



Doctors Assisting In
South-Pacific Islands

MINUTES

Doctors Assisting In South-Pacific Islands (DAISI)

AGM & Board meeting (combined)

Date:	Saturday 14 th December 2019
Time:	4pm– 5:30pm
Place:	Marigold Hotel, Haymarket.

Attendees:	a/Prof Matthew Rickard, Sepehr Lajevardi, Gary McKay, Christophe Berney, Charbel Sandroussi, Santee Santhanam, Carina Chow, Nili Hali, Ian Hosking Richards, Michael Chow, Mark Taffa, Barry Barford
Apologies:	Dr Daniel Kozman, Prof Peter Hewett, a/Prof Konrad Richter, Dr Basil Leodoro, Sam Deylami

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
Appointment of New Executive Board Members: Matt Rickard – Chair Christophe Berney – Co Vice Chair Danny Kozman – Co Vice Chair Gary McKay – Secretary Santee Santhanam - Treasurer	Dr Sepehr Lajevardi (Outgoing Chair)	Completed (sanctioned)	
Appointment of New Officer Bearers: Carina Chow – CEO Ian Richards – Sponsorship	Dr Sepehr Lajevardi (Outgoing Chair)	Completed (sanctioned)	

	<p>Sam Deylami – Finance Charbel Sandroussi – Laparoscopic training Michael Chow – Medical Student Liaison Nili Hali – Child Protection Barry Barford – Logistics & Shipping Country Officers: Peter Hewett: Solomon Islands Mark Taffa: PNG Konrad Richter -Fiji Basil Leodoro – Vanuatu Sepehr Lajevardi - Kribitati</p>		
	Fixing of DAISI's online credit card payment	Dr Santee Santhanam (Treasurer)	Completed
	Second Shipping Container to Sopas Hospital PNG.	Mark Taffa (PNG Programme Officer)	Completed

3	Acceptance of minutes of previous meeting	
	Minutes last meeting	
	Moved: Sepehr Lajevardi	Seconded: Gary McKay
	Passed	

4

Acceptance of new members

New Members accepted:

Moved: Sepehr Lajevardi

Seconded: Gary McKay

Passed

5

Operational report

Proposed resolution:

Acceptance of New Executive DAISI Board Members and Office Bearers

New Executive Board Members:

Matt Rickard – Chair

Christophe Berney – Co Vice Chair

Danny Kozman – Co Vice Chair

Gary McKay – Secretary

Santee Santhanam – Treasurer

New Office Bearers:

Sam Deylami – Finance

Charbel Sandroussi – Laparoscopic training

Michael Chow – Medical Student Liaison

Nili Hali – Child Protection

Barry Barford – Logistics & Shipping

Country Officers:

Peter Hewett: Solomon Islands

Mark Taffa: PNG

	Konrad Richter -Fiji Basil Leodoro – Vanuatu Sepehr Lajevardi - Kribitati		
	Moved: Sepehr Lajevardi	Seconded: Christophe Berney	
			Passed
6	Finance report		
	See finance report below		
	Moved: Sepehr Lajevardi	Seconded: Gary McKay	
			Passed

7	General business		
	Outgoing chair’s report - Dr Sepehr Lajevardi		
	Funding for DAISI		
	DAISI has no regular funding. Last year’s ball raised approximately 100k however much of that went to paying for the venue which was the Hilton (40k).		
	The current volunteer accountant is providing ACNC compliance to maintain DAISI’s charitable status through provision of reports.		
	Funding could ensure continued assistance by accountant and secretary.		
	Medium to long term goal is to obtain DFAT funding.		
	DFAT requires compliance with the ACFID Code of Conduct (not yet obtained by DAISI).		

Funding to support salary for part-time secretary

There is a need for funding identified to pay for a permanent part-time secretary for DAISI to ensure compliance and improve prospects of government aids.

Funding to Support Travel expenses

PIP funding would ensure payment of flights and accommodation for volunteers – who already use their personal and annual leave to attend trips. DAISI also needed to identify specific areas requiring funding such as the need for nurses to attend trips.

Matthew Rickard suggested that he make enquiries with the College in relation to funding issues.

Funding for Nurses

All agreed that as important as the doctors and equipment were the need for nurses, particularly scrub nurses, to aid with teaching and surgeries. The need for funding identified for nurses to attend trips in circumstances where their own financial means were limited. Nurses could also teach needle and sharps handling, sterilisation and other general teaching to the overseas staff. Therefore it was resolved that a pledge would take place at the Ball.

The Solomon Foundation and DAISI

Discussion by Ian Richards in relation to the link between the two organisations and his role.

Location and regularity of trips

New chair Matthew Rickard proposed that DAISI's focus ought to be on 3-4 locations with regularity of trips and dialogue between the DAISI team and the overseas hospital as to their needs. Volunteers could also stagger the services to address the specific need for example the first phase of trips providing surgery and the following phase providing after care and follow up – although acknowledged that in reality this may not be feasible.

DAISI previously had an online calendar which was informative and allowed volunteers to choose future trips. However, this has ceased due to a number of last-minute cancellations. In the last year three last minute cancellations due to non-approval issues.

Who to donate to

Members present identified that equipment donated and shipped should address the needs of the overseas hospital. For example radiology equipment and sterilisers have greater utility. This need could also be identified at each of the regular locations visited by DAISI. Carina Chow suggested that DAISI should focus on a few places and identify what they need/want such as Vanuatu needing thyroid services.

Matthew Rickard suggested focusing on Gizo, Sopas and Honiara. It was therefore resolved that DAISI's focus in the immediate future will be on these three locations.

Responsible donation of Equipment and supplies

Another important aspect of DAISI's work is medical supplies donations. Mark Taffa and Barry Barford spoke of their role in that regard.

Chris Berney expressed surprise while at Sopas regarding the contents of a container which arrived at Sopas. Prof Berney emphasised the importance of identifying the hospital's needs before arranging container shipments. Often staff at hospitals would not know or have a need for certain items such as robotic surgery tools.

Mark Taffa clarified that most of what was sent to Sopas was hospital beds.

Many overseas hospitals used expired goods even though the current WHO recommendation was not to use medical goods which had expired.

Major or minor surgery

All members present agreed a difficulty is providing aftercare to patients particularly following major surgery. Charbel Sandroussi stated that there is one nurse for 45 patients which makes it very difficult to provide after care.

Further discussion was held further to the above in relation to a care team following any complicated surgery. Such a care team could also provide teaching in that week.

Coordination of Surgical and Gynae trips

DAISI also needed to coordinate with O&G team to visit in between current surgical team visits.

Volunteer's reporting obligations.

All teams also need to remember their reporting obligations, with a designated team leader to maintain minutes of their debriefing sessions and supply these along with cases screened and OP reports. These should be used to write a trip report, which will then be combined with the partner's report by the DAISI executive to provide feedback to partners on where

success was achieved, and where improvements or changes are needed This is invaluable for achieving lasting change and improving the quality of future trips.

Advertising for DAISI and improved awareness

Matthew Rickard queried whether DAISI should advertise to increase awareness. For example there are a number of plastic surgeons who may be interested in volunteering. Sepehr identified two from RNSH. To be discussed further re decision to advertise.

2020 DAISI Ball

Presently decided to be at the Novotel Manly on 1 August 2020.

Outgoing Treasurer's report – Dr Eric Yip

Income Statement summary for financial year July 2019-June 2020

Revenue/receipts

Donations and bequests: \$185,777.00

Total revenue/receipts: \$185,777.00

Expenses/Payments

Donations made for use outside Australia (i.e. trips to South Pacific): \$165,431.00

Total additional expenses/payments (e.g. admin): \$2,400.00

Net surplus/(deficit): +\$17,946.00

Balance Sheet Extract

Total assets: \$18,989.00

Total liabilities: \$0.00

Net assets/liabilities: \$18,989.00

Online Credit card Payment issues

The DAISI website online payment portal has had some security issues that will need rectifying, and this has been handed over to IT (Sudhir Raghavan)

Funding issues for third shipping container

The DAISI has exhausted its funds, with costs to deliver and return shipping containers blowing out more than expected. Need to seek alternatives for getting third shipping container delivered to Sopas Hospital with vital equipment. Need to negotiate with Enga Provincial Health Authority to see if they can co-contribute.

DAISI needs to consider alternative methods for delivering equipment. Perhaps purchasing containers would be cheaper, as DAISI would not have to pay for container's return, and the container also has inherent value being used by the hospital for storage.


Online Credit card Payment issues

The DAISI website online payment portal has had some security issues that will need rectifying, and this has been handed over to IT (Sudhir Rhagavan)

DFAT funding

DAISI needs to make enquiries about becoming signatories to the ACFID Code of Conduct, which is a requirement of all NGO that want to seek DFAT funding and support. This will be looked into by Gary McKay before next Board Meeting.

8	Next meeting	
	Time:	6pm- 7pm
	Date:	Mid to late May 2020
	Place:	Venue to be determined.
9	Meeting close	
	5:30pm Sun 14 th Dec 2019	

Minute taker:	Nili Hali
Signed:	
Date:	14 th Dec 2019