TAC | Trauma Association of Canada
Association Canadienne de Traumatologie

ANNUAL GENERAL MEETING
MINUTES
Friday April 10, 2015
1830-1930 MountainTime

Item #	Item	Purpose of Item or Motion	Person Speaking to Item
1.0	**Call to Order & Welcome By Chair** The Annual General Meeting of the Trauma Association of Canada was offcially called to order at 1835. President, Paula Poirier reminded the audience that this AGM is about the business for the fiscal year July 1 2013-June 30, 2014 & the "stub" year we have of July 1-Dec 31, 2015 as a result of the change in our fiscal year that must be in alignment with the Not-for-Profit legislation by Corporations Canada.	**Call to Order**	Paula Poirier
1.1	**Introductions** • **BOD-Governance Organzational Structure (Attachment 1)** The Board of Directors was introduced and the governance chart with Director portfolios identified was shared. This is also posted on the TAC website for reference. • **Dr Ernest "Gene" Moore-Editor of Journal of Trauma and Acute Care Surgery** Paula recognized the attendance of Dr. Moore and thanked him for his past and current support of TAC through promotion of the Association in the Journal of Trauma and Acute Care Surgery. She noted he will be giving a report later in the meeting. TAC is appreciative of his long term support. • **Subgroups and Committee Chairs- (Attachment 2)** Chairs of the Subgroups of ITNC, TRISC and the various TAC Committees were introduced. Paula thanked them for their leadership, ongoing committment and assistance in the advancement of practice and promotion of TAC in the work they do on a voluntary basis. • **Introduction of TAC Executive Director**-Kate Mahon was introduced.	**Introduction**	Paula Poirier
1.2	**Rules of Order for Meeting** The audience was informed that the business of the Association is officially conducted according to Robert's Rules of Order 11th Edition. A brief overview of some key rules of order to run the meeting smoothly was provided by Paula Poirier	**Information**	Paula Poirier

1.3	**Confirmation of Proper Notice and Sufficient Quorum** Dr Hameed informed the Assembly that notice of this Annual General Meeting was sent by email to all TAC Members and Affiliates 30 days prior to today as well posted on the TAC website and circulated in the E-newsletter. The ability to submit Proxy votes was offered. We have received none. He confirmed that there are a sufficient number of TAC voting members present to confirm we have a quorum for this meeting according to General Operating Bylaw No. 1.	**Information**	Dr Hameed
2.0	**Unfinished Business**		
2.1	**Minutes of AGM of April 10, 2014 (Attachment 3)** The minutes of the Annual General meeting have been posted on the TAC website since last summer for public viewing. There were no corrections to these minutes.	Approval **Minutes of April 10, 2014 were approved as circulated**	Dr Hameed
3.0	**Reports of the Board of Directors** ***(Paula informed the Assembly that in the interest of time, each Director would provide their report and she would then ask for a motion after all were read to accept the reports).***		
3.1	**Secretary's Report** As of today there are 282 TAC Members or Affiliates. President Paula Poirier will provide a more comprehensive overview of the membership profile in her President's Address tomorrow.	Approval	Dr Hameed
3.2	**Treasurer's Report** Since July 1, 2014 the Board has developed and approved two separate budgets: 1. Called the Operating Budget of TAC- this budget is about the day to day operational expenses of the Association and the membership and other non-conference sources of revenue we may collect from time to time. The Board works within the approved budget for all decisions with financial implications and the budget is not allowed to be in a deficit situation. 2. Conference Budget- There is now a separate bank account that tracks both the revenue and expenses of our annual Conference so we have a better idea of the cost of running the conference each year. Again there is an approved conference budget and the Planning Committee must work within the parameters set by the Board to reach a targeted profit. Membership revenue generates approximately $35,000 each year so in no way would support the work of the Association if this was our only source of revenue. The conference is currently our only major source of revenue		Tracey Taulu

	generation to achieve a profit that enables us to run TAC. Sponsorship through our Exhibitors is therefore very important and we encourage you to visit their booths to thank them for their generosity. We have also created Policies around financial decision making to help guide the Board and provide consistency year to year. With the move of the TAC office from Calgary to Halifax, the transition of the bank accounts, establishment of new accounting practices, the adoption of a new fiscal (calendar) year and the appointment of new Auditors there has been a lot of work to review the books for the firm of Collins & Barrow. They informed us they are unable to provide us with the final audited statement at this time. We will share this with Members and Affiliates when the final audited information is available. • **Appointment of Auditors for Jan 1-Dec 31, 2015** Tracey made the following motion: **"*To appoint the firm of Collins & Barrow Chartered Accounts from Dartmouth Nova Scotia as the Auditors for the fiscal year ending Dec 31, 2015."***	**Motion: (Tracey Taulu)** "*To appoint the firm of Collins & Barrow Chartered Accounts from Dartmouth Nova Scotia as the Auditors for the fiscal year ending Dec 31, 2015."* **Seconder: (Julio Kevin from Montreal**) **In Favour:** All **Opposed:** None **Abstained:** None ***The motion is carried.***		
3.3	**Website Development** • **Review of Changes in Last Year & Plans for the Future** Over the past year many aspects of the TAC website have been reviewed and updated. The Wild Apricot software we use serves us well at the present time but in order to grow and serve our members better there are plans to develop a survey to seek your input on what you would like to see for	**Information**	Dr Morad Hameed	

	changes in the future.			
3.4	**Accreditation** During 2013-14, TAC continued to partner with Accreditation Canada around the release of the new Trauma Distinction program in the Fall of 2014. We will continue to be actively engaged with them to strengthen our partnership. The symposium held in conjunction with this conference was attended by 52 people and was well received.	**Information**	Dr John Tallon	
3.5	**Scientific Program** Dr Tremblay thanked all who had submitted abstracts. There was a record number of submissions and the quality continues to be outstanding. More than than 1/3 of our presentations are non-MD presentations and spoke highly of the interdisciplinary nature of the programming and of TAC's membership. There were 72 poster boards (almost double the amount from 2014) and 36 Open Papers selected for presentation at this year's conference.	**Information**	Dr Lorraine Tremblay	
3.6	**Injury Prevention/Advocacy/W.H.O. Liaison** • **Global Alliance For Care of Injured (GACI)** TAC submitted a letter to W.H.O. to become a member of the Global Alliance for Care of the Injured and although not selected, we will be continuing to forge this relationship with WHO in the year ahead. There are some projects that we will be working on. There will be further updates as available on the website • **Injury Prevention Activities-Road Safety Initiative-**TAC is looking at participating in the Canadian National Road Safety Initiative happening in May each year. **Parachute Canada-** Looking at developing a formal relationship with this group through the development of a MOU. **Economic Burden of Injury Report-** report will be released in June and TAC will be promoting that release	**Information**	Dr Neil Merritt Joanne Banfield	
3.7	**SubGroup(s) Liaison for ITNC & TRISC** Continuing to meet with these groups to strengthen the connection with the Board and support their activities.		Dr Neil Merritt Joanne Banfield	
3.8	**Revenue Generation** Assessing how we can make TAC a bit more structured in terms of revenue generation as membership dues only support a third of the operating expenses which is why we rely on the conference as the major source of funds to support our activities. We are looking at how we can augment revenue generation to keep our membership dues reasonable for members.		Dr Tarek Razek	

	Over the past year the Board did a number of environmental scans to look at how TAC compared to other Associations in terms of Membership Dues and Conference registration fees. The Board recognizes that although no increase in membership dues is ever welcomed, that TAC was well below what other similar organizations charge for membership dues. With the adoption of the new bylaws and clarity around the definition of "Member" and "Affiliate," a new TAC policy was approved around the definitions. Membership dues were raised on November 1, 2014 and we introduced an "anytime join" option to encourage new members to join throughout the year rather than only in January. We will monitor the impact this may have on our membership numbers over the coming year. Conference fees were held at the same rates as the previous several years except that GST was a requirement to be collected and has been implemented from this year going forward. The Board continues will continue to actively look for ways of increasing our revenue that are non-dues related. We welcome any ideas from members.			
3.9	**Canadian Surgical Forum (Annual Meeting of CAGS)** Was held in Vancouver in Sept 2014. This is TAC'S Annual participation in the Royal College Surgical Forum including an excellent Resident Paper Competition and TAC Symposium. It was well attended.		Dr Sandro Rizoli	
3.10	**Nominations** The new Board of Directors was recruited in 2014 and began their term of office under the new governance structure at last year's conference in Montreal for a two year term. As a result there are no Nominations to present this year as all Board members are still within their terms of office. The Board will be discussing succession planning at the September 2015 meeting in order to ensure a smooth and staggered transition of Directors over the next two years as well as looking at a new proposal for a Nominations process for any Board vacancies.		Dr Sandro Rizoli	
3.11	**President's Report** Paula informed the Assembly that she will be giving her report as part of the President's address tomorrow at the conference. A copy of this will be provided as part of these minutes.			
3.12	**Committee Reports** Committees were asked to submit reports to be published in an Annual Report and future e-newsletter. Tarek encouraged members present to consider joining some of the committees to provide the pan-Canadian perspective that is so needed and what makes TAC unique from other professional associations.			

3.13	**SubGroup Reports** ITNC & TRISC reports to be published in an Annual Report and e-newsletter		
3.14	**Motion to Approve the Reports** Paula asked if there were any questions to any of the Directors on the reports provided. There were none. A motion was asked to accept the reports as provided.	**Motion: (Dianne Dyer from Calgary)** "*I move that the reports of the Board of Directors, SubGroups and Committees be approved as provided."* **Seconder: (Nasira Lakha from Vancouver)** **In Favour:** All **Opposed:** None Abstained: None ***The motion is carried***	
4.0	**NEW BUSINESS**		
4.1	**Report from the Editor of the Journal of Trauma and Acute Care Surgery** Dr Moore provided his report. His PowerPoint Presentation will be entered as part of these minutes.	Information	Dr Gene Moore
4.2	**Profit Report for Montreal 2014 Conference** Tarek thanked TAC for being able to host the conference in Montreal and felt it stimulated participation of our Quebec colleagues with TAC. He thanked his Co-Chair Nancy Tze. • Report on delegate Numbers = There were 302 delegates • Profit Margin Achieved = $42,080.46	Information	Dr Tarek Razek
4.3	**Preliminary Report on Calgary 2015** • **# Delegates-**295 including 35 speakers • **Sponsorship Revenue:** 11 Exhibitors for $55,050.00	Information	Kate Mahon for Dr Kirkpatrick and Ms Chris Vis
4.4	**Trauma 2016-Halifax May 6-7, 2016 (Pre-conference day May 5)** • **Venue-** World Trade and Convention Centre in downtown Halifax • **Hotel-** to be determined as several are being considered at present • **Co-Chairs-** Dr Rob Green & Ms Susan Harnish	Information	Paula Poirier
4.5	**Open Forum** Paula invited questions from the audience in an Open Forum format. There were no questions.		
5.0	ADJOURNMENT		
5.1	**Adjournment**	Adjournment	Paula

	Paula asked if there was any other business to be conducted. Since there was no further business put forward, the meeting was adjourned at 1913 hours.		Poirier

NEXT MEETING WILL BE HELD IN CONJUNCTION WITH THE Trauma 2016 Annual Scientific Meeting and Conference in Halifax on May 6, 2015.