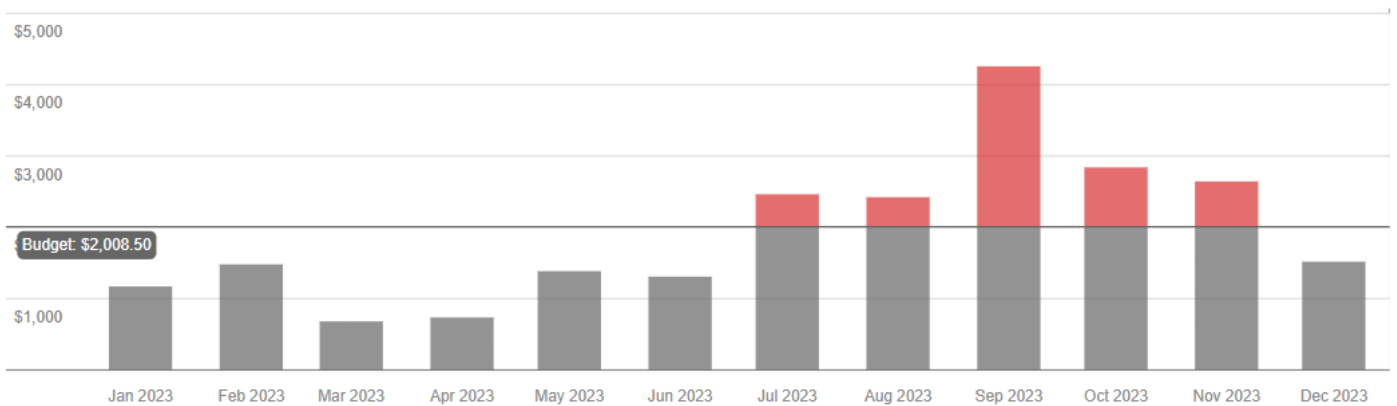


## TAS MANAGEMENT REPORT – June-July 2024

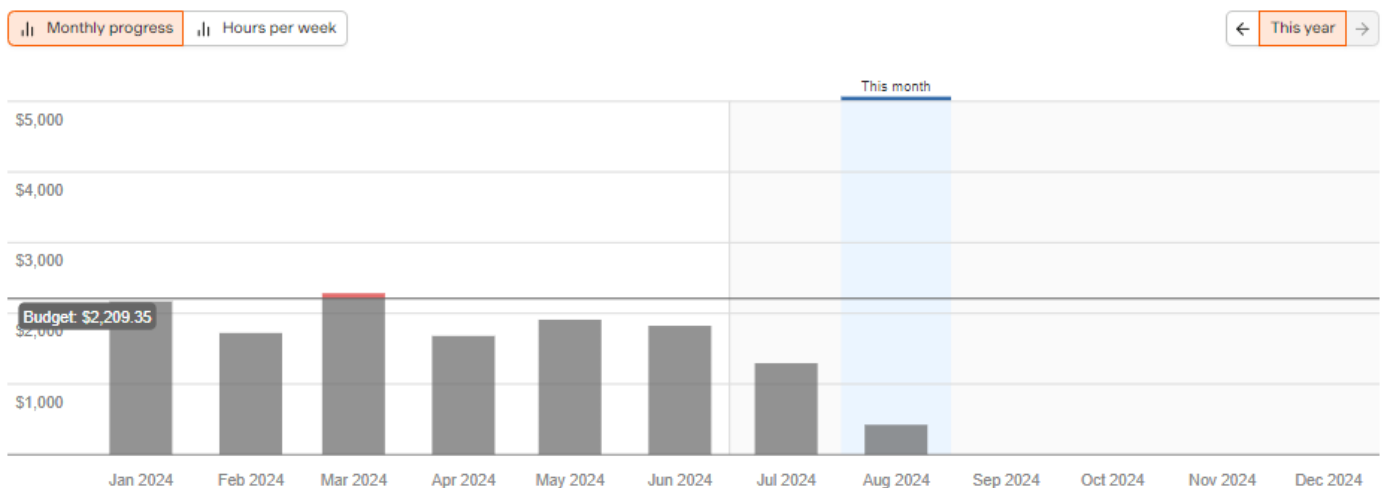
### INFRASTRUCTURE

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

- Finance – accounts payable, reporting
- Membership Management – applications, reporting, following up failed payments
- Correspondence – forwarded to Executive as required
- Website – Update 2024 minutes and BOD documents (in August)
- Awards – liaising re submissions

## ACTIONS

- Annie Coulter commenced as primary TAS association manager for ANZTS in July 2024, replacing Michaela Edwards
- Awaiting advice on Expired memberships; liaised with Ben who has referred to BSO
- Invoice to ANZAST for Joint membership – note under new MOU this should be done quarterly. Identified that the last invoice paid was last year (July 2023). Will need to liaise with ANZAST to work out how many joint members over this period and set up a quarterly cycle to invoice.

### Monthly Hours Breakdown

CATEGORY	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
Communication	6.18	3.44	3.01	2.09	3.78	3.69	4.08	3.37	3.54
Financial Management	5.83	6.12	7.11	4.92	9.81	6.91	4.16	4.32	4.16
Governance Support	0.26	-	1.07	-	-	-	-	0.70	0.10
Marketing & Communications	3.93	1.79	-	0.09	2.48	0.54	0.23	2.69	-
Meeting Management	5.95	0.30	0.11	5.78	1.59	0.52	4.47	1.94	-
Membership Management	2.35	1.86	5.94	1.11	2.10	2.26	1.60	2.62	3.32
Office Management & Infrastructure	1.10	1.24	1.90	1.21	0.40	0.91	0.97	0.15	-
Website Management	0.07	-	-	-	-	-	-	0.23	-
Award Management	-	-	-	-	-	-	1.34	0.07	0.30
<b>TOTAL</b>	<b>25.67</b>	<b>14.75</b>	<b>19.14</b>	<b>15.20</b>	<b>20.16</b>	<b>14.83</b>	<b>16.85</b>	<b>16.09</b>	<b>11.42</b>
Out of Contract	-	-	-	-	-	3.66*	-	-	-

\* 22 April ad-hoc Board meeting preparation and attendance

## 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 May – 31 July 2024

	NUMBER	TIME
INBOUND CALLS	18	00:14:50
OUTBOUND CALLS	0	00:00:00
<b>TOTAL</b>	<b>18</b>	<b>00:14:50</b>

## MEMBERSHIP MANAGEMENT

- Membership queries are ongoing

- Failed membership payments are followed up twice per week, and receive an additional follow-up on a monthly basis

As of 6 August 2024, ANZTS currently has **232** members. Detailed information can be found in the membership report. The breakdown is as follows:

Membership type	Number of members
Complimentary Membership	7
Full Australian Membership	154
Full International Membership	1
Full New Zealand Membership	18
Joint Australia Membership	39
Joint New Zealand Membership	5
Student Australia Membership	8
<b>Grand Total</b>	<b>232</b>

Note an International member joined (from Thailand) ANZTS over the last reporting period.

There are also a number of expired members which don't have a subscription linked in Woocommerce, majority of which are joint members; pending advice from ANZAST as they are currently going through renewals. Ben reported issue to BSO in July; pending update. As per Constitution and renewal plan, they will no longer be considered members as of 1 October.

### New Members

1 May – 31 July 2024

Name	Surname	State	Membership type
Arthur	Belthikiotis	VIC	Full Australian Membership
Kanokkorn	Kornpetpani	THAILAND	Full International Membership
Wendy	Davie	OTA	Full New Zealand Membership
Russell	Funch	QLD	Full Australian Membership
Andrew	Davidson	QLD	Full Australian Membership
Andrew	Hobbins King	QLD	Full Australian Membership
Elizabeth	Ross	NT	Full Australian Membership
Anthony	Joseph	NSW	Complimentary Membership
Jessica	Madamperuma	VIC	Full Australian Membership
Pradeep	Sanjamala	WA	Full Australian Membership
Jack	Perry	QLD	Full Australian Membership
Belinda	Free	VIC	Full Australian Membership
Harsimran	Sekhon	QLD	Full Australian Membership
Rose	McGowan	VIC	Full Australian Membership
Rami	Shenouda	VIC	Full Australian Membership
Prudence	Fletcher	VIC	Full Australian Membership

### Membership Renewals

- Ongoing

### Expiring/Resigning Members

- See August Membership Report under Failed Tab

## 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) or Nell Harrison (TAS Managing Director).

The June 2024 report was sent to the ANZTS Treasurer on 26 July 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				

### Accounts Receivable

- None
- TAS will need to invoice ANZAST under the new MOU on a quarterly basis (pending confirmation this was accepted by ANZAST) – need to establish the total number of joint new and renewing memberships from July 2023 to current, without duplicates from the previous invoice round. A discrepancy in pricing was identified between ANZAST and ANZTS and sent to Executive for review.

### Bank Administration

- None

## 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
<b>ANZTS Board &amp; Strategy Meeting</b>	28 February 2024	RANZCR & Teams	Complete
<b>ANZTS Board Meeting</b>	28 May 2024	Teams	Complete
<b>ANZTS Board Meeting *out of contract</b>	22 April 2024	Team	Complete
<b>ANZTS Board Meeting</b>	27 August 2024	Teams	In progress

- October Board Meeting date at conference to be confirmed?

TAS manages the administration for the Executive Meetings:

	DATE	LOCATION	STATUS
<b>ANZTS Executive Meeting</b>	13 February 2024	Teams	Complete
<b>ANZTS Executive Meeting</b>	21 May 2024	Teams	Complete
<b>ANZTS Executive Meeting</b>	20 August 2024	Teams	In progress
<b>ANZTS Executive Meeting</b>	8 October 2024	Teams	Not started

## MARKETING, WEBSITE, PUBLICATIONS

### E-Communications

- 

Campaign Name	Campaign Date	Open Rate (%)	Click Rate (%)	Unsubscribes
Trauma Talk Winter	25 June 2024	68%	14.6%	0
ANZTS TOPIC Course Faculty EOI	6 June 2024	61.2%	14.3%	1
2024 ANZTS Awards	30 May 2024	62%	14%	0

### Website

- Trauma Talk – Winter was added to the website
- Liaising with Secretary regarding website issues; noting expired members without subscriptions issue
- Added 2024 BOD Documents to Website following discussion with Secretary

### Publications

- List of members to be sent to Elsevier in November yearly

#### *Social Media*

Not in contract.

## GOVERNANCE

### *Annual General Meeting*

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

TAS will complete 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*

- None

## AWARD MANAGEMENT

- TAS issued the call for nominations
- Nominations were received via website
- Submission export was sent to Helen following close of award deadline

Awards included are:

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

## SHOP/PRODUCT MANAGEMENT

Not in contract.

## PROJECTS/OUT OF CONTRACT

None undertaken.