having an independent expert observer to advise us going forward on certain important matters.

Mr Francis Child is willing to assist the Board in this matter and will only attend the meetings when invited. He has a vast experience in a similar role with other boards that TAS manages.

There will be an attending fee that TAS will quote if Board agrees to appoint Mr Child as an observer for 12 months.

MOTION: *That the ANZTS Board appoint and invite Francis Child as Observer for 12 months (under clause 4.4) of the Bylaws to ANZTS Board Meetings*

16. In Camera: Review of Constitution and Bylaws

At the recent Board meetings a few ambiguities were identified within the bylaws and the Board determined that an urgent review of the bylaws will be conducted once the new Board was established. The terms of the Executive Directors are also in need of review as there is a risk that the term may expire halfway through their appointment creating an uncertainty for the director to complete the role they are appointed to. The review process would require a special taskforce /working group assisted by an expert. Mr. Child has agreed to assist in reviewing the bylaw/constitution.

MOTION: *Established working group of three Directors to convene to review the bylaws with assistance and expert advice provided by Mr. Child. There is an estimated cost of \$3-4000 for Francis Child (TAS).*

17. Adjournment

2025 Board Meeting Dates

Tues 17 February

Tues 13 May

Tues 12 August

Appendix A – Actions Arising

#	Action	Raised	Responsibility	Status
28 May Board Meeting				
3.	BG and DC to present a paper on the Trauma Survivor Network at the next BOD meeting for consideration	BOD	BG, DC	In progress
14.3	Best Practice Committee to develop standard responses to requests	BOD	MN/HJ/BG	In progress: BG added to the Responsibilities
27 August Board Meeting				
5	MW and TAS to contact Tinworth and proceed with the financial review	BOD	MW/TAS	Completed
9	DV to write to each recipient informing them of the award they are receiving and encourage them to attend the conference and the award ceremony at the Gala dinner to receive the award in person.	BOD	DV	Completed
10	All Committee Chairs to update ToRs with statement that addressed NZ representation and send to TAS	BOD	Committee Chairs	Completed
10	Secretary to contact BSO to set up an online form to nominate to join a Committee and send internally to the Board	BOD	BG	Part Completed; TAS liaised with BSO to create form on website. Board to be invited to submit.
10	Issue a call for EOIs from the membership to join the Committee once the Board have expressed interest	BOD	BG/DV/TAS	Not started
12.1	BG to update the bylaws and remove of clause 5.1	BOD	BG	Completed
12.2	BG to reissue the President-Elect vote via a preferential voting system	BOD	BG	Completed
12.2	BG to develop process and include clause for the election of future Executive Position in the Bylaws	BOD	BG	Not started

Appendix B – Board Meeting Attendance 2023/24

	Nov 23	Feb 24	22 April	May 24	Aug 24	Oct 24	Nov 24
Dinesh Varma (Chair) (DV)	Y	Y	Y	Y	Y	Y	
Helen Jowett (HJ)	Y	Y	Y	Y	Y	Y	
Melissa Webb (MW)	Y	Y	Y	Y	Y	Y	
Ben Gardiner (BG)	Y	Y	Y	Y	Y	Y	
Belinda Gabbe (BGa)	Y	Y	X	Y	Apology	Y	

Savitha Bhagvan (SB)	Y	Y	X	Y	Apology		
Annelise Gluer (AG)	Y	Y	X	Y – joined at 3.25pm	Y	Y	
Michael Handy (MH)	Y	Y	Y	Y	Y	Y	
Adam Mahoney (AM)	X	Y	Y – left at 6.03PM	Apology	Y	Y	
Grant Christey (GC)	Y	Y	Y	X	Y	Y	
Sarah Adams (SA)	X	Y	Y	X	Y	X	
Zsolt Balogh (ZB)	X	X	X	Y	Apology	Y	
Kat Quick (KQ)	Y	Y	Y – left at 6.01PM	Y	Y	Y	
Michael Noonan (MN)	Y	Y	Y	Y	Y	Y	
Don Campbell (DC)	Y	Y	Y	Y	Apology	Y	
Guests						Francis Child	