TAC | Trauma Association of Canada
Association Canadienne de Traumatologie

ANNUAL GENERAL MEETING MINUTES
Thursday February 22, 2018
1235-1325 Eastern Time
Hilton Toronto, Toronto I & II Ballroom

Item #	Item	Purpose of Item	Person Speaking to Item
1.0	**Call to Order & Welcome By Chair** The meeting was called to order by President, Dr Natalie Yanchar at 1236. She welcomed everyone to the meeting and thanked them for their interest in the business of the Association	**Call to Order**	Dr Natalie Yanchar
1.1	**Introductions** • **Board of Directors-** The current members of the Board of Directors provided self-introductions: Dr Natalie Yanchar (President), Dr Lorraine Tremblay (President-Elect), Dr Tarek Razek, Catherine Jones, Sherry MacGillivray, Dr Kelly Vogt, Dr Jagadish Rao, Dr Neil Merritt, Paula Poirier (Past President), Dr John Tallon, Dr Alun Ackery, Amanda McFarlan • **Dr Ernest "Gene" Moore-Editor of Journal of Trauma and Acute Care Surgery-** Dr Moore was in the audience and recognized for his ongoing support of TAC through his work with the Journal and for taking the time each year to attend TAC from his home in Denver, Colorado to share his annual report for the Journal of Trauma and Acute Care Surgery. • **Subgroups and Committee Chairs-** The following Presidents of the TAC SubGroups and Chairs of Committees were introduced to the membership. Dr Yanchar ackknowledged that the work that is done by these groups and committees is what TAC is all about and she thanked them for their volunteer contributions throughout the year and their commitment to improve trauma care through the work of their groups and committees. Subgroups: TRISC- President, Deanna Fong ITNC- President, Theresa Pasquotti Committee Chairs: Injury Prevention & Advocacy- Zahra Hussein & Brandon Batey Provincial/Regional Trauma Directors- Dr David Evans TAC Performance Improvement Committee- Amanda McFarlan Pediatric Committee- Dr Ash Singhal & Lianne Boisvert Global Issues & Disaster Preparedness- Dr Tarek Razek Research Committee- Dr Neil Parry (not present) ATLS Coordinators Committee- Lucy Rebelo (not present) Acknowledge and thank them for their leadership and contributions that they make through the work of these committees • **TAC Executive Director-Kate Mahon-**was thanked for her ongoing work in running the day to day operations of TAC from the office in Halifax **and for**	**Introductions**	Dr Natalie Yanchar

	her work in support of the Annual conference each year.		
1.2	**Rules of Order for Meeting (Robert's Rules)** Dr Yanchar reminded the audience that TAC utilizes Roberts Rules of Order in conducting the business of the meeting. There is one item that requires a vote today and she will be asking eligible voting Members to raise your hand when the vote is called so it may be counted and recorded for the minutes. Kate will be monitoring any points of order to ensure compliance.	**Information**	Dr Natalie Yanchar
1.3	**Confirmation of Proper Notice and Sufficient Quorum** Dr Yanchar called upon Dr Tremblay to confirm that we have given proper notice of the meeting and that we have a sufficient quorum present to conduct the business of the meeting. Dr Tremblay: *"Madame President, I would like to inform 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 NOT received any proxy votes."* *I also wish to inform the Assembly 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."*	**Confirmation of Proper Notice**	Dr Natalie Yanchar Dr Lorraine Tremblay
2.0	**Unfinished Business**		
2.1	**Minutes of AGM of February 24, 2017 (posted on website)** The Assembly was advised that the minutes of the 2017 meeting are posted on the website and a copy is always available from the TAC office if you wish to have your own copy. Dr Yanchar asked if there were any corrections or objections- there were none. She proceeded to approve the minutes without objection as circulated.	**Approval** Without objection the Minutes of Feb 24, 2017 AGM were approved as circulated.	Dr Natalie Yanchar
3.0	**Reports of the Board of Directors** **(Approval will be called for after all reports have been given)**	Approval	
3.1	**Nominations Report-**Dr Yanchar called upon Paula Poirier to provide the Nominations report for the past year. Paula Poirier: *"There were two sets of nomination processes this year:* ***1) Selection of the President-Elect-*** *The Board of Directors nominates and then votes for the next President-Elect according to the established policy for this process. Dr Tarek Razek was elected.* ***2) Election to the Board of Directors of TAC****- there were 2 vacancies and 4 nominations received. This year we used an electronic voting system that gave access to 225 eligible voting members. 32% voted and I am pleased to announce that Dr Andrew Beckett from Montreal and Dr Neil Parry from London have been selected for the vacancies. I would like to thank Nasira Lakha and Dr Julien Clement for also putting their names forward.* ***3) Electronic Voting****- email was sent to all eligible voting members and this is the way we will be doing it from now on. It enables everyone to have a vote and eliminates the need for the voting at the AGM."*		Paula Poirier

3.2	**Financial Report** Dr Yanchar called upon Kate Mahon & Catherine Jones (Treasurer) to give a brief overview of the finanicial operations of the Association over the past year. Kate provided a quick explanation on the two separate budgets developed (one for the day to day operations of the Association based on a fiscal year and a second one (that will be reported on separately below) for the running of the annual conference (that overlaps fiscal years). • **Operating Budget for Fiscal Year 2017**- each year the Board of Directors approves an annual operating budget that runs the day to day business of the Association. TAC uses an external Accounting Firm, Cambridge Financial of Halifax to provide third party oversight of the transactional business of the Association and to ensure compliance with all accounting principles and standards. (The budget sheet for 2017 was shared with the Assembly). The budget is monitored by the BOD at every meeting and a variance analysis is prepared at year end by the Executive Director and Treasurer. We are happy to report that we have been able to live within the designated operating funds for 2017. • **Audited Financial Statement for year ending Dec 31, 2017-**The appointed TAC Auditors for 2017 were Collins Barrow from Dartmouth Nova Scotia. The Board of Directors reviewed the audited financial statements with a Senior partner of Collins Barrow earlier this week and the approved Auditor's report was briefly reviewed with the Assembly. (A copy of the report is available from the TAC office if any Member would like to review after this meeting). We are pleased to report that the Auditors have expressed *" In our opinion, the financial statements present fairly, in all material respects, the financial position of Trauma Association of Canada as at December 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations."* We are pleased to report that the Auditors expressed confidence in the running of the financial affairs and operations of the Association with minimal recommendations. • **Appointment of Auditors for Jan 1-Dec 31, 2018** Dr Yanchar called upon Dr Lorraine Yanchar (for Catherine Jones who has laryngitis) to make a motion to appoint the Auditors for the fiscal year 2018.	**Motion:** (Dr Tremblay)- "I move to appoint the firm of Collins Barrow of Dartmouth, NS as the Auditors for the fiscal year 2018" **Seconder:** (Dr Engels) **In Favour:** All **Abstain:** None ***Motion is carried***	Kate Mahon Catherine Jones
3.3	**Accreditation Update (Trauma Distinction Program)** Dr Yanchar reported that discussions are ongoing between Accreditation Canada and a subgroup from the Board of Directors as we gain some more experience and feedback about the uptake of the product in Canada.		Dr Natalie Yanchar
3.4	**Scientific Program for 2018-**We received a total of 113 Abstracts submitted for consideration. Of these, 76 were from Canada, 16 were from the USA, and 21 International. After review, and after receiving confirmation from the presenters, the final scientific program included 49 oral presentations and 38 posters. A full report will be received by the Board of Directors from the Scientific Program Chair, Dr Paul Engels at a later date. The Board would like to thank Dr Engels for his excellent oversight and management of the Scientific Program portion of the Conference.		Dr Lorraine Tremblay
3.5	**Injury Prevention & Advocacy Committee-**This is a very active Committee co-chaired by Zahra Hussein from Vancouver and Jane Edwards from London. It meet regularly thoughtout the year by teleconference. The Committee continues to develop partnerships with other key organizations such as Parachute and regularly develops key messages, media advisories and tweets for such things as National		Dr Neil Merritt

	Road Safety Day, World Trauma Day, National Injury Prevention Day to name some.			
3.6	**International Issues/Disasters-** The committee is chaired by Dr Tarek Razek and meets once a year with usually over 30-40 people who show up to discuss global issues.		Dr Tarek Razek	
3.7	**TRISC –** The committee is chaired by Deanna Fong from Vancouver. It has 37 members and 6 Executive. It met eleven (11) times over the past year. This group has planned an excellent pre-conference day focusing on Registrar education and showcasing of Registrar work. The results of coding exercises from the pre-conference days are posted to the TAC site for reference by members. TRISC members are active participants in the TACPIC group, reviewing the new TAC website content and participating in main conference planning. The group has been working to standardize the TRISC abstract award process and harmonize their abstract award processes with the ITNC group. The TRISC executive has continued to update and maintain the National Trauma Registry Listing, found on the TRISC Documents page of the website. The TRISC Forum continues to be used by the membership to communicate about systems and processes and to ask questions at a national level		Amanda McFarlan	
3.8	**TAC Performance Improvement Committee-** The committee is chaired by Amanda McFarlan and Jaimini Thakore. It has approximately 35 members from across Canada. It met four (4) times in the last year. TACPIC aligns well with TAC objectives. We are working to improve the quality of injury care through developing a better understanding of pan Canadian trauma data and benchmarking. This data enables us to better understand, maintain and update trauma standards and create awareness of best practices across the country. TCAPIC committee members have actively participated in the ongoing refinement of the Trauma Distinction accreditation program work. We are working to develop PI education resources for members at the local, regional and national level. Following last year's TAC meeting a group of over 35 TAC members with an interest in performance improvement met formally via teleconference to determine what PI activities would best fall under the TAC umbrella. We sent out a broad open call for membership. We developed our terms of reference; our stated purpose is to provide national leadership in the area of trauma quality improvement and by doing so reduce death and disability following major trauma. We began by collating an inventory of current national performance improvement indicators (System and Site) via a cross Canada survey of TAC members that includes details on Provincial System elements and structures, Hospitals volumes and Levels, Pre-hospital and Rehabilitation partnerships, Network configurations, Registry configurations and inclusion and exclusion criteria, Hospital levels and PI indicators currently in use (at the Provincial, Regional and Hospital levels). This data is available to members on the TAC website. We then decided as a TACPIC group to create 4 sub-groups to look at the following 4 broad areas: 1) Development of a Canadian Trauma Performance Improvement Resource Guidebook (Amanda McFarlan) 2) Systems Indicators (Jaimini Thakore, Mathieu Lebreton) 3) Time to transport (Barb Klassen, Angela Coates) 4) Accreditation Canada (Nasira Lakha)		Amanda McFarlan	

	Each subgroup met and decided they wanted to survey the membership on these areas, so we developed a comprehensive survey and sent it out to our membership. The TACPIC sub-groups developed questions for the survey related to PI guidebook content, system indicators, time to transport and Accreditation Canada. We used the newly secured survey company and distributed the survey in November 2017, it closed January 31st. The TACPIC group is meeting at TAC 2018 to review the survey results. We will also discuss benchmarking and review TQIP Canadian data from the 5 current TQIP sites. The TQIP sites have agreed to share de-identified data so we have some sense of how we compare across Canadian sites and how the data may inform future Canadian Collaborative PI work. We have worked closely with the TAC Accreditation Canada (AC) Group to inform the discussions that the TAC BOD and AC have undertaken.			
3.9	**Geriatrics-**This group is chaired by Theresa Pasquotti. It has 22 members. This group sent a survey out to our sites to gauge current GT practices we have over 35 surveys now from Level 1-3 trauma centers English and 10 in French every province except one has responded. This info has been analyzed and will be shared at the TAC 2018 pre-conference ITNC day.		Amanda McFarlan	
3.10	**ITNC-**The Interdisciplinary Trauma Network of Canada (ITNC) is a community sub-group within TAC that is very active in linking trauma colleagues across Canada with a goal to share information, best practices and trauma team successes with each other. It is about making connections with other professionals who care for trauma patients. It makes regularly by teleconference throughout the year and F2F for a full day in conjunction with a very successful pre-conference day yesterday with presentations, speakers and awards. The Chair of the Committee will submit their full report to the TAC office.		Sherry sMacGillivray	
3.11	**Pediatrics-** The committee Co-Chairs are currently Dr Ash Singhal who will be handing over to Dr Karen Bailey later in the year and Liane Boisvert who has taken over from Kerry-Lynn Whyte. This committee meets several times through the year by teleconference and F2F at this year's meeting. The committee was heavily involved in advocacy efforts around falls from windows with children and have received 7 letters of support to change the national building codes for windows. A survey for drug and alcohol screening is being discussed to establish interest in participation in SBIRT TAC Canadian wide initiative and to establish the TAC Pediatric Committee as the platform for further work. Future topics for focus of the committee include: outcome assessments, Pediatric performance indicators, sharing of provincial guidelines with a goal to develop a common set of national pediatric indicators (to be housed in Members only section of the TAC website).		Sherry MacGillivray	
3.12	**Website & Social Media-**Dr Ackery announced the launch of the new TAC website in the past week that will provide a much more robust and flexible platform to develop content. A new member data base is also part of this change. The website will evolve over the coming months and we hope to create a home for TAC on-line that is user friendly for members and allows us to offer things we have not been able to previously.		Dr Alun Ackery	
3.13	**Education-** The plan is to embark on a new education strategy in 2018 to capitalize on the the launch of the new TAC website. A needs assessment will be sent to TAC membership in the next few weeks to identify educational needs/desires. We intend to use this information to set some priorities for what Members would like to see in terms of education. It is hoped that a monthly webinar series to cover a range of multidisciplinary trauma topics (injury prevention, pre-hospital,		Dr Kelly Vogt & Dr Jag Rao	

	resuscitation, in-hospital,rehabilitation, post trauma care etc.) in a manner that is accessible to TAC members. Provide up-to-date educational offerings from our partner oganizations accessible through the new TAC website.			
3.14	**Trauma Program Directors Committee-** This committee continues to evolve since it was started a couple years ago. The plan is to embark on a new education strategy in 2018 to captilize on the the launch of the new TAC website. A needs assessment will be sent to TAC membership in the next few weeks to identify educational needs/desires. Currently it meets once a year F2F in conjunction with the TAC conference. It has developed TOR and has been Co-Chaired by Dr David Evans and Catherine Jones from BC. Dr Julien Clement will be taking over as Chair for 2018. The purpose of the committee is to: • To establish a forum to facilitate communication, engagement and exchange of ideas among provincial and regional directors of trauma systems • To advise TAC on strategic matters such as integration, management of injury prevention and care, on a provincial level • To improve advocacy, policy development, standards development, prevention and care on a provincial/regional level. • Focus : injury management on a provincial level and governance provided by the provincial/territorial authority			
3.15	**Choosing Wisely Canada-** The work of the sub-committee of TAC in 2016-17 to identify the recommendations was submitted to Choosing Wisely Canada in early 2017. That came back requesting revisions. The work will be taken over by Dr Kelly Vogt now since Dr Tallon is leaving the Board at the conclusion of this meeting.		Dr John Tallon	
3.16	**Approval of the Director Reports 3.5-3.15** Dr Yanchar called upon the Members of the General Assembly to make a motion to approve the reports of the Directors as just provided verbally.	**Motion**: (Dr Julien Clement) " I move to approve the Director Reports as provided verbally at this meeting." **Seconder:** Dr Mary van Wijngaarden-Stephens **In Favour**: All **Abstain:** None ***The motion is carried***		
3.16	**Sub-Group & Committee Reports -** Dr Yanchar informed the Assembly that in the interest of time at this AGM we have asked the Chairs of each TAC Committee or Group to submit a report to the TAC office that we can publish on our new website post conference.			

4.0	NEW BUSINESS		
4.1	**Report from the Editor of the Journal of Trauma and Acute Care Surgery** Dr Yanchar invited and welcomed Dr Gene Moore Editor of the Journal of Trauma and Acute Care Surgery to the stage to provide his annual report. Dr Moore provided an overview of the # of manuscripts submitted for review and # published. He encouraged TAC members to submit. He left his full report for inclusion with the minutes.	**Information**	Dr Gene Moore
4.2	**Amendment to General Operating Bylaw No 1 related to Terms of Office for Directors-** Dr Yanchar informed the Assembly that there was 1 item that we will call for a motion and a vote by Members related to a change being proposed for the Term of Office for a Director, (currently 2 years) to be extended to 3 years. She provided the following background: In our current bylaws the Term for a Director is 2 years renewable for another 2. It has become evident from the Directors experience over the past 5 years that 2 years is not enough time to accomplish goals they have to work on within their portfolio. Therefore we are proposing that the General Operating Bylaw No 1 change to make the Term of Office for a Director to be 3 years and renewable for another 3. The proposed amendment to Article 5.05 would now read (changes highlighted): **5.05 Election of Directors and Term** a) Subject to the Articles, Directors shall be a Member in good standing and shall be elected by the Members by Ordinary Resolution at an annual meeting of Members at which an election of Directors is required. b) The terms of office of Directors shall be three (3) years or as determined by Ordinary Resolution c) If Directors are not elected at a meeting of Members, the incumbent Directors shall continue in office until their successors are elected. d) Directors shall be eligible for re-election for one (1) additional consecutive term, not including a term as President or President-Elect or Past-President. e) Upon completion of a maximum of two (2) x three (3) year terms of office, a Director must be off the Board for one (1) year before being eligible to put their name forth again for nomination. f) The Board shall establish a nominating committee and process, the details of which shall be set forth in the Operating Policies. In that event, the nominating committee will present a report to the Members for the election of Directors and such report will be prepared in accordance with the requirements of this Bylaw and the Operating Policies Dr Yanchar then invited discussion on this motion- there was none. She asked someone to make the motion to approve the highlighted changes to Article 5.05	**Approval** **Motion: (Dr David Evans)** *"I motion that the Terms of Office for a Director be changed from 2 years to 3 years as was proposed and reviewed today in the highlighted changes to Article 5.05 of General Operating Bylaw No 1"* **Seconder: (Dr Sandro Rizoli)** **In Favour**: All ***The motion is carried***	Dr Natalie Yanchar
4.3	**Profit Report for Vancouver 2017 Conference** The 2017 annual conference held in Vancouver reported a profit of $72,401.00. A copy of the variance analysis report was shared with the Assembly. There were 288 paid delegates with another 46 delegate days complimentary (for speaker concessions). The profile of delegates is as follows:	**Information**	Kate Mahon for Dr David Evans, Nasira Lakha & Dr Naissan Garraway

Profile of Delegates at Trauma 2017 in Vancouver

Delegate Type	Full Conference	1 day only	Total	% of total
MDs, Fellows/PhD-Member	52	9	61	21
MDs, Fellows/PhD-Non Member	22	23	45	16
RNs, Paramedics, Allied Health, Data Analysts-Member	63	3	66	23
RNs, Paramedics, Allied Health, Data Analysts-Non Member	53	10	63	22
Residents, Medical & Other Students-Member	20	8	28	10
Residents, Medical & Other Students-Non Member	21	4	25	8
Total:	**231**	**57**	**288**	

Summary

MDs comprise 37% of delegates

RNs/Allied Health/Paramedics, Data Analysts etc comprise 45%

Residents, Medical Students etc comprise 18%

4.4	**Preliminary Report on Toronto 2018** • **# Delegates-** at this time we are approximately 300 registered delegates. Final numbers will not be known until after the conference is complete as we do accept walk-in registrations. • **Sponsorship Revenue- $**45,440.00 (with one being a grant for $15,000 for the Research competition) was received from Exhibitors or other Sponsors. All of this money is used to support the expenses associated with putting on the education program of the conference.	**Information**	Kate Mahon
4.5	**Future Cities/Venues for TAC Meetings-** Dr Yanchar informed the Assembly of the next dates and cities for the Annual Scientific Meeting & Conference: • **2019-Calgary** Feb 28-March 1 at the Westin Calgary (Co-Chairs, Dr Yanchar, Dr Widder & Sherry MacGillivray) • **2020- Halifax** March 26-27- at the new Nova Centre Convention Centre • **2021- Vancouver** Feb 25-26 at the new JW Parq Mariott (this will be a joint conference with the Australasian Trauma Society) On behalf of the Scientific Program Chair, Dr Paul Engels, she reminded people that the deadline for abstract submission is November 1 every year.	**Information**	Natalie
4.6	**Joint ATS-TAC meeting April 21-23, 2017 in Melbourne Australia**- We had a strong presence in joint planning for the conference and we had a large contingent of attendees from TAC in Melbourne. We were welcomed and treated well by our ATS hosts. During the conference the ATS Board and the TAC BOD met to discuss further strengthening our relationship with a view to some future joint endeavours. In Vancouver in 2021 it will be the next joint meeting that we host.		Dr Natalie Yanchar
4.7	**Membership Survey**- Dr Tremblay reported that in an effort to better understand the needs of our members that there will be a number of short surveys in the form	**Information**	Dr Lorraine Tremblay

	of questionaires on different themes being distrbuted over the next year to gather input and feedback on what members value. She encouraged people to participate as the Board will use this information to determine priorities and set goals around what services Members value the most.		
4.7	**Recognition of Departing Board Members-** Dr Yanchar took the time to recognize and thank the following two Board members who are completing their terms of office at the conclusion of this AGM. **Paula Poirier-** has been a member of TAC for about 20 years; she was one of the founders of ITNC as a subgroup of TAC and she was the first RN to be President of TAC. She has participated on numerous committees and working groups of TAC and lent her leadership wisdom to many discussions. **Dr John Tallon-**has been a member of TAC for equally as long and is also a Past President. His ongoing commitment to advancing trauma care was evidenced by his contributions in many areas within TAC and his strong participation in the devleopment of trauma standards and in the participation in the TAC accreditation process. Both Paula and John have made and continue to make major contributions to pre-hospital care in the respective trauma systems in their provinces. Their contributions to TAC have been outstanding. We wish to thank and recognize them at this time.	**Recognition**	Dr Natalie Yanchar
4.8	**Extension of Meeting-** Dr Yanchar requested of the Assembly an extension of the meeting by an additional 10 minutes. Without objection the meeting was extended.		
4.9	**Open Forum- Dr Yanchar requested up to an additional 10 minutes** Dr Yanchar invited anyone in the Assembly to ask a question to the Board. There were no questions.	Open Forum	General Assembly
4.10	**President's Closing Message/Welcome to Incoming President**- Dr Yanchar thanked the Assembly and members of the BOD, & the Executive Director for their support of her as President over the past two years. She retiterared that it was a pleasure to serve as President. She welcomed Dr Lorraine Tremblay as the incoming President at the conclusion of this AGM. Dr Yanchar will now assume the Past President role for the next 2 years.	Information	Dr Natalie Yanchar
5.0	ADJOURNMENT		
5.1	**Adjournment-** Dr Yanchar thanked everyone for attending and she adjouned the meeting without objection at 1338.	**Adjournment**	Dr Yanchar

Next meeting will be held in conjunction with the Trauma 2019 TAC Annual Scientific Meeting and Conference to be held in Calgary at the Westin Calgary Feb 28-March 1, 2019. Exact date/time/room location TBD.