



## 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

### MINUTES

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

The Chair opened the meeting at 5.01pm with a quorum present.

The new Directors, Clare Collins, Michael Steenson, Tim Andrews and Jenny Santosh, were welcomed to the Board, and there was a round of introductions.

#### 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.*

An amendment to include discussion from the Board on how to further define affiliate institutions was requested to be added to the minutes. With this amendment, the motion to accept the minutes was tabled.

Moved: Adam Mahoney

Seconded: Kat Quick

Carried.

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

The action items were updated as per Appendix A

#### 5. Treasurer's Report (MW)

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

MW, as interim Treasurer between AGM and the announcement of the new Executive Directors, provided the update on ANZTS's financial position. There was little change between the current report and the report presented at the AGM. MW observed there was approximately \$9000 in income received from the TOPIC course. The full profit and loss was pending, however it was positive



to see diversification of revenue sources, other than membership and the conference. The major expenses were TAS, the website, BAS and the financial review.

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

Moved: Helen Jowett

Seconded: Michael Handy

Carried.

## **6. Risk Register**

TAS were waiting on the template from the previous Secretary. The item was deferred until the next meeting.

## **BUSINESS ARISING**

### **7. Executive Director Election**

#### *7.1. President Elect*

There were two nominations received from BG and GC. An election was held online prior to the meeting. The Chair announced that BG was successful in her nomination to President-Elect. GC was thanked for his nomination and was encouraged to re-nominate again in the future.

#### *7.2. Secretary*

There was one nomination received; KQ was announced as Secretary.

#### *7.3. Treasurer*

The one nomination was received; MW was announced as Treasurer.

#### *7.4. Company Secretary*

The Board discussed the role of Company Secretary, previously held by Ben Gardiner as Secretary to the Society. The position was required by ASIC and needed to be an Australian citizen, which meant Kat Quick, as a New Zealand resident, was unable to hold both Secretary and Company Secretary. It was noted that ANZTS was a public company limited by guarantee and that the Company Secretary did not need to be a Board Director. It was proposed that, as part of the bylaw review, ANZTS clearly define the Secretary and Company Secretary as independent roles. A large portion of regulatory reporting work typically carried out by Company Secretary was already being fulfilled within the TAS contract, and therefore it was proposed that TAS (Francis Child) be appointed as Company Secretary. The potential for a conflict of interest by appointing Francis Child was raised but these tasks were acknowledged to be to predominantly to meet regulatory requirements (registered with ASIC as a "Not for Profit" organisation). It was noted that the current contract for TAS included Company Secretary tasks (as described within the AICD tabled document). It was reinforced that having the Secretariat as a company secretary was within our current contract and therefore proposed that Francis Child should act in this role should the contract with TAS be renewed, with Kat Quick as secretary.

## **8. Board Governance Training and Face to Face meeting**

DV opened up discussion whether governance training would be of benefit for the Board. The

training would either be held in-person or virtually, and could be held in conjunction to a Board meeting. The President discussed with Francis Child and the CEO of RANZCR who were both willing to participate as presenters for the workshop free of cost.

The Board were mixed in their response to training. Some Board members would prefer pre-recorded or online training to take within their own time, especially in light of the limited number of Board meetings. On the other hand, some Board members felt they would be unlikely to do training in their own time compared to being face-to-face, and preferred there being no cost.

The TAS e-learning academy modules were previously circulated however uptake was minimal. It was agreed to share the information for those who were interested. – **ACTION**

It was also raised that some orientation training that addressed consent to act, confidentiality and fiduciary duties as Director may be of more benefit. It was suggested that training be held at a future conference, and could be opened up to other members interested in Director roles. Dinesh to enquire whether it was possible to include in the conference program. - **ACTION**.

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

ZB joined the meeting at 5.40pm

### *9.1. Membership/Communication/Collaboration Committee (MH)*

MH advised that AG joined the sub-committee however at this stage wider promotion was required to encourage more members to join.

There was general acknowledgement that there was lack of clarity of the overall purpose and function of each sub-committee. There were differing views on whether strategic discussion and vision should come from the Board and the national strategy, or whether each of the sub-committee develop goals for review by the Board. Acknowledging, that the Board strategy session in Feb 2024 has outlined the overarching vision of ANZTS, and that this has been shared with members at the conference and via Trauma Talk.

The Board held a robust discussion about the value offered by ANZTS. It was agreed that driving membership was a key priority for ANZTS. ANZTS should consider its value proposition to members, and align focus to goals of advocacy, training, or networking. ANZTS to lean into its unique composition, being a multinational and multi-disciplinary organisation for professionals in trauma care. It was timely to consider what ANZTS's core purpose was, and whether it should consider creating national standards for trauma care, or focus on networking, fellowship and professional development program or training. It was acknowledged that limitations of the Board included time and resources, and that more volunteers were needed to drive key projects. The Board reviewed the goals within the Strategic Plan which included conference, membership and connection.

It was agreed to have concentrated effort into membership retention and recruitment for 2025. Whilst this meant other projects would continue in this time, this would be the theme or lens for

2025; a 12-month plan with a multi-pronged approach would be needed. Several Board members indicated interest in joining the Membership sub-committee and should contact MH. MH to confirm and meet to develop a structured plan – **ACTION**.

Dinesh advised there was some challenges with the ANZAST MOU that may sit within the Sub-Committee's portfolio.

#### *9.2. Conference committee (GC)*

GC advised that the 2024 conference was a success and was likely to make a surplus. The Conference committee held a debrief session and agreed areas for improvement, however overall it was agreed that there was a well-established model for future ANZTS conferences.

Planning was now looking towards the 2025 conference. There was an informal venue booking in Wellington, however formal ratification of the professional conference organisers was required. The date was tentatively 23-25 October 2025 however there were some clashes with other medical events and NZ labour day weekend so this will be confirmed. The suggested theme was how to thrive and survive after trauma with a patient outward looking focus. The intention was to cover four days, with other societies meetings to take place prior to the commencement of the program.

- Review 2025 Conference Contract (attached)

Deferred until in-camera session.

#### *9.3. Finance and Governance (MW)*

It was noted that this sub-committee would remain with Board members only. AG circulated some initial ideas to facilitate clarification of the bylaws. It was noted that any ambiguities that were interpreted incorrectly would need to be identified and clarified, and any changes from the last couple of years be incorporated. The Board were reminded that any changes to the Constitution would need to go to the members at an AGM so it was recommended that in the first instance, bylaws be amended to fit around this. AG and BG volunteered to join the sub-committee. It was suggested that members with corporate knowledge of ANZTS also be invited to join. It was recommended that all Board members review and send through any comments and proposed solution to MW. MW to email the Board – **ACTION**

#### *9.4. Best Practice Committee (HJ)*

No report however HJ advised historically a co-chair could be recruited who was not a Board member, as Michael Noonan had expressed a willingness to continue as co-chair, HJ will liaise with him to confirm his involvement - **ACTION**

#### *9.5. Committee Structure and Recruitment of members*

It was suggested that a targeted emails be sent to members inviting them to join the Sub-Committees. Each Sub-Committee should consider key deliverables and how these fit within the large picture of ANZTS.

### **10. Review of 2024 Workplan**

The work plan was reviewed:

1. Conference planning: for 2024 and on into 2025/2026/2027 (Grant Christey) – In progress
2. Review internal governance processes, role/responsibility clarity, SOP (Sarah Adams) – Review of bylaws and constitution to commence
3. Establish the Committees with Co- Chairs and engage members from wider membership (Belinda Gabbe and Dinesh Varma) – Committees established; recruitment in progress with considering of value for membership
4. Each committee to establish Terms of Reference, membership, work plan and key deliverables for 2024 (Committee Chairs) – Terms of Reference were established
5. Secretariat services contract review (due for renewal 2024) (Belinda Gabbe and Ben Gardiner) – Contracts were tabled for decision

## 11. Other Business

### 11.1 ANZAST MoU update

The Board were reminded that ANZAST collected payments of joint members. The MOU was still unsigned; there was clarification of reporting and invoicing. To be discussed further offline.

### 11.2 TOPIC report (HJ)

HJ was congratulated for a successful program. There were 27 attendees, some who put their hands up to become TOPIC instructors. The Society of Trauma Nurses changed the goalposts and changed some requirements; therefore a new MOU will be developed in January and a new working group formed with those interested in an Australian and New Zealand Trauma Quality Improvement Program. A full report will be tabled in the Summer Trauma Talk.

It was noted the course was a key revenue driver for ANZTS into the future, and that quality improvement was an important focus of ANZTS and many of its members.

### 11.3 Past Presidents Council (HJ)

It was agreed that whilst HJ was no longer Immediate Past President, that she would continue to Chair the Past President Council for the next year.

### 11.4 Awards Criteria

HJ discussed the challenge of interpreting the awards criteria and that it was important to tighten these. It was agreed that the original Awards Panel discuss how to proceed. HJ to organise a meeting  
- **ACTION**

It was also raised that there be consideration on how to better promote the awards to broaden the nomination base, particularly how to find ways to connect with regional and rural hospitals where individuals may not have colleagues available to nominate them.

## 12. Correspondence

### 12.1. Inward

None

### 12.2. Outgoing

None

### 13. Business without notice

GC provided an update from ANZTQIP who were focused on evidence-based approach to program, and were in the process of launching a National Capacity and Capability Surve. GC sought approval from the Board to access the members list to send the survey to key contacts from various institutions. It was recommended that the ANZTS secretariat circulate on behalf to protect privacy of members.

It was queried how ANZTS and ANZTQIP work together. GC advised that they were trying to avoid overlap. Quality Assurance and QI Project Groups working groups would be set up after the survey. The intention was to ensure there was contact with the Board. Any interested in the projects will be invited in due course. Once the survey results were received, this should clarify the roles of the various groups to ensure there was no overlap of activities. There will be defined parameter, boundaries and expectations.

It was raised that any Directors of regional institutions should not be missed if they are not ANZTS members.

It was clarified that the aim was to have broad representation, ideally trauma leads, 2-3 people per facility. BG to help GC with wording to send to ANZTS members. - **ACTION**

It was recommended that ANZTSQIP and ANZTS work together so members feel they are benefitting from both organisations.

TAS left the meeting at 6.51pm.

### 14. In-Camera Session

#### 14.1. TAS Management Contract

All in favour. Carried

#### 14.2 TAS Conference Contract

Not passed. Conference committee to meet urgently (by 27 Nov 2024) and to inform Executive of the Board on preferred provider for the conference by end of week. Contract to be ratified by Board out of session.

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

**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

Not passed.

### 16. In Camera: Review of Constitution and Bylaws

**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).*

Not passed.

BG and AG volunteered to work with MW (Chair Finance and Governance Committee) and review the Constitution and bylaws and table at the next BoD meeting.

**17. Adjournment**

2025 Board meeting dates proposed as Tues 17 Feb, Tues 13 May & Tues 12 Aug with the AGM to be added once the conference date has been confirmed.

Directors agreed on four meetings to occur over the year within the TAS contract, and one meeting to run independent of TAS with KQ as Secretary to organise the agenda, paper distributions and minutes. Meeting times to alternate between work day hours and after-hours.

Meeting ended at 9:35pm.

## Appendix A – Actions Arising

#	Action	Raised	Responsibility	Status
<b>28 May Board Meeting</b>				
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; BG to liaise with Ben Gardiner and MH to see what the options and cost ramifications are initially. A paper will be brought to the next meeting – <b>UPDATE ACTION</b>
14.3	Best Practice Committee to develop standard responses to requests	BOD	MN/HJ/BG	In progress: this is part of the bigger conversation of recruitment. Further update to be had at next meeting.
<b>27 August Board Meeting</b>				
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	Completed
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	Removed; as part of bylaws review
<b>25 November 2024</b>				
-	BG to liaise with Ben Gardiner and MH	BOD	BG	Open



	regarding paper on the Trauma Survivor Network			
8	Circulate TAS e-learning academy modules	BOD	MW	Open
8	Consider face to face governance training session in future conference program	BOD	DC	Open
9.1	Membership Sub-committee to meet and create 12-month plan for driving and retaining members; establishing value-proposition	BOD	Membership sub-committee	Open
9.3	MW to email Board regarding feedback/solutions to the bylaws and constitutions	BOD	MW	Open
11.4	HJ to organize meeting of the Awards Panel to discuss and define the awards criteria for 2025	BOD	HJ	Open
13	BG and CG to work together for wording to send to ANZTS members about ANZTSQIP survey	BOD	BG/GC	Open

#### 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	Y
Helen Jowett (HJ)	Y	Y	Y	Y	Y	Y	Apology [KQ1]
Melissa Webb (MW)	Y	Y	Y	Y	Y	Y	Y
Ben Gardiner (BG)	Y	Y	Y	Y	Y	Y	N/A
Belinda Gabbe (BGa)	Y	Y	X	Y	Apology	Y	Y
Savitha Bhagvan (SB)	Y	Y	X	Y	Apology		Y
Annelise Gluer (AG)	Y	Y	X	Y – joined at 3.25pm	Y	Y	Y
Michael Handy (MH)	Y	Y	Y	Y	Y	Y	Y
Adam Mahoney (AM)	X	Y	Y – left at 6.03PM	Apology	Y	Y	Y
Grant Christey (GC)	Y	Y	Y	X	Y	Y	Y
Sarah Adams (SA)	X	Y	Y	X	Y	X	N/A
Zsolt Balogh (ZB)	X	X	X	Y	Apology	Y	
Kat Quick (KQ)	Y	Y	Y – left at 6.01PM	Y	Y	Y	Y
Michael Noonan (MN)	Y	Y	Y	Y	Y	Y	N/A
Don Campbell (DC)	Y	Y	Y	Y	Apology	Y	N/A
Jenny Santosh	N/A	N/A	N/A	N/A	N/A	N/A	Y
Clare Collins	N/A	N/A	N/A	N/A	N/A	N/A	Y
Tim Andrews	N/A	N/A	N/A	N/A	N/A	N/A	Y
Michael Steenson	N/A	N/A	N/A	N/A	N/A	N/A	Y

Guests						Francis Child	
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