



Doctors Assisting In  
South-Pacific Islands

## MINUTES

### Doctors Assisting In South-Pacific Islands (DAISI)

#### AGM & Board meeting (combined)

<b>Date:</b>	Tue 25 <sup>th</sup> August 2020
<b>Time:</b>	6pm– 7:30pm
<b>Place:</b>	Zoom .

<b>Attendees:</b>	<a href="#">Matt Rickard</a> , <a href="#">Christophe Berney</a> , <a href="#">Danny Kozman</a> , <a href="#">Gary McKay</a> , <a href="#">Santee Santhanam</a> , <a href="#">Carina Chow</a> , <a href="#">Barry Barford</a> , <a href="#">Erina Yip</a> , <a href="#">Mark Taffa</a> , <a href="#">Peter Hewett</a> , <a href="#">Nili Hali</a> , <a href="#">Konrad Richter</a> , <a href="#">Santee Santhanam</a> <a href="#">Sam Deylami</a> , <a href="#">Lyndall Dalley</a> , <a href="#">Erina Yip</a> , <a href="#">Vasu Santhanam</a> , <a href="#">Mark Muhlmann</a> ,
<b>Apologies:</b>	<a href="#">Dr Christy Yeow</a> , <a href="#">Dr Chris Miller</a> , <a href="#">Dr Anil Koshy</a> , <a href="#">Marrwah Ahmadzai</a> <a href="#">Dr Vinod Pushpalingam</a> , <a href="#">Dr Jennifer Kim</a> , <a href="#">Dr Molly Kumar</a> , <a href="#">Petra Breiting</a> , & <a href="#">Dr Sean Heinz</a> , <a href="#">Rob Winn</a> , <a href="#">Malcolm Bannerman</a> , <a href="#">Norman Blumenthal</a> ,

**Item****Description**

1	Declaration of interests		
	Who	Conflict of interest disclosed	Note
	Nobody Identified	Not Applicable	No conflict of interests found

2	Review of actions from previous meeting		
	Action/resolution	Who	Status
Application for ACFID membership	Matt Rickard (Chair)	Completed (sanctioned)	
Verbal advertisement of need for Volunteer 0.2 – 0.4 FTE General Manager			
Request for Re-signing of MOU will all partners countries to include ACFID compliance.			

	Development of Plan A (startJan) and plan B (start July) for resumption of volunteer trips post covid in 2021		
	Payment for EPHA and successful sending of third shipping container with medical and surgical equipment to Sopas Hospital		

3	<b>Acceptance of minutes of previous meeting</b>		
	Minutes last meeting		
	<b>Moved:</b> Matt Rickard (Chair)		<b>Seconded:</b> Santee Santhanam (Treasurer)
	<b>Passed</b>		
4	<b>Acceptance of new members</b>		
	New members accepted: <a href="#">Lyndall Dalley</a> - -		
	<b>Moved:</b> Matt Rickard (Chair)		<b>Seconded:</b> Sepehr Lajevardi

Passed

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Operational reports

Proposed resolution:

- Advertise for volunteer General manager on LinkedIn
- Develop trip report template, including cases and complications
- Trip Box of equipment standardised
- Annual case report and Morbidity and Mortality Meeting
- Each Country Director to communicate directly with their country (and develop a specific plan)
- Every member of DAISI must have on file a police check and and working with children check and proof of current registration and indemnity (for doctors only).
- DAISI to prepare a letter requesting sponsorship to large private hospitals and drug companies
- DAISI to consider including a staff member on payroll of company
- Approach REDCap for access for local surgeons
- DAISI to seek out acquisition of laparoscopic reusable ports
- 

**Moved:** Matt Rickard (Chair)

**Seconded:** Gary McKay (Secretary)

Passed Yes

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Operational reports

Proposed resolution:

Acceptance of New Office Bearer Roles:

- [Vasu Santhanam](#) - Gender Equality Officer
- [Lyndall Dalley](#) - Environment Protection Officer
- [Erina Yip](#) - Disability Support Officer

	<ul style="list-style-type: none"> <li>• <a href="#">Graeme Wertheimer</a> – Medical Student Liaison Officer</li> <li>• <a href="#">Santee Santhanam</a>– Morbidity and Mortality Meeting Coordinator</li> </ul>
	<p><b>Moved:</b> Matt Rickard</p>
	<p><b>Seconded:</b> Christophe Berney (Co-Deputy Chair)</p>
	<p style="text-align: right;"><b>Passed Yes</b></p>
<p style="text-align: center;"><b>7</b></p>	<p>Proposed resolution:</p> <p>Acceptance of changes in constitution and company governance structure, executive training and security checks to ensure ACFID compliance:</p> <ul style="list-style-type: none"> <li>• <a href="#">Revised Constitution</a></li> <li>• <a href="#">Company Governance Structure</a></li> <li>• <a href="#">Compulsory ACFID Code of Conduct training of all Executive, General Manager, CEO &amp; Child Protection Officer</a></li> <li>• <a href="#">Compulsory Working with Children Check all members, staff and executive</a></li> <li>• <a href="#">Compulsory National Police Check all members, staff and executive</a></li> <li>• <a href="#">MUO with all partners including their willingness to comply with ACFIC Code of Conduct in matters relating to Child Protection</a></li> </ul>
	<p><b>Moved:</b> Matt Rickard</p>
	<p><b>Seconded:</b> Christophe Berney</p>
	<p style="text-align: right;"><b>Passed Yes</b></p>
<p style="text-align: center;"><b>8</b></p>	<p style="text-align: center;">Operational reports</p> <p>Acceptance of the following DAISI policies (compliant with ACFID):</p> <ul style="list-style-type: none"> <li>• <a href="#">Strategic plan</a></li> </ul> <p style="margin-left: 40px;"><b>COVID</b> <a href="#">Covid Precautions</a></p> <ul style="list-style-type: none"> <li>• <b>DONATIONS</b></li> </ul>

- Donation of Medical Supplies

**FINANCE**

- fundraising
- conflict of interest

**HUMAN RESOURCES**

- Human resource
- Staff Safety & Security Policy
- 

**PARTNERS**

- Project Risk Appraisal
- Collaboration

**PHOTOGRAPHY**

- Photography
- 

**PROTECTION**

- environment protection
- disability
- gender equality
- human rights
- privacy
- sexual exploitation
- vulnerable persons
- humanitarian

**REPORTING**

- Complaints & Whistleblowing
- Development versus Non-Development activity
- self-improvement policy

	<ul style="list-style-type: none"> <li>• <b>RISK MANAGEMENT</b></li> <li>• <u>Risk Management</u></li> <li>• <u>Audit and risk committee</u></li> <li>• <u>foreign currency exchange</u></li> <li>• <u>Anti-corruption</u></li> <li>• <u>Fraud control</u></li> <li>• <u>Prevention of terrorism financing</u></li> <li>• <u>Finance reserves</u></li> <li>• <u>Business continuity plan and disaster recovery plan</u></li> <li>• <u>Cheque Signatories</u></li> <li>• <u>Social Media</u></li> </ul>	<p><b>Moved:</b> Matt Rickard</p> <p><b>Seconded:</b> Christophe Berney (Co-Deputy Chair)</p> <p style="text-align: right;"><b>Passed Yes</b></p>
9	<p>Acceptance of DAISI Code of Conduct Checklists:</p> <ul style="list-style-type: none"> <li>• <a href="#">Child Protection</a></li> <li>• <a href="#">Environment Protection</a></li> <li>• <a href="#">Human Resources</a></li> <li>• <a href="#">Photography</a></li> </ul>	<p><b>Moved:</b> Matt Rickard</p> <p><b>Seconded:</b> Santee Santhanam</p> <p style="text-align: right;"><b>Passed Yes</b></p>
10	<p style="text-align: center;">Operational reports</p> <p>Acceptance of DAISI templates</p> <ul style="list-style-type: none"> <li>• <u>Application for New Volunteers</u></li> <li>• <u>ANCP Progress Report Template</u></li> <li>• <u>Contractual Agreement for Partners &amp; Sub-Contractors\</u></li> </ul>	

- [Monitoring and Evaluation Plan Template](#)
- [Field Monitoring Report – Template](#)
- [Informed consent for taking of photos](#)

**Moved:** Matt Rickard

**Seconded:** Christophe Berney (Co-Deputy Chair)

**Passed Yes**

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Acceptance of [Job Descriptions](#) for:

Executive Board (Directors)

- [Chairperson](#)
- [Deputy Chair](#)
- [Treasurer](#)
- [Secretary](#)
- [CEO](#)

Office Bearers

- [Sponsorship Officer](#)
- [Finance Officer](#)
- [Laparoscopic Training Officer](#)
- [Shipping & Logistics Officer](#)
- [Child Protection Officer](#)
- [Medical Student Liaison Officer](#)
- [Environment Protection Officer](#)
- [Disability Support Officer](#)
- [Gender Equality Officer](#)
- [PNG programme officer](#)

**Moved:** Matt Rickard

**Seconded:** Gary McKay



		<b>Passed Yes</b>
<b>12</b>	Operational reports	
	Acceptance of new term and conditions of MOU with partners in Solomon Islands and Kiribati are for five years are due to expire next year. Revised MoU should therefore be drawn up including in principle support of ACFID child protection policies and code of conduct:	
	<ul style="list-style-type: none"> <li>• <a href="#">Tungaru Central Hospital, Kiribati</a></li> <li>• <a href="#">Vanuatu Ministry for Health</a></li> <li>• <a href="#">National Referral Hospital and Solomon Islands MOH</a></li> <li>• <a href="#">Sopas Hospital and Enga Province - PNG</a></li> <li>• <a href="#">Alotau Hospital – PNG</a></li> </ul>	
	<b>Moved:</b> Matt Rickard	<b>Seconded:</b> Danny Kozman (Co-Deputy Chair)
		<b>Passed Yes</b>
<b>13</b>	Approval for DAISI to pay for external financial auditor (Mr John Shute) for 2020 pay period (to meet ACNC application requirements). Approximately \$1,600.	
	<b>Moved:</b> Matt Rickard	<b>Seconded:</b> Christophe Berney
<b>14</b>	Operational reports	
	Elect and <a href="#">Audit &amp; Risk Assessment Committee</a> that consists of at least three non board members, ideally one with finance and one with legal background and one with sound knowledge of DAISI's operations. Cannot be a Director.	
	<b>Moved:</b> Matt Rickard	<b>Seconded:</b> Christophe Berney (Co-Deputy Chair)

15	Acceptance of a <a href="#">Cheque Signatories Policy</a> – whereby written approval from Chair required for purchases over \$50..	
	<b>Moved:</b> Matt Rickard	<b>Seconded:</b> Gary McKay
	<b>Passed</b> Yes	
16	Approval for DAISI to seek quote for public liability insurance (estimated less than \$1000 per annum).	
	<b>Moved:</b> Matt Rickard	<b>Seconded:</b> Santee Santhanam
	<b>Passed</b> Yes	
17	<b>Finance report</b>	
	See finance report below	
	<b>Moved:</b> Matt Rickard	<b>Seconded:</b> Daniel Kozman (Co-Deputy Chair)
	<b>Passed</b> Yes	
18	<b>General business</b>	
	<b>Chair's Report</b>  PARTNERING WITH COUNTRIES Country Programme Officers to plan more active role in being primary contact person for their respective country. Each Country Programme Officer to contact their Countries representatives directly and formulate a plan Improve templates for reporting after trips	

Involve partner surgeons/specialists in post trip assessment  
Trips to be a combination of service delivery and teaching.

#### RESUMPTION OF TRIPS

Due to COVID trips are unlikely to restart in Jan, therefore plan is now to resume trips in July 2020

#### TRIP REPORTS

Need standard template for trip reporting  
Need to involve surgeons from South Pacific in post trip discussions.

#### FUNDRAISING

Promote DAISI awareness and fundraising on Facebook  
Need for caution and approval about any photos put on Facebook (need to be ACFID compliant).  
Need to avoid bad press and feedback  
Approach Ramsay and Drug Company for funding (need standardised letter from DAISI).  
Possible role for staff member on payroll of company  
Membership fee probably not necessary

#### RESPONSIBLE DONATING POLICY

Now developed.  
Aimed at avoiding wastefulness and sending of useless items.  
As well as environmental considerations  
DAISI to try to resource reusable laparoscopic ports

#### PART TIME GENERAL MANAGER

Can advertise on LinkedIn.  
0.2-0.4 FTE

#### RESEARCH

Approach REDCap re access for local surgeons in South-Pacific.

#### TRAVEL BOOKINGS

Can organise [Sally Smit from Flight Centre](#) to do all bookings to reduce workload on DAISI

#### SCREENING

Every DAISI member to be WCCC, police check, current registration on file.

#### CEO's Report

##### ONLINE LAPAROSCOPIC WORKSHOP

Opportunity during COVID lockdown to develop virtual laparoscopic workshop "on a shoe-string"

Currently PHO's Masters Project to develop I-phone laparoscope.

##### COVID SAFETY POLICY

Need to ensure volunteers don't contract or transmit COVID

Current policy proposal to address these concerns.

The mandatory 2 weeks self-funded isolation is a major disincentive!

Once vaccine available, it should be compulsory for all DAISI volunteers to South-Pacific.

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**Treasurer's Report** Also obtained on page 21-22 of the [Annual Report](#) on DAISI's website

For the 1<sup>st</sup> July 2019 – 30<sup>th</sup> June 2020 financial year:

total income: **\$73,719.52** (compared with last year \$185,770)

total expenses **\$86,788.51** (compared with last year \$165,431)

balance 31 June 2020 **\$5,959.84**

Debts 31s June 2020 **\$0.00**

Expenditure exceeded income by \$13,068 this year

administrative costs \$10,115.65 (12% of expenses) and fundraising costs (13,030 (15% of expenses) of all expenditure

This was largely due to purchase of DAISI caps and polo-shirts (for eventual resale) and outlay for Charity Ball in Dec 2019, and some administrative costs in ensuring DAISI's compliance with the ACFID Code of Conduct.

Total amount of Australian donations spent on South Pacific Programs and trips (excluding money spent on administration and fundraising) was \$63,652, which represents only 86% of total donations received.

It is our aim to keep these administrative and fundraising costs in future years as low as possible (i.e. below 10-15%), which compares very favourably with larger charity organisations).

The ANNUAL RDE (Recognised Development Expense) this year was calculated as \$97,492 (RDE = \$63,652 plus estimated value of volunteer General Manager this year at 0.4 FTE = \$33,840)

The low bank account may be seen as risk during ANCP audit.

Since 30<sup>th</sup> June 2020 **total expenses: \$6,797**

\$3,135 Legal fees (Incorporating DAISI)

\$1,732. IT (repair viral damage to DAISI website)

\$265 ATO payment (GST)

\$22. Lawpath. Legal fees.

\$1,045 ACFID online courses for Executive & Child Protection Officer

\$264 Merchant Bank Fees.

\$331 Miscellaneous

- \$17 Google account for email
- \$57 MYOB renewal
- \$19 Crucial Paradigm Sydney web hosting
- Merchant bank fees
- \$30 Prepaid credit mobile phone
- \$28 stationary (St Leonard's Newsagent)
- \$175 purchase 21<sup>st</sup> July 2020

Since 30<sup>th</sup> June 2020 **total income:\$7,277**

\$2000 PS Ismiro at the Australian Philanthropic Association


\$5000 Personal Donation from John Atkin & Dr Judy Haddrick

\$100 Donation Simon Ko's patients (POW)

\$1 interest

\$176 Miscellaneous

	<p>25<sup>th</sup> August 2020 DAISI <b>total bank balance: \$6,703.75</b>  <b>DAISI total debts: \$00.00</b></p> <p>Other issues - Application to Dept Fair Trading Charitable Fundraising Authority – renewal approved.</p>
<b>20</b>	<b>Next meeting</b>
	<b>Time:</b> 6pm- 7pm
	<b>Date:</b> Mid to late October 2020
	<b>Place:</b> ZOOM
<b>21</b>	<b>Meeting close</b>
	7:45pm Tue 25 <sup>th</sup> August 2020

<b>Minute taker:</b>	Gary McKay
<b>Signed:</b>	
<b>Date:</b>	25 <sup>th</sup> August 2020