



Trauma Association of Canada
Association Canadienne de Traumatologie

ANNUAL GENERAL MEETING MINUTES

Friday May 6, 2016

1235-1325 Atlantic Time

Word Trade & Convention Centre, Halifax, Nova Scotia

Item #	Item	Purpose of Item	Person Speaking to Item
1.0	Call to Order & Welcome By Chair The meeting was called to order by Paula Poirier at 1238. She reminded the audience that the AGM was dealing with the business for the fiscal year January 1- Dec 31, 2015.	Call to Order	Paula Poirier
1.1	Introductions <ul style="list-style-type: none"> BOD-Governance Organizational Structure-the members of the Board of Directors were introduced to the audience Dr Ernest "Gene" Moore- The Editor of Journal of Trauma and Acute Care Surgery was recognized and introduced. Subgroups and Committee Chairs- The President of ITNC, Ann Hogan and the President of TRISC were recognized and introduced. All other Committee Names were read out and if their Chair was present was asked to stand to be recognized. <p>Paula Poirier acknowledged and thanked everyone for their volunteerism and their leadership and commitment to doing the work associated with these committees and groups.</p> <ul style="list-style-type: none"> Introduction of TAC Executive Director-Kate Mahon was introduced and thanked for her efforts in supporting the Board of Directors and the work of the Association. 	Introductions	Paula Poirier
1.2	Rules of Order for Meeting (Robert's Rules) The President explained that TAC uses Robert's Rules of Order to conduct the Annual meeting and reviewed some of the rules around motions and how to vote.	Information	Paula Poirier
1.3	Confirmation of Proper Notice and Sufficient Quorum Dr Merritt (for Dr Hameed, Secretary) confirmed that proper notice of the AGM had been provided in compliance with General Operating Bylaw No. 1 and that there was a sufficient quorum of members present to conduct the business of the meeting.	Information & Confirmation	Dr Merritt Razek for Dr Hameed
2.0	Unfinished Business		
2.1	Minutes of AGM of April 10, 2015 Dr Merritt (for Dr Hameed, Secretary) informed the members that the Minutes of the Annual General Meeting of 2015 have been distributed in the past to all members and are posted on the TAC website. There were no corrections to the minutes requested.	Approval The minutes of the AGM of April 10, 2015 were approved without objection.	Dr Merritt for Dr Hameed

3.0	Reports of the Board of Directors	Approval will be called for after completion of all reports	
3.1	<p>Nominations Report</p> <ul style="list-style-type: none"> • Presentation of Nominees- Dr Rizoli, Chair of the Nominations Committee provided his nomination report letting the Members know that there were 5 nominees for 4 vacancies on the BOD. The profile of each nominee has been previously distributed in the e-newsletter to all Members. • Call for Nominations from the General Assembly President Paula Poirier asked if there were any nominations from the Floor twice. There were no nominations from the floor and the nomination process was closed. Voting by secret Ballot proceeded. Paula thanked Dr Rizoli and his committee for the work on Nominations. • Election Results-The scrutineers will count the votes while the meeting proceeds and provide the results to Dr Rizoli to announce. 		Dr Rizoli Paula Poirier
3.2	<p>Secretary's Report</p> <p>Dr Razek provided a verbal report for Dr Hameed (Secretary). As of today there are 268 TAC Members or Affiliates. In 2015 we implemented a number of new initiatives aimed at recruitment and retention of members including a discounted 2 year membership rate, a continuous renewal process and an "anytime join" membership year. We expect to see the results being increased retention in 2017 since the primary reasons given for lapsed membership seem to be "I forgot" or "I thought I was already a member.</p>		Dr Razek for Dr Hameed
3.3	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Voluntary Disclosure with CRA-Paula Poirier provided the Assembly with the overview of what was discovered by the new Auditors just before the AGM last year which resulted in the submission of a voluntary disclosure process to CRA for the repayment of past taxes owing for a number of previous years. This was the reason why the audited report was unavailable last year. Since this time we have been working diligently with Collins Barrow our Financial auditors and all documentation was sent to CRA in October of 2015 under the Voluntary Disclosure program. We are still waiting for the outcome of that submission. Paula reiterated that this was an error of omission in submission of payment of taxes and there was no wrong doing on anyone's part. The Board made the decision to settle this matter as expediently as possible and the Members will be updated when the final outcome is known. • Audited Financial Report for year ending Dec 31, 2015-Kate Mahon led the Assembly through a high level review of the audited financial statements for the fiscal year ending Dec 31, 2015. There were no questions or concerns. • Appointment of Auditors for Jan 1-Dec 31, 2016 A motion was made to appoint the Auditors for the fiscal year January 1-December 31, 2016. 	<p>Motion: (Paula Poirier) "To appoint the firm of Collins & Barrow Chartered Accounts from Dartmouth Nova Scotia as the Auditors for the fiscal year ending Dec 31, 2016 Seconder: Joanne Banfield In Favour: All Motion was Carried</p>	Paula Poirer & Kate Mahon for Tracey Taulu

3.4	Accreditation Update (Trauma Distinction Program) Dr Yanchar reported that TAC has established a standing joint Steering Committee with Accreditation Canada that meets quarterly and prn to discuss issues, bring forward feedback prn to AC and to look at ways to promote and market the current Distinction Product. She recognized and congratulated the Vancouver Coastal Health in being the first Program in Canada to recently receive the Trauma Distinction Award and she reported that the Fraser Health Authority will soon be undergoing a Survey visit. She encouraged program nationally to consider applying for Distinction.		Dr Natalie Yanchar	
3.5	Scientific Program for 2016 Dr Tremblay (Scientific Program Chair) declared there were 64 Open Papers 63 Poster Boards selected for presentation. She spoke of the high calibre of abstracts that were received and thanked everyone for their submissions.		Dr Lorraine Tremblay	
3.6	Injury Prevention <ul style="list-style-type: none"> • Parachute partnership- a partnership with this Canadian organization in the form of a formal MOU was established in the summer of 2015 to work/collaborate under 3 areas: to raise awareness and knowledge mobilization, promote/participate in research, and collaborate on the development of public policy. We have agreed to an annual follow up to address any current issues where we work together on campaigns, events etc. • Canadian Collaborative Centres-we are looking to establish a formal MOU with this group as well. We have bee asked to support and promote the work they do and to be a resource. • A copy of the full report for this portofolio will be posted with the minutes of the AGM 		Joanne Banfield Dr Neil Merritt	
3.7	International Issues/Disasters <ul style="list-style-type: none"> • Dr Razek reported that the Committee has been very active in the past year and has completed a survey of Trauma Centres in the Fall to understand the nature of disaster planning and preparedness in organizations across the county. • He thanked his Co-Chair, Dianne Dyer who is stepping down at this time. 		Dr Tarek Razek	
3.8	Choosing Wisely Canada Dr Tremblay reviewed the work done by Chair Dr John Tallon and his committee to come up with the draft recommendations being proposed at this tine for submission to CWC. The recommendations were shared with the Assembly. The recommendations will be sent out to Members for any additional feedback. Members were asked to review these recommendations and if there are any additional comments to submit them to Kate Mahon at the TAC office who will forward to Dr Tallon.		Dr Lorraine Tremblay for Dr John Tallon	
3.9	CanTR Dr Yanchar updated the members on the work to date on establishing a national trauma registry and the potential for complementing TQIP.		Dr Natalie Yanchar	
3.10	CAGS <ul style="list-style-type: none"> • Report on CSF 2015- there was a very successful TAC Resident's symposium held at CAGS in Quebec City last year; the profit share for TAC as a Minor Society from the CSF was \$9,600.00 • CAGS Incoming President-Dr Morad Hameed will be the incoming President of CAGS for a 1 year term. 		Dr Sandro Rizoli	

3.11	<p>President's Report - Paula Poirier provided her report via a short Power Point Presentation with the following content:</p> <ul style="list-style-type: none"> • Board update for the last 2 years includes: • Transition from a 29 person Executive Committee to a 12 member BOD (which has been 11 people in the past year). • Steep learning curve for most of us on the BOD in new model • We met on average 10 meetings per year for 2 or 4 hours. • We reviewed almost every aspect of the operations of the Association (including conference management) to ensure that the Association would stay viable and sustainable fiscally now and in the future. • Very tedious work at times, but we wanted to lay the foundation based on evidence-based policies to support Board decision making • The CRA issue is a hiccup that we are dealing with and it will be behind us shortly and we were happy to hear the comments of the Auditor this year of his confidence in the management of the fiscal operations with a "clean" review. 		
3.12	<p>Committee Reports-In the interest of time all committees will be asked to submit a short overview of their activities in the past year to be published in the next e-newsletter</p>		
3.13	<p>SubGroup Reports- In the interest of time all committees will be asked to submit a short overview of their activities in the past year to be published in the next e-newsletter.</p>		
3.14	<p>Call for Approval of Reports- Paula Poirier asked if there were any questions on any of the reports. There were none.</p>	<p>Motion: (Dr Merritt) "To approve the reports of the Directors as discussed today" Seconder: In Favour: All <i>The motion is carried</i></p>	
4.0	NEW BUSINESS		
4.1	<p>Report from the Editor of the Journal of Trauma and Acute Care Surgery- Dr Gene Moore provided a short overview of the past year and the nature of submissions to the journal.</p>	Information	Dr Gene Moore
4.2	<p>Amendments to the General Operating By-Law No 1 Paula Poirier explained to the Assembly that General Operating Bylaw No 1 is the Constitution and Bylaws of the Association that were brought in 2 years ago as a requirement under the new Corporations Canada Not-for-Profit Act that TAC had to be compliant with. The proposed changes are generally housekeeping in nature to reflect current practices and have been communicated and circulated to all Members in the notice of the meeting that went out in Feb as well as by e-newsletter. They have also been posted on the TAC website for 2 months now. She asked if there were any questions or comments related to these proposed changes. There were none.</p>	<p>Approval "Without objection the amendments to General Operating Bylaw No 1 are approved as circulated."</p>	Paula Poirier
4.3	<p>Profit Report for Calgary 2015 Conference-</p> <ul style="list-style-type: none"> • Report on delegate Numbers- There were 295 delegates in attendance in Calgary • Profit-\$53,686.57 was achieved. This was transferred to the operating account of TAC and to provide money for future Scientific Meetings and conferences. 	Information	Kate Mahon for Dr Andrew Kirkpatrick & Ms Chris Vis

4.4	Preliminary Report on Halifax 2016 <ul style="list-style-type: none"> • # Delegates -309 although this is a not a final number yet. • Sponsorship Revenue- \$62,912.49 from sale of Exhibit Booths and other sponsorship received. 	Information	Kate Mahon for Dr Rob Green & Susan Harnish
4.5	Trauma 2017-Fairmount Vancouver Feb 23-24, 2017 (pre conference Feb 22) <ul style="list-style-type: none"> • Venue- Hotel is the Fairmont Hotel Vancouver • Co-Chairs- Dr Naissan Garraway & Ms Nasira Lakha & Dr David Evans 	Information	Paula Poirier
4.6	Joint ATS-TAC meeting April 21-23 in Melbourne Australia <ul style="list-style-type: none"> • Organizing Committee- Dr Yanchar, Paula Poirier and Kate Mahon are on this committee which is meeting monthly • Scientific Program Committee-Dr Rizoli, Sherry MacGillivray, Deanna Fong, Dr Merritt are on this committee which also meets monthly to develop the program content • Interdisciplinary pre-conference program-there is intent to offer a full or half day of interdisciplinary talks; Ann Hogan from TAC is on this planning committee 		Dr Natalie Yanchar
4.7	Open Forum There were no items brought forward from the General Assembly for discussion.		General Assembly
4.8	<ul style="list-style-type: none"> • Results of Election- The new Directors for a a two(2) year term are: Dr Jagadish Rao from Regina Sherry MacGillivray from Calgary Amanda McFarlan from Toronto Dr Kelly Vogt from London Paula thanked everyone who had put their name forward and welcomed the new members to the Board. Their term starts effective immediately.		Paula Poirier
4.9	President's Closing Message Paula Poirier thanked the membership,her Directors and the Executive Director for their hard w.ork and support. She welcomed Dr Yanchar as the incoming President. She concluded with a comment that it is looking like a bright future for TAC		Paula Poirier
5.0	ADJOURNMENT		
5.1	Adjournment- The meeting was adjourned at 1327 Atlantic Time	Approval "Without objection the 2016 AGM of TAC is adjourned"	Paula Poirier

Next meeting will be held in conjunction with the Trauma 2017 TAC Annual Scientific Meeting and Conference held in Vancouver at the Fairmount Vancouver on Feb 24, 2017