



Australian and New Zealand Trauma Society

Board Meeting held via Teams on

Tuesday, 28 May 2024

14:30-16:30 - AEST

16:30-18:30 – NZST

MINUTES

1. Present/Apologies – refer to Appendix B

The Chair thanked all for attending and opened the meeting at 2.31PM AEST. Adam Mahoney was noted as an apology.

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. GUEST: Trauma Survivor Network, Presentation – Matthew Scott (DC)

Matthew Scott, Trauma Nurse Navigator, Gold Coast University Hospital delivered a presentation on the Trauma Survivor Network at GCUH.

The BOD discussed the presentation and next steps for ANZTS. Due to the diverse views of the BOD, DV requested BG and DC to present a paper at the next BOD meeting for consideration. BG requested approval to liaise with ATS regarding costs. The BOD gave unanimous approval.

STANDING AGENDA

4. Confirm Minutes of Previous Meeting

4.1. **PROPOSED MOTION:** *That the minutes of the previous meeting held on 22 April 2024 be accepted as a true and accurate record of the meeting.*

Proposed: HJ

Seconded: BG

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

DV noted all actions were closed.

6. Treasurer's Report (MW)

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

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

MW spoke to the April 2024 finance report and noted larger website expenses than a typical month as a result of an annual fee relating to membership plugins. MW noted \$100,000 was transferred from the conference seed account into the cheque account with \$92,000 remaining in the conference seed account. DV gave thanks to MW for her investigation into the seed funds and arranging the transfer.

HJ queried the conference seed account, noted a lack of visibility, and suggested the funds reside in the cheque account. BG advised the funds were disclosed by TAS post 2023 conference and would be revisited after the 2024 conference.

7. TAS Management Report

TAS spoke to the report and noted:

- Membership renewal plan was created and membership fees were on the agenda for approval
- 226 members as at 1 May 2024
- 2 members cancelled their membership, an additional 3 members had failed payments and had not responded to follow ups
- 5 new members for approval

7.2. Proposed New Members

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

Moved: DV

Seconded: HJ

DV queried the process of advising new members they were accepted by the Board.

TAS advised they received confirmation emails upon subscribing via the website.

8. Risk Register

BG advised the Risk Register was a part of the Risk Management Policy. It was requested at the strategy meeting that it be added as a standing agenda item. BG noted it was in progress and would be brought to the Board at the next meeting.

BUSINESS ARISING

9. Membership Fees 2024/25

BG advised that the 2023 membership review recommended 2024/2025 fees would remain unchanged and that there would be a CPI increase for 2025/2026.

PROPOSED MOTION: *That the membership fees remain unchanged for 24/25 FY*

The Board unanimously approved the motion.

10. 2024 Strategic Work Plan

DV requested this remain as a standing agenda item to track progress.

10.1. Conference planning: for 2024 and on into 2025/2026/2026 (GC)

SB advised a meeting was held with JH, BG, SB and GC regarding location, cost, timing and potential collaboration with National Trauma Network conference. SB noted Queenstown was identified as the preferred location for 2025 however there was no consensus. HJ added she received feedback from a past President who noted Queenstown was a poor location and suggested Christchurch.

DV queried the timeline for a proposal for the Board and if the Committee had a PCO in mind. SB advised GC would be discussing with venues and PCO's. HJ added the location and venue would need to be confirmed by end of July and an update would be provided at the next BOD meeting.

10.2. Review internal governance processes, role/responsibility clarity, SOP (SA)

DV noted SA intended to do a gap analysis on documentation however SA had limited capacity. DV queried whether the task be re-assigned. The BOD discussed and it was agreed to defer until further discussions were had with SA regarding her commitments.

10.3. Establish the Committees with Co-Chairs (BGa and DV)

DV advised a meeting was held with the Chairs and it was determined that the Chair of each Committee was responsible for the production of the ToR. DV highlighted that Committee members' terms should align with that of the BOD. DV noted there was a register of members who expressed interest in the various Committees

and suggested and EOI to all members be sent once all Committees' ToR were finalised.

HJ highlighted that the Strategic Plan document listed Publications under the Best Practice Committee whereas it should reside under the Membership/Communication/Collaboration Committee. The BOD agreed and requested the Strategic Plan be updated to reflect this.

- 10.4. Secretariat services contract review (due for renewal 2024) (BGa and BG)
BG advised there was no update. BG and BGa to meet and provide an update.

11. BOD Appointment Process 2024 (BG)

11.1. Positions Vacant: President Elect / Secretary

DV noted BG's advice that he would be stepping down as Secretary at the end of this term but will seek renomination at the end of the term. BG advised the BOD would be emailed requesting expressions of interest in the President Elect and Secretary positions. Expressions of interest should be advised within 14 days. Should there be any contested nominations, an election would be held amongst the BOD. If not contested, the nomination would be sent to the Executive for approval, and the BOD advised once approved.

11.2. 2024 Directors for re-election: Zsolt Balogh, Ben Gardiner, Michael Handy, Belinda Gabbe, Melissa Webb

BG advised a call for nominations would be sent to members and expiring directors would need to advise if they wished to re-nominate. Should more nominations be received than positions available, an election would be held. BG noted that any BOD member was able to resign at any time, regardless of their term expiry.

12. Committees (reports)

12.1. Committee ToR Reference Document

DV noted a template ToR document was included in the meeting papers. Each Committee's ToR was required to be ratified by the BOD and would then be placed on the website.

12.2. Membership/Communication/Collaboration Committee (MH)

MH noted the inclusion of publications under the Committee and advised the ToR was in progress.

12.3. Conference Committee (GC)

- ANZTS 2024 Brisbane Update

HJ provided an update and noted:

- Challenge with the Scientific Committee as TAS support has not been available at the meeting times
- Program was developing and would have up to 5 plenaries
- 11 abstracts were received to date
- Multidisciplinary Trauma Forum pre-conference workshop would be on the Thursday
- Transfusion workshop would be a half-day workshop on the Thursday
- ANZAST requested ANZTS host the difficult decision making workshop
- Heidi Hotz was confirmed as the Keynote speaker
- Registration was due to open before EOFY
- Sponsorship was on track and progressing well

DV queried the progress of the Gordon Trinca speaker selection. HJ advised it was on the agenda for the next Organising Committee Meeting.

DV requested an update on the ANZTS Awards. HJ advised it was due to be sent. It was requested that TAS adjust the timeline to allow 4 weeks for nominations and urgently send to the membership.

- World Trauma Conference Las Vegas in September 2024
HJ advised that some accepted BOD members were sent an email and noted the email had incorrect information relating to the topics that were proposed. HJ has advised them of the error and was awaiting response.

12.4. Finance and Governance (MW)

- Finance and governance ToR – for approval
MW spoke to the ToR and highlighted that the Committee was only to include BOD members and not general members.
The BOD unanimously approved the ToR. MW advised it would be uploaded to the website.

12.5. Best Practice Committee (MN/HJ)

- Research, Education, Registry, Survivorship, Publications
HJ noted the breakdown of groups was discussed. AM was the lead for Registry and BGA for Research. HJ and MN due to meet on 18 June. HJ advised the ToR was near completion. The Committee would liaise with the Chair of the other Committees to collaborate on direction. MN added it was a large portfolio and would work well to have the membership be a reasonable part of activities.

13. Correspondence

13.1. Inward

- Strategic Plan
- Financial Delegation Policy

13.2. Outgoing

- WTC Accommodation
Noted.

14. Business without notice

14.1. ANZTQIP Funding

BG advised ANZTQIP had no funding and minimal volunteers and proposed ANZTS provide up to \$25,000 seed funding.

KQ, HJ, DC declared a conflict of interest.

The BOD discussed the proposition and expressed concern at the large amount requested. BOD agreed a detailed funding proposal was required outlining how the funds would be utilised. BG to discuss with ANZTQIP. It was also suggested that ANZTS could support through non-monetary activities and a staged or part funding could be considered.

14.2. TOPIC

HJ displayed and spoke to the 2024 TOPIC Course plan and budget. HJ noted the MoU was sent and that ANZTS requested overarching governance to which STN declined as it was done conference by conference. HJ proposed that the faculty session be held on the Tuesday, and participant session on the Wednesday before the conference. It would be hosted by QLD Trauma Group with no cost for venue hire. 18 face to face registrants were required to breakeven, or 6 online.

The BOD raised questions and HJ confirmed:

- Enrolments were not exclusive and were open to clinicians on the floor
- It would be run by ANZTS through an online form on the website. Funds would also be received by ANZTS



- The course could not be brought in house with the current agreement but could be considered by future Boards. A new MoU is applied for each year
- Enrolments were open to the entire trauma community, not just ANZTS members or conference attendees

HJ moved to proceed with the TOPIC Course once the MoU was returned. MW approved provided it would be run cost neutral (participant numbers to be confirmed 1 month out from conference date as per proposal included in meeting papers). MN seconded. No objections noted.

14.3. Standard responses to requests

HJ noted the Paediatric Trauma Society had a structure of the types of requests they would/would not support and suggested that ANZTS develop coordinated responses to requests. It was agreed that the Best Practice Committee would develop this and provide an update.

15. Adjournment

2024 Board Meeting Dates

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

The meeting was closed at 4.47PM AEST.

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	
11.1	BG to email the BOD requesting expressions of interest in the President Elect and Secretary positions.	BOD	BG	
14.1	BG to liaise with AUSTQIP regarding a detailed funding proposal outlining how the funds would be utilised	BOD	BG	
14.3	Best Practice Committee to develop standard responses to requests	BOD	MN/HJ	

Appendix B – Board Meeting Attendance 2023/24

	Nov 23	Feb 24	22 April	May 24	Aug 24
Dinesh Varma (Chair) (DV)	Y	Y	Y	Y	
Helen Jowett (HJ)	Y	Y	Y	Y	
Melissa Webb (MW)	Y	Y	Y	Y	
Ben Gardiner (BG)	Y	Y	Y	Y	
Belinda Gabbe (BGa)	Y	Y	X	Y	
Savitha Bhagvan (SB)	Y	Y	X	Y	
Annelise Gluer (AG)	Y	Y	X	Y – joined at 3.25pm	
Michael Handy (MH)	Y	Y	Y	Y	
Adam Mahoney (AM)	X	Y	Y – left at 6.03PM	Apology	
Grant Christey (GC)	Y	Y	Y	X	
Sarah Adams (SA)	X	Y	Y	X	
Zsolt Balogh (ZB)	X	X	X	Y	
Kat Quick (KQ)	Y	Y	Y – left at 6.01PM	Y	
Michael Noonan (MN)	Y	Y	Y	Y	
Don Campbell (DC)	Y	Y	Y	Y	