



ANNUAL GENERAL MEETING MINUTES

Friday February 24, 2017

1215-1330 Pacific Time

Fairmont Hotel Vancouver, Pacific Ballroom

Item #	Item	Purpose of Item	Person Speaking to Item
1.0	Call to Order & Welcome By Chair The meeting was called to order at 1218. Dr Yanchar (President and Chair) welcomed and thanked everyone for attending.		Dr Natalie Yanchar
1.1	Introductions <ul style="list-style-type: none"> • BOD-Governance Organizational Structure (Attachment 1)- the current BOD governance structure was displayed and introductions made of the Directors • Dr Ernest "Gene" Moore-Editor of Journal of Trauma and Acute Care Surgery- Dr Yanchar introduced and welcomed Dr Moore, acknowledging his long time support to TAC as the Editor of the Journal of Trauma & Acute Care Surgery and thanked him for his annual attendance at the TAC meeting to provide a report. • Subgroups and Committee Chairs- (Attachment 2)- the Chairs of the SubGroups and Committees that were present were introduced and thanked by the President for their ongoing work. • Introduction of TAC Executive Director- Kate Mahon was introduced and the group was informed that she works part time from her home office in Halifax. 	Introductions	Dr Natalie Yanchar
1.2	Rules of Order for Meeting (Robert's Rules) The President informed the group that Roberts Rules of Order are used to conduct the business of the annual meeting.	Information	Dr Natalie Yanchar
1.3	Confirmation of Proper Notice and Sufficient Quorum Paula Poirer 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 NOT received any proxy votes. She also wished 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.	Information	Paula Poirier for Dr Morad Hameed
2.0	Unfinished Business		
2.1	Minutes of AGM of May 6, 2016 The minutes of the Annual General meeting of May 6, 2016 have been posted on the TAC website for public viewing and sent out to all Members in the	Approval Without objection the minutes were	Dr Natalie Yanchar

	electronic newsletter.	approved as circulated.	
3.0	Reports of the Board of Directors (Approval will be called for after all reports have been given)	Approval	
3.1	Nominations Report <ul style="list-style-type: none"> • Presentation of Nominees- There were 2 vacancies and 2 nominations received prior to today's meeting. The nominees are: Dr Alun Ackery (Toronto) & Catherine Jones (Vancouver) • Call for Nominations from the General Assembly-Dr Yanchar asked three times if there were any nominations from the General Assembly. There were none. Dr Yanchar informed the Assembly that no election was therefore necessary and the two nominees were declared to the Board of Directors for a two (2) year term commencing at the conclusion of this AGM 		Paula Poirier Members
3.2	Secretary's Report <ul style="list-style-type: none"> • Membership Profile of Association-As of today there are 308 TAC Members or Affiliates. A pie chart of the breakdown of the categories members was shared with the Assembly. • Impact of Recurring Membership- 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 are now seeing the impact of those initiatives with a 20% increase in retention rates and overall a 15% increase in TAC members 		Paula Poirier for Dr Morad Hameed
3.3	Treasurer's Report <ul style="list-style-type: none"> • Outcome of Voluntary Disclosure with CRA- Dr Yanchar gave a brief overview of the voluntary disclosure process that TAC submitted to CRA with the help of our Auditors, Collins Barrow. Dr Yanchar reiterated that this was an error of omission in submission of payment of taxes in the past and there was no wrong doing on anyone's part. She informed the Assembly that the process has concluded and all outstanding monies have been submitted to CRA so this is behind us now. • Audited Financial Statement for year ending Dec 31, 2016 Dr Yanchar led the Assembly through a high level review of the audited financial statements for the fiscal year ending Dec 31, 2016. There were no questions or concerns. Appointment of Auditors for Jan 1-Dec 31, 2017- A motion was made to appoint Collins Barrows of Dartmouth Nova Scotia as the Auditors for the fiscal year January 1-December 31, 2017. Motion: (Natalie Yanchar) "To appoint the firm of Collins Barrow Chartered Accounts from Dartmouth Nova Scotia as the Auditors for the fiscal year January 1- December 31, 2017 Seconder: Paula Poirier In Favour: All Abstentions: None The motion is carried 	Approval	Natalie Yanchar for Tracey Taulu
3.4	Accreditation Update (Trauma Distinction Program) TAC is continuing to work in partnership with Accreditation Canada to improve the Trauma Distinction product. There was a face to face meeting in Ottawa this past January that Dr Yanchar and Kate Mahon attended to join in conversation with other Distinction survey people to look at the issues. There		Dr Natalie Yanchar

	<p>have been issues identified as the first system (Vancouver Coastal Health in BC) to go through the Trauma Distinction process has provided feedback on their experience candidly with the TAC Board of Directors. The work will be a key priority for TAC as we move ahead. We will be establishing an ad hoc working group to flush out the issues so we can present these to Accreditation Canada in the next couple of months.</p> <p>Dr Yanchar wished to recognize Vancouver Coastal Health for being the first system to achieve Trauma Distinction in Canada.</p>		
3.5	<p>Scientific Program for 2017 in Vancouver</p> <p>There were 54 abstracts accepted for oral presentation and 44 abstracts accepted for posters. Very pleased with the quality of the submissions and wish to thank everyone who submitted abstracts for consideration. Would also like to recognize the work of the new Scientific Program Chair, Dr Paul Engels from Hamilton who has done an outstanding job in managing the process this past year.</p>		Dr Lorraine Tremblay
3.6	<p>New Sub Group of TAC-Injury Prevention</p> <p>This is a new Sub-Group of TAC that met for the first time in February. Committee is chaired by Zahra Hussein (Vancouver) and Jane Edwards (London). Terms of Reference have been approved. One of their early goals is to look at strengthening ties with Parachute Canada. They are also discussing impact of marijuana legalization on injury occurrence.</p>	-	Dr Neil Merrit
3.7	<p>International Issues/Disasters</p> <p>Committee is Co-chaired by Dr Tarek Razek and Rachael Saybelle</p>		Dr Tarek Razek
3.8	<p>CAGS-TAC</p> <ul style="list-style-type: none"> • Report on CSF 2016- The profit share from CSF in 2016 was \$9,432; The meeting was held in September in 2017 in Victoria. The TAC Residents Paper Competition and the Symposium were enthusiastically received. • TAC to apply become a Major Society- Right now TAC is considered a Minor Society of CSF but since we meet the criteria for a Major Society which means also a greater share of the profits, we will be applying for this status in 2017 		Dr Natalie Yanchar
3.9	<p>TRISC Update</p> <p>Committee is chaired by Deanna Fong (Vancouver); They are looking at identifying 1 major project a year to work on.</p>		Amanda McFarlan
3.10	<p>ITNC Update</p> <p>Committee is chaired by Theresa Pasquotti (Lethbridge). There are 45 members; just had a great pre-conference day meeting; they are looking at considering developing a position statement on marijuana use in anticipation of the legalization of marijuana in July 2018.</p>		Sherry MacGillivray
3.11	<p>New Committee of TAC- Provincial Medical Directors & Administrators</p> <p>Terms of Reference are being developed for this committee which is chaired by Dr David Evans from Vancouver. It held its first meeting last month and another one in conjunction with this 2017 TAC meeting. The goal is to have a national networking group of Trauma System Medical Directors and Administrators to look at common issues and initiatives.</p>		Dr Jagadish Rao
3.12	<p>New Sub Group of TAC for Performance Improvement</p> <p>A new committee of TAC called the TAC Performance Improvement Collaborative (TACPIC) has Board approval to form and are in process of creating their TOR. The purpose of this group is to provide national leadership in the area of trauma quality improvement. It will bring together leaders from provincial trauma programs and the Canadian Trauma Quality Improvement Program (TQIP). They are considering developing a survey to look at what</p>		Amanda McFarlan

	indicators are being collected across the country and other information.		
3.13	Choosing Wisely Canada An ad hoc committee was formed of TAC members who developed a short list of recommendations on "what not to do" for trauma care. The recommendations TAC submitted to Choosing Wisely Canada were peer reviewed. There are revisions needed and once done they will be resubmitted.		Dr John Tallon
3.14	President's Report- will be presented tomorrow in the President's Address		
3.15	Committee Reports Will be published on TAC website as they become available		
3.16	SubGroup Reports Will be published on TAC website as they become available		
4.0	NEW BUSINESS		
4.1	Report from the Editor of the Journal of Trauma and Acute Care Surgery Dr Ernst "Gene" Moore provided his editorial recap in a power point presentation that will be posted on the TAC website.	Information	Dr Gene Moore
4.2	Profit Report for Halifax 2016 Conference <ul style="list-style-type: none"> • Report on delegate Numbers- there were 322 registered delegates with 287 paid attendees and 35 additional complimentary registrations for speakers and special guests. • Profit Achieved: \$89,575.87 (Goal is a minimum of \$80,000 which we use to transfer to the Operations side of the budget to run the organization). • Sponsorship: amounted to \$55,750 in revenue plus an additional \$10,030.13 for "in-kind" donations that enabled us to avoid some expenses for things like the delegate bags. Our goal is \$80,000 in sponsorship each year. 	Information	Kate Mahon for Dr Robert Green & Ms Susan Rafuse (Co-Chairs)
4.3	Preliminary Report on Vancouver 2017 <ul style="list-style-type: none"> • # Delegates- looks like we have just passed 300 delegates but that number will be confirmed at a later date • Sponsorship Revenue- \$45,440.00 which is not as high as the previous year 	Information	Kate Mahon
4.4	Future Cities/Venues for TAC Meetings <ul style="list-style-type: none"> • 2018- Toronto- Feb 23-24 at the Hilton Toronto (Co Chairs are Dr Sandro Rizoli & Ms Amanda McFarlan • 2019-Calgary Feb28- March 1 at the Westin Calgary • 2020- Halifax Date to be confirmed at the new Nova Centre Convention Centre • 2021- Vancouver Feb 26-27 at the new JW Parq Marriott 	Information	Kate Mahon
4.5	Joint ATS-TAC meeting April 21-23 in Melbourne Australia <ul style="list-style-type: none"> • Organizing Committee- for the past 18 months the Dr Yanchar, Paula Poirier and Kate Mahon have been jointly meeting with the Australasian Trauma Society (ATS) on the logistic planning for our joint conference that happens every 4 years (in Australia or New Zealand and then Canada). A joint meeting of the two Boards is planned during the conference. • Scientific Program Committee- there is strong interdisciplinary representation on this joint committee with ATS with TAC taking responsibility for the planning of talks and speakers in several streams. • Interdisciplinary pre-conference program- this year they will be offering a pre con day with a strong interdisciplinary and nursing focus. There are TAC members who are part of this planning as well. 		Dr Natalie Yanchar Dr Neil Merritt Sherry MacGillivray

	<ul style="list-style-type: none"> There will be a good contingent of TAC people attending the conference. 		
4.6	<p>Open Forum Dr Yanchar informed the Assembly gathered that this was their opportunity to ask questions. Nasira Lakha (Vancouver)- posed a question regarding nominations to the Board of Directors. There were no additional questions posed to the Board</p>		General Assembly
4.7	Results of Election (if required) -no election was required.		
4.8	<p>President's Closing Message Dr Yanchar reiterated to the Assembly that the work of the Board of Directors on their behalf is ongoing and diverse and exciting. It keeps the Directors busy. She said it was very rewarding as well and would encourage people to consider putting their name forward when a vacancy for a Director occurs in future. She also thanked the leaders of the various committees and their members for volunteering their time and effort and encouraged anyone present to consider joining a committee or Sub-Group of interest to them. She also thanked Kate Mahon for her daily operational support to the Association and to the work of the Board of Directors.</p>		Dr Natalie Yanchar
5.0	ADJOURNMENT		
5.1	Adjournment- Without objection the meeting adjourned at 1320	Approval	

Next meeting will be held in conjunction with the Trauma 2018 TAC Annual Scientific Meeting and Conference held in Toronto at the Hilton Toronto Feb 22-23, 2018. Actual day and time to be announced in the months ahead.