

**Australian and New Zealand Trauma Society**

Board Meeting held via Teams on

Tuesday, 27 August 2024

14:30-16:30 - AEST

16:30-18:30 – NZST

**MINUTES**

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

The Chair opened the meeting at 2.32pm AEST, and noted the apologies (Appendix B). It was agreed to add the Microsoft Teams link to the agenda moving forward for ease of access.

**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 28 May 2024 be accepted as a true and accurate record of the meeting.*

Proposed: MH

Seconded: KQ

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

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

The EOFY 2024 and July financial reports were tabled and MW provided the following update:

- The transfer of conference funds to the cash reserve
- Revenue for FY2024 was \$417,000 which exceeded the \$250,000 threshold set by ASIC for a small company limited by guarantee. As such, it was a mandatory requirement for ANZTS to hold an audit or a financial review. The Executive reviewed the quotes tabled by the auditor, Tinworth, and agreed to hold a financial review and sought endorsement from the Board for the cost of approximately \$3000.

**Motion:** That the Board approve to proceed with the financial review with Tinworth accountants

Moved: DV

Seconded: AG

Carried

MW and TAS to contact Tinworth and proceed with the financial review.

## 6. TAS Management Report

### 6.1. Proposed New Members

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

TAS provided an update on key activities during June to July and the following was highlighted:

- The main activity was general membership support and following up failed payments
- TAS was working with the Secretary in the lead up to the AGM including the call for nominations
- Correspondence was forwarded to the Executive
- New members were noted

The Board were advised of the clawback clause within the TAS contract which allowed TAS to invoice up to the maximum cap within the year to cover for months in which TAS exceeded the monthly max cap.

AM joined at 2.43pm

## 7. Risk Register

There were no changes to the risk register noted. It was agreed this should remain an ongoing action item however be reviewed at the next meeting to ensure that this was updated for 2025.

## 8. BUSINESS ARISING

## 9. Awards (HJ)

### 9.1. Panel Recommendations

HJ tabled the Awards Panel recommendations and noted that only one nomination was received for Trauma Champion, and that the nominator may have misinterpreted the criteria for this award. The Board discussed whether Trauma Champion should be renamed or be removed from the general awards to avoid future confusion. Whilst this award was historically awarded to retired members or those no longer active in the industry, the criteria currently noted 'current or past ANZTS members'. Therefore, the Board agreed that the candidate was eligible to receive Trauma Champion. It was acknowledged that further work was required to establish clarity on the award processes and categories. DV moved to accept the recommendations of the Awards Panel. Carried unanimously.

The Board discussed the lack of nominations and the optics of many of the award winners being from the same institution. HJ and DV to consider how best to communicate and announce this. Additionally, the Awards Panel were considering ways to promote the award and encourage more nominees, such as keeping the nomination form open throughout the year, regular announcements in Trauma Talk, advertising on non-ANZTS platforms or publications, or incentivising nominators by offering free membership.

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.

It was also proposed that a citation be requested from each recipient to demonstrate the depth of their contributions to trauma.

Thanks was extended to HJ and the Awards Panel.

## **10. Committees (reports)**

### **10.1. Committee ToR Ratification (MN, HC, MH)**

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

The Membership TOR was tabled and MH highlighted the key objectives. It was agreed that representation from New Zealand should be included in the ToRs to ensure there was inclusivity. The proposed statement was "We aim to encourage the involvement of trauma specialists of all craft groups and across Australia and New Zealand". All the Committee Chairs were requested to add this to their ToR.

DV moved that the Board accept the Membership/Communication/Collaboration Committee Terms of Reference, subject to the inclusion of the proposed statement for New Zealand representation. Carried.

The Board discussed whether Survivorship should be part of the Membership/Communication/Collaboration Committee however it was agreed that it was appropriate it remain part of Best Practice as a core aspect of trauma care.

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

GC provided the updates to the Conference Committee ToR, and noted that members of the Committee were expected to be active and engaged, especially in the six months in the lead up to the conference.

DV moved that the Board accept the Conference Committee Terms of Reference, subject to the inclusion of the proposed statement for New Zealand representation. Carried.

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

DV advised that the Executive intended to combine the Finance and Governance Committee, which currently consisted of MW, SA and BG. There were still some gaps in finance and governance to be finalised.

### **10.5. Best Practice Committee (MN/HJ)**

The ToR addressed registry data, research and education, and will include the representation statement. The Board agreed that the term Survivorship did not need to be specifically named in acknowledgement that it was part of the continuum of trauma care.

DV moved that the Board accept the Best Practice Committee Terms of Reference, subject to the inclusion of the proposed statement for New Zealand representation. Carried.

## 10.6. Governance (SA)

None

HJ queried limiting the size of Committee membership; it was noted that it was the decision of the Committee Chairs to ensure the Committees remained functional and could propose an endorsement by the Board to increase numbers if required in future.

The Board discussed the timeline and process to encourage new membership to the Committees. The deadline was to have the TORs finalised by the AGM to align with the Director commencement date. It was agreed that all Chairs were to send their finalised ToRs to TAS by end of the week, with a one-liner synopsis. The Secretary will then internally email the Board to invite membership, after which time an EOI will be extended to the wider membership. It was suggested that EOIs be received via an online website form; BG to liaise with BSO to set up form.

It was also proposed that the Committee membership be promoted at the conference. It was noted that some members previously volunteered to join prior to the changes to the ToR and should be given the opportunity to join.

The Board held a robust discussion about whether it was appropriate to invite a consumer representative to the Best Practice Committee, or even the Board. It was noted that ANZTS was there to support members not the patients with no direct mandate to provide patient care. It was agreed this would require further discussion a review of the landscapes and needs of the Society and its members.

## 11. Other Business

### 11.1. TOPIC Course (HJ)

HJ provided an update on the course development and advised the MOU with STN was signed. Heidi Holtz agreed to support the development of the course and be an instructor. They were hoping to have 30 delegates attend. HJ outlined the plan for the course release and development of an ANZTS framework.

The Board thanked HJ for her work to date putting the course together. It was noted that ANZTS will need to be mindful of the content and terminology, and that course content was suitable for both countries.

### 11.2. ANZ Trauma Nursing Pathway (HJ)

HJ advised she was in the process of encouraging attendance to the 2024 Nursing Pathway, however there were some competing conferences at the same time. There will be a meeting in September to discuss this further.

### 11.3 ANZTS 2024 Brisbane Update

GC provided an update on conference planning and highlighted:

- Planning was going well; there were some delays on actions by TAS due to competing priorities. The majority of work was completed
- The sponsorship target was exceeded by \$15,000 and now at approximately \$60,000; the Committee were hoping to achieve a surplus
- There were 180 registrations to date, and 125 abstract submissions

- There were three pre-conference workshops, all of which were booked out
- The proximity to the National Trauma Symposium in New Zealand and World Trauma Conference may result in some delegates having to choose between the events; there may need to be consideration of the dates in future to encourage attendance from both countries

#### 11.4 World Trauma Conference Las Vegas in September 2024

There was general confusion by the organisers between ANZ, ANZCTR and ANZTS which took significant communication to fix. ANZTS does not have formal representation however there were three ANZTS members presenting. With 2000 trauma specialists attending, it was noted this was a good opportunity for ANZTS in the future, especially as a multidisciplinary society.

#### 11.5 Past President's Council (HJ)

Not discussed

### 12 BOD Appointment Process 2024 (BG)

#### 12.1 Change of Bylaw

**MOTION:** That the ANZTS Bylaw for Board Function and Structure is amended to remove clause 5.1 which currently states “ 5.1. These roles are voted on by the members of the Board, immediately after the Annual General Meeting.” This in effect will allow flexibility on the timing of the election of the Board Executive.

BG provided the background on the bylaws and advised that removing the timing of the vote for office-bearer roles will provide greater freedom to the Board to elect the positions as required. It was moved the change be accepted and the Board were unanimous in approval. Carried.

#### 12.2 President Election update

BG advised that there were three nominations for President Elect and after the internal Board vote, there were two candidates with a tied vote. The bylaws did not address how the vote for office-bearers should be conducted or the process should there be a tie. The Board discussed how best to make the vote equitable and transparent in the absence of a process and considered whether there should be a second vote between the two candidates, or to re-issue the vote using the preferential system.

HJ and AG sought clarification of the process of contesting elections, and in particular whether or not it was deemed acceptable and permissible to canvas votes on behalf of a candidate. AM raised the possibility of having a free and frank discussion between Board members considering nominating for a position, and that this could take place within a Board meeting rather than being limited to a 250 word spiel. AM also queried whether it was necessary to keep the nomination process confidential, as it is possible that with prior knowledge of who was considering running for a position, some candidates might drop out pre-election in favour of a different candidate.

The Board made the following recommendations:

- A second round of vote for all three nominations be held based on the preferential voting system. All Board members would be encouraged and expected to vote
- BG would vote first. It was noted that TAS has access to view the outcome and was in place to guarantee the integrity of the vote

It was agreed that the Bylaws would need to be included in the process for future Executive Position elections. BG to provide a clause to be inserted in the Bylaws.

MW left the meeting at 4.35pm

AG left the meeting at 4.36pm

### 12.3 BoD Election

A call for nominations was sent to the general membership for the Board of Directors.

### 12.4 Acceptance of resignation from Board effective at the 2024 AGM, Don Campbell & Sarah Adams.

DV advised the Board of DC and SA's intention to resign at the AGM 2024.

DV thanked SA and DC for their contribution and wished them the best for future endeavours. The vacancies were opened in alignment with the current call for nominations.

DV advised that BG will not re-nominate as Secretary. As such, it was announced that KQ nominated and was successfully appointed to act as Secretary. BG will remain on the Governance and Finance Committee and will support KQ in the handover.

MH left meeting at 4.43pm

## 13 Correspondence

### 13.1 Inward

Correspondence was noted.

### 13.2 Outgoing

Correspondence was noted.

## 14 Business without notice

It was suggested that the meeting frequency be increased to keep meetings to time and to progress actions. It was noted there would be an extra cost for TAS to assist. The Board were supportive of holding six meetings per year. This will be tabled in the 2025 calendar.

SA sought feedback on how to action the boxes of documentation picked up from the TAS office. The Board noted this was a bigger conversation on the process for archiving Society files and that a working group may need to be established to progress this.

DV spoke to BG's contributions to the Society in his role on the Board and as Director. BG was thanked for his knowledge, approachability and sound governance understanding. HJ, KQ, GC spoke to his achievements, professionalism, attention to detail, and overall Society contributions. The Board echoed these sentiments.

## 15 Adjournment

2024 Board Meeting Dates

- 25th Oct 2024 – AGM - Friday

The meeting was closed at 5pm.

## 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
14.1	BG to liaise with AUSTQIP regarding a detailed funding proposal outlining how the funds would be utilised	BOD	BG	Withdrawn
14.3	Best Practice Committee to develop standard responses to requests	BOD	MN/HJ/BG	In progress: BG added to the Responsibilities
<b>27 August Board Meeting</b>				
5	MW and TAS to contact Tinworth and proceed with the financial review	BOD	MW/TAS	Open
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	Open
10	All Committee Chairs to update ToRs with statement that addressed NZ representation and send to TAS	BOD	Committee Chairs	Open
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	Open
10	Issue a call for EOIs from the membership to join the Committee once the Board have expressed interest	BOD	BG/DV/TAS	Open
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	Open

## 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	Y
Helen Jowett (HJ)	Y	Y	Y	Y	Y
Melissa Webb (MW)	Y	Y	Y	Y	Y
Ben Gardiner (BG)	Y	Y	Y	Y	Y
Belinda Gabbe (BGa)	Y	Y	X	Y	Apology
Savitha Bhagvan (SB)	Y	Y	X	Y	Apology





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