Trauma Association of Canada
Association Canadienne de Traumatologie

ANNUAL GENERAL MEETING AGENDA
Thursday April 7, 2022
1700-1800 EASTERN TIME
Room Montreal 4/5
Chair: Dr Tarek Razek, TAC President

Please note that some of the minutes when in italics and quotation marks, are in first person voice for clarity and documentation of due process.

Item #	Item	Purpose	Speaking to Item
1.0	**Call to Order & Welcome By Chair** *"I am now calling the Annual General Meeting of the Trauma Association of Canada to order. I would like to welcome everyone and we are happy to be back in person after 2 that were held virtually. TAC welcomes all Members and Affiliate Members to the AGM each year. We appreciate you taking the time to join with us today. This is reminder that this meeting is about the business for the year ending December 31, 2021, however we will be providing some 2022 updates under New Business today. I would like to remind people that we are recording this meeting today. We are grateful for all of you who came to join us here. We are recording this meeting so you are aware."*	**Call to Order** **The meeting was called to order at 1705**	Dr Tarek Razek
1.1	**Introductions** • **Board of Directors-**self introductions were made by each Director, outlining their professional background and their role on the Board. • **Executive Director-** self introduction by Kate Mahon **Dr Razek**-*"At this time I would like to recognize and acknowledge the following members of TAC who are leaders in our Association contributing their time, commitment and ultimately passion, for improving trauma care through the work of their groups and the committees they lead. Thank you for volunteering to take on these roles. I will ask each person to stand to be recognized as I call your name*." • **Dr Raul Coimbra-**Editor-in-Chief of the Journal of Trauma and Acute Care Surgery. • **TRISC President-** Jennifer McMillan from Vancouver, BC • **ITNC President-**Angie Brisson from Vancouver, BC • **Injury Prevention & Advocacy-**Brandy Tanenbaum (London) & Joanne Sadler (Vancouver) • **ATLS National Coordinators-** Glenn Purcell, Vancouver, BC with thanks to Sonia Primeau (Montreal) & Sonshire Figueira (Ottawa) who have recently left the role. • **Pediatric Committee-** Dr Karen Bailey (Hamilton) and Cathy Falconer (Edmonton)	**Introductions**	Dr Tarek Razek
1.2	**Rules of Order for Meeting (Robert's Rules)** **Tarek:** "*TAC has adopted Robert's Rules of Order to conduct the business meeting of the Association. We will be using this process when we call for any voting that is necessary. The only motions we have today are for approval of minutes and reports. When we come to those I will ask a Member to make a motion, saying your name, someone to second it and then we will vote by me asking you to raise your hand if you are in favour to indicate support a motion, then not in favour or abstain."*	**Information**	Dr Tarek Razek

1.3	**Confirmation of Proper Notice and Sufficient Quorum** **Tarek: "***I now call upon Sherry MacGillivray to confirm that there was proper notice of the meeting given and that we have a sufficient quorum present today to conduct the business of the meeting."* **Sherry:** *"Mr President, I would like to inform the Assembly that notice of this Annual General Meeting was posted with proper notice to all TAC Members and Affiliates 21 days prior to this meeting. 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**	Sherry MacGillivray
2.0	**Approval of Minutes**		
2.1	**Minutes of AGM of April 14, 2021 (held virtually) (posted in Members Only section of TAC website since September 2021)** *"The minutes of the AGM of April 14, 2021 have been previously provided to TAC members via email and have been available to read in the Members Only section of the TAC website since September 2021. Are there any errors or omissions that need to be corrected?* (Nothing was reported) *Hearing none then I will approve ask for a motion to approve the minutes of April 14, 2021."* **Motion:** (Jeremy Grushka) "I move to approve the minutes of the AGM of June 10, 2021 as circulated. **Seconder:** Cathy Falconer; **In Favour**: All; **Abstain:** None; ***The motion is carried***	**Motion for Approval**	Dr Tarek Razek
3.0	**Reports of the Board of Directors**		
3.1	**Nominations Report** • **No vacancies in 2021 on Board-** there was no election in 2021 as there were no vacancies on the Board of Directors**.** • **Two vacancies in 2022 and 5 nominees; Outcome of Election-** there were 3 Board members leaving at the end of their term this year (Dr Lorraine Tremblay, Amanda McFarlan and Sherry MacGillivray. The Board appointed 1 of these vacancies in 2022 for the ITNC President, Angie Brisson, which left 2 other vacancies to fill. Five (5) nominations were received. TAC uses an electronic voting system called Simply Voting for elections which enables every voting member of TAC the ability to vote if they wish. 176 of 352 eligible voters cast a vote (50.1% turnout). Dr Nori Bradley from Edmonton and Dr Lynne Moore from Quebec City were elected. Thanks were given to Dr Rob Green, Dr Rob Leeper and Dr Luis da Luz for putting their names forward and it was hoped that they would reoffer in the future. It was the largest slate of nominees submitted, which was exciting to see that there was this much engagement with the Association. • **2022-23 TAC Board of Directors**- the names of the 2022-2023 TAC Board of Directors were shown to the Members present. A new organizational/governance chart will be updated and posted on the TAC website for further viewing.	**Information** **Information** **Update**	Dr Beckett Dr Beckett Dr Razek
3.2	**Financial Reports** **Tarek:** *"The Board has a number of ways that we monitor the financial affairs of TAC in addition to the annual audited financial statement we have completed each year by the firm of Baker-Tilly. I am asking Kate Mahon, along with our 2021 Treasurer, Nasira Lakha, to provide some explanation of these processes***."** **Finance & Risk Management Committee- Nasira: "***The Finance and Risk Management Committee was established in 2020 to provide additional support from the Board to the Executive Director in managing the financial operations of the Association, and to ensure Board oversight of the Finances of the Association.*	**Informaton**	Nasira Lakha

	A secondary mandate was to create a "Risk Register" to identify potential or actual risks to the Association the relevant mitigation strategies to reduce or eliminate those risks. Within its scope it: • *Has access to and review of the banking records of the Association* • *Recommend action to the Board as it relates to risk or the financial management of the Association.* • *Develop appropriate policies & procedures that are compliant with CPA-Canada standards (using Not-for-Profit Policy Pro as a resource).* • *Ensure the Association can pay bills and discharge contractual obligations as they arise (ie including forecasting future contractual obligations & expenses and anticipated forecasted revenue). Alert the Board if bank balance drops below 25% of the annual predicted operating costs.* • *Authorize expenditures made by the Executive Director over $1000 prn* • *Review the membership dues and conference registration fees annually to align with financial costs and expenditures garnered the previous year. Make recommendations if any increases are needed to either.* *It has the responsibility & authority to:* • *Make recommendations to the Board of TAC as it relates to the financial & risk management of the Association* • *Inform the Board of any areas of financial risk or uncertainty.* • *Take action to mitigate risk (financial or other) to the Association.* *This committee met twice in 2021. Committee members are me, as Treasurer, Dr Andrew Beckett as the President-Elect, and Dr Tarek Razek as TAC President and of course Kate Mahon as the Executive Director.* *The Risk Register will remain a dynamic document that will be edited and updated as required when new risks are identified. It is an important tool for the Board who reviews this document twice a year and update where necessary."*		
	• **Operating & Conference Budgets-** Kate Mahon provided the membership with an overview of the two budgets that the Board approves and monitors each year, showing them the Operating & Conference budgets with revenue and expense categories. Although a deficit Operating budget was predicted for 2021, we actually were able to come in with a small positive variance due to an increase in membership and a decrease in expenses.	**Information**	Kate Mahon
	• **Outcome of the CRA Examination of 2019 Fiscal year**- Dr Razek explained that the CRA did a "re-examination" of the HST-GST claims submitted from 2019. Because we reported this as in progress at last year's AGM, the Board wanted to let the members know at this time what the outcome of that reexamination was. It resulted in a smaller refund of $600.00 as a result of a recalculation of eligible input tax credits for the annual conference budget that year.	**Information**	Dr Razek
	• **Audited Financial Statement for year ending Dec 31, 2021- Tarek: "***Each year the Association has an annual financial audit conducted. The firm of Baker-Tilly of Dartmouth NS has done the audit. I am pleased to report that they provided the Board with a positive assessment of the financial affairs of the Association with no concerns identified. If you wish to see the full Audit report, you may contact Kate Mahon at the TAC office for a copy. We are very happy with the Auditors we use as they are very*	**Information**	Dr Razek

	capable and wise in how they advise small not-for-profits and have guided us well over the past few years. It was a good evaluation and report from the Auditors for 2021, with a lot of thanks to Kate Mahon who manages the financial affairs for TAC. The Board has already approved this financial audit report. • **Appointment of Auditors for Jan 1-Dec 31, 2022- Motion: (Nasira Lakha)** *"Mr President, I move to appoint the firm of Baker-Tilly of Dartmouth, Nova Scotia to be the Auditors for the Trauma Association of Canada for the fiscal year ending December 31, 2022."* ***Dr Razek:*** *"I would ask for a Seconder for this motion."* **Seconder**: Nancy Branco**; In Favour:** All; **Abstain:** None; ***The motion is carried.***	**Approval**	Nasira Lakha
3.3	**TAC 2021-Virtual Event April 12-16,2021** • **Scientific Program Chair's Report 2021-April 12-16, 2021 (Virtual event)** 75 abstracts were submitted; He reviewed the abstract review process and outlined the awards that were distributed. This is Dr Engels last year as Scientific Chair, completing a 5 year term. Dr Kelly Vogt has assumed the Scientific Chair role now. Dr Engels full report on the Scientific Program was submitted and accepted by the Board of Directors and is available through the TAC office should you wish to read it. • **Conference Report from 2021-**we had hoped to return in person to Vancouver but that was not possible due to COVID. The conference was offered totally virtually using the X-CD platform. She thanked conference Co-Chairs Dr David Evans and Micheline Wiebe and their planning committee for putting together an excellent program. There were 818 virtual attendees. A profit of almost $35K was achieved as a combo of the Nov 2020 & April 2021 virtual offerings**.**	**Approval** **Approval**	Dr Paul Engels Nasira Lakha
3.4	**Report from the Editor of the Journal of Trauma and Acute Care Surgery**- Dr Coimbra provided a power point presentation of his report on the Journal outlining the changes over the past year. The Editorial Board has been revamped from a very flat structure and have since implemented a new structure with 4 Associate Editors (all female). He reviewed the submissions by country with Canada being country #3, submitting 51 submissions in 2021. He encouraged members to see this as their journal and to submit your best work although acknowledging it is not easy to be published in this journal. Acceptance rate is 30%. Desk rejection rate (does not go to reviewers) is 35-40% depending on year. Broadened the scope of the journal from last decade which focused on basic science and very fundamental research & translational research to reflect what you do every day in every domain, including acute care surgery, surgical and critical care and clinical trial. Time for review has decreased from 6 days to 3 days. A decision is made very quickly and authors informed. We are not sitting on manuscripts. # of days from assignment to final decision is made in 35 days which is remarkable in this industry in a scientific journal of this calibre. They are looking for more reviewers for the review panel. Send him an email if you are interested. Mean days in peer review on average your manuscript stays under peer review for average of 15 days. Most reviews are done in 8 days. This is very good performance. We have a program for author recognition to embrace the authors and each month we list on the cover the "best of" articles and authors on the cover page. We have updated info for authors. Most significant change is that we are now as of March 1, 2022 a double-blinded peer review journal to eliminate any bias in the review process. We recognize our Reviewers by a "Reviewer of the Month" to encourage more participation with a certificate, a letter from Dr Coimbra for their CV and their photo on the website. We have worked hard to create a social media strategy to raise the profile of the journal internationally. There were no questions.	**Information**	Dr Raul Coimbra

3.5	**Other Director Portfolio Reports** **Injury Prevention Committee-** Co chaired by Joanne Sadler & Brandy Tanenbaum. The Injury Prevention (IP) Committee is co-chaired by Brandy Tannenbaum (Sunnybrook) and Joanne Sadler (Vancouver Coastal Health). The Committee has met on a monthly basis and has also established an additional "Virtual Coffee" online medium for idea-sharing and less formal communication. Activities of the IP Committee over the past year include an ATV safety project, research focussed on improving our understanding of eScooter trauma, as well as liaison with Parachute on numerous injury prevention activities. The IPC has coordinated the partnership of Parachute and the TAC leadership to mark this year's National Injury Prevention Day on July 5th. The Committee has conducted a few survey projects, one of which examined the "Impact of COVID-19 Pandemic on Injury and its Prevention". It has also conducted a survey project of Injury Prevention Practitioners at Canadian Trauma Centres to gather information on the current state of IP programs and practitioners, including the work they do, how they are funded, program priorities, and the education and training they receive. This information will inform ongoing efforts to define the role of trauma practitioners in IP and define a position description for IP professionals in Canada trauma centres. **TAC Performance Improvement Committee (TACPIC)-** T**he Canadian Trauma Quality Improvement Program (CanTQIP) Collaborative** meets bimonthly. 45 members from 8 participating Canadian TQIP sites. **Areas of focus:** • Reviewing our collaborative date reports (twice/year) • Site based QI work (CAUTI prevention, VAP prevention, VTE prevention), Harmonized Interrater Reliability processes • Data definition clarity • Procedure coding harmonization **NASTCan Working Group**-Chaired by Dr. Natalie Yanchar A small working group looking at creating a national level, evidence informed movement to improve trauma quality care and outcomes across the country, for all of Canada. Goal is to build a trauma Quality Improvement strategy that can be implemented through TAC. **Current initiatives:** • Looking at injury outcomes and metrics that can be employed for all regions of Canada • Developing a set of definitions that can be applied to institutions across all parts of Canada that reflects their role and function within trauma systems • Exploring how we can use trauma care processes to address social risk factors for injury **Pan Canadian Data Dictionary** • Plans underway (early phase!) to explore development of a pan Canadian common data dictionary in partnership with TRISC and any	**Approval**	Dr Paul Engels Amanda McFarlan

	interested TAC members		
	Trauma Registry Specialists of Canada (TRISC)- Chaired by Jennifer MacMillan; This is a very active sub-group of TAC. The Executive held 8 TRISC executive meetings held since our last TAC AGM. Activities over the past year included: • TRISC ToR updated and passed by TAC BOD • TRISC Day at TAC: Topics include a comprehensive case study, CAISS certification, Interrater reliability processes • Advocacy for TRISC presence at TAC virtual rounds • Consideration for a Pan Canadian Data Dictionary (harmonized) • TRISC membership Newsletter (February) • TRISC input/presence at the TAC Board level- Decision made to include TRISC President (Representative) in quarterly informal meetings to discuss ways to work together, projects, etc		Amanda McFarlan
	Lerners Research Grant- The Competition: Since 2019, the Trauma Association of Canada (TAC) has been pleased to announce a call for submissions for an annual "Lerners-TAC Research Grant." The one-time (non-renewable) grant of $5000 is intended to fund new interdisciplinary Canadian trauma research. The first grant was awarded in 2020. **Criteria for the Competition:** Potential impact on the lives of trauma patients or their families/communities, scientific methodology and merit, creativity, multidisciplinary collaboration, and patient centred approach. At least one member of the research team had to be a TAC member. Proposals were also judged on how they capture the spirit of the vision of Lerners LLP; ***"Every case is different. Every client is unique. Every injury is personal"*** and the vision of TAC to ***"improve the lives of all those affected by, or at risk of traumatic injury."*** **Judging:** There were 10 submissions received for the 2021 competition from across Canada by the TAC Research Committee Chair, Dr Andrew Beckett. Thank you to all those who submitted this year! The quality of the submissions was excellent. They were scrubbed of all identifiers (researcher, institution, and region names) prior to blinded review by a panel of five (5) external reviewers who represented: • Different regions from across Canada • ITNC representative • TAC member-at-large • MD's • RN's • Directors from TAC BOD Each reviewer scored the submissions using a standardized rubric covering multiple domains including the impact on care of patients or members of the public, scientific excellence, research team configuration, uniqueness of the project and most importantly alignment with the spirit of the vision of Lerners LLP and TAC. **The Winning Proposal:** We are pleased to announce that the winner for the 2021 competition is from Edmonton, Alberta. The lead for the submission was TAC member, Erica Lester MD MSC FRCSC for her team's submission titled: ***"Evaluation of a Multidisciplinary Traumatic Brain Injury Clinic in the Public Health Care Setting: a Health System Performance and Cost Utility Analysis."*** Other project team members are Amanda Klooster MN NP, Trevor Lashyn MD FRCPC CSCN (EMG), and TAC member Ram V. Anantha MD MSc FRCSC. There were 9 submissions received this year. We will be announcing the winner		Dr Andrew Beckett

	of this year's competition tomorrow. **Reminder of Deadline for 2023 Competition:** The deadline for submissions for the 2023 competition is January 31, 2023, 2359 EST • **Research Committee-** The TAC Research Committee meets once a year during the conference week mostly to share protocols and opportunities for research collaboration; one of the main mechanisms is to review propsoals or surveys sent to TAC and the Research Committee will detrermine if it will be sent to our members if it meets the standard of good science, ethics and importance to TAC members before it is approved for distribution to members. • **Pediatric Committee-** this is a small but robust committee with Dr Karen Bailey from Hamilton and Cathy Falconer from Edmonton as Co-Chairs. There are 51 members. We have had 3 Zoom meetings and 1 during the conference in 2021. There are 8-15 members who are Trauma Coordinators and Managers who meet regularly on Zoom to talk about the grass roots issues and common issues we have so we can work together on. Through that group we asked for the Pediatric simulation scenarios to be shared on the TAC website. We have seen more manpower issues in Peds world for Resident coverage etc. We are working on Impact of COVID-19 on Pediatric Injury: A Cdn Trauma Centre Perspective. We also have a lot of robust conversations on appropriate age cutoff for pediatrics. We now have started Pediatric Trauma Rounds monthly since May 2021 with really good discussion. Dr Bailey will be stepping down this year. Dr Razek thanked Sherry for her contribution to the pediatric portfolio and also acknowledged that she will be completing her term and thanked her for her long term commitment to the Board. • **Interdisciplinary Trauma Network of Canada (ITNC)-** this is a subgroup of TAC which is made up of non-physican practititioners who are involved in trauma care. We tend to be trauma program managers, coordinators, Nurse Practitioners, IP leads and are inclusive. There are 10 members on the Executive. In 2021 there was a virtual 4 hour education session held during the conference with 28 attendee. 6 rapid fire presentations. Dr Rich Hilsden presented. We meet monthly and have had 2 education days for members in 2021. Dr Razek welcomed Angie to the TAC Board and thanked her for her leadership in growing an interdisciplinary aspect of TAC. • **Education Committee-** the education committee met once last year but special thanks to TAC member, Dr Matt Kaminsky, with Dr Razek, who is running the national multi-centre monthly adult trauma rounds. These have been very successful and gave us international exposure. This has expanded into Pediatrics and we are looking at expanding to do TTL rounds. We are exploring other ways to expand the education we offer. • **Website-** "*The TAC website uses a MemberPress platform to host the website and the member database**. Cyber Security-** In 2021 we had a cyber security audit conducted of our website. There were no issues found, however the Board did decide to purchase an extra level of protection by purchasing a subscription to Word Fence which continuously monitors the website for any suspicious activity. There has been none. **Web Support Specialist-** The Board has contracted the services of a web support specialist, Joel McCann in Toronto, who is on a retainer and works closely with the Executive Director to ensure the integrity, functionality and security of the Membership database and the website. Joel will also be helping us to enhance the look of the website as we move forward."*		Dr Andrew Beckett Sherry MacGillivray Angie Brisson Dr Vogt Dr Ackery

	• **Pre-Hospital Committee- "***This was an endeavour pre-COVID to engage with some people who are in pre-hospital world. We are coming up with Terms of Reference and goals and objectives. This is something to be led by the pre-hospital community. There will be some paramedics who will chair this committee. We would like to invite more pre-hospital people to participate."* • **TTL Committee**- "*There is a lot of interest nationally although we would like to have more people on committee. There was a survey conducted in 2021 and distributed through TAC last year and the results were shared yesterday with the committee members present and it was very revealing. TTLs want more education to be offered by TAC. There are a lot of TTLs who are not currently TAC members and we want to reach out to them to become part of TAC. There are Terms of Reference being developed and we want TTLs to be chairs for this committee."* • **Membership- "***The fiscal year of Jan 1-December 31st, 2021, saw a 15% increase in membership or 51 new members for a total of 392 members by year end. That trend is continuing into 2022. I am happy to report that we are at 487 members at present. We have a high retention rate from the new strategy to include a TAC membership as part of the non-member conference registration rate each year. Over the last 2 years our membership has grown by 35%."* • **Trauma Directors-**there was no ability to have a meeting the past 2 years due to the pandemic, but 7 members were able to meet yesterday. There was agreeement to look at addressing standards. **Motion:** (Nancy Branco) "I move to approve all the reports provided under Items 3.4 & 3.5" **Seconder:** Dr Rob Green; **In Favour:** All; **Abstentions:** None; ***The motion is carried.***		Dr Ackery/Dr Rao Dr Rao Dr Rao for Dr Tremblay Dr Clement
4.0	**NEW BUSINESS**		
4.1	**TAC 2023 (joint with ATS)-postponed again in Montreal hopefully will be held in 2023 in Edmonton- Tare** *"For the past 20 years, there has been a joint conference that occurs every 4 years with the Australasian Trauma Society. Unfortunately COVID-19 cancelled that in Vancouver in 2021 and in 2022. We are hopeful that we will be able to get that back on track in 2023 in Edmonton. We are currently in the process of determining who will be the Chairs for the 2023 Conference which will be held at the Westin Edmonton April 20-21, 2023."*	**Information**	Dr Razek
4.2	**Executive Director vacancy to be posted in May- "***Kate Mahon is leaving TAC over the next few months. We are currently preparing a job posting to be advertised in May. We will have a formal selection process. We want to thank Kate for her hard work over the last 9 years as she has been the glue holding our Association together. She is committed to helping us transition to a new Executive Director. I am confident we will have someone to replace her in the future."*	**Information**	Dr Razek
4.3	**Open Forum for Members**- there were no questions posed to the Board by the Members present.	**Exchange**	Dr Razek
4.4	**President's Closing Message-***"This is my last AGM as President. It has been an absolute privilege to be the President of this Association and the remarkable people across Canada who make up TAC to do this work. It is a great way to decompress and re-energize and learn from each other. It has been a pleasure and privilege to be your President and I intend to be with TAC for some time in the future. Dr Andrew Beckett will assume the Presidency at the end of this meeting. I invite everyone to now join us for a cocktail reception across the hall."*	**Remarks**	Dr Razek
5.0	**ADJOURNMENT**		
5.1	**Adjournment-** the meeting was adjourned at 1803	**Decision**	Dr Razek