



Doctors Assisting In
South-Pacific Islands

BOARD MEETING MINUTES

Doctors Assisting In South-Pacific Islands (DAISI)

Board meeting

Date:	Sunday 19 th July 2020
Time:	10am – 12pm
Place:	Head Office, St Leonard's NSW 2065

Attendees:	a/Prof Matt Rickard (Chair & Convenor), Prof Christophe Berney (Co-Vice-Chair), Dr Carina Chow (CEO), Dr Gary McKay (Secretary), Dr Sepehr Lajevardi (Kiribati Programme Officer), Mr Mark Taffa (PNG Programme Officer), Ms Nili Hali (Child Protection Officer), by invitation Dr Elvis Japhlet (PNG Partner)
Apologies:	Dr Daniel Kozman (Co-Vice-Chair), Dr Santee Santhanam (Treasurer), Mr Sam Deylami (Finance Officer)

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	Dr Gary McKay (Secretary)	Completed
	Fixing of DAISI's online credit card payment	Dr santee Santhanam (Treasurer)	Completed
	Third Shipping Container to Sopas Hospital PNG	Mark Taffa (PNG Programme Officer)	Completed

3	Acceptance of minutes of previous meeting	
	Due to lack of quorum (at least 4 out of 5 Executive Board Members present), voting on last board meeting minutes was not permitted and will be deferred until next board meeting.	
	Moved: Not Applicable	Seconded: Not Applicable
Passed/Not passed		
4	Acceptance of new office bearers	
	Due to lack of Quorum, voting on the acceptance of new office bearers (gender equality, environment and disability protection) will be postponed until next meeting scheduled for 22 nd August..	
	Moved: Not Applicable	Seconded: Not Applicable
Passed/Not passed		
5	Operational report	
	Proposed resolution: That the operational report be accepted	
	Moved: Not Applicable	Seconded: Not Applicable
Not voted on due to lack of quorum		Passed/Not passed
6	Finance report	
	Financial report not voted on due to lack of quorum. Financial report printed and made available to those in attendance, but will be moved to next board meeting due to lack of quorum. This is also published on pages 21-22 of the 2020 Annual Report on the DAISI website.	

	Moved: Not Applicable	Seconded: Not Applicable
	Not voted on due to lack of quorum	
	Passed/Not passed	

7	General business
	<p><i>Due to lack of quorum (only 3 out of 5 Board Members in attendance), voting on policies, previous minutes, and resolution of previous reports (finance and operational) was not allowed and will be conducted at the next Board Meeting where quorum should be obtained. Issues discussed, which will be further discussed and voted on at next board meeting 22nd August 2020 are presented below:</i></p> <p><i>Incorporation of DAISI</i></p> <ul style="list-style-type: none"> • <i>DAISI is now an incorporated company limited by Guarantee (\$10 each member if goes bankrupt). Legal fees pending but will be \$3,125 +GST.</i> • <i>Company structure allows for Board Members (Chair, Vice Chairs, Secretary & Treasurer) to be elected by majority vote at AGM (on the “odd years” for two year term period. These Board Members automatically become DAISI’s Directors during their term. All decisions must be made at meetings with quorum (75% attendance or greater) with decisions made by majority vote with the Chair’s vote the deciding vote if stalemate achieved. Office Bearers and General Manager are invited to attend and contribute to the quarterly board meetings, but do not have director voting rights.</i> <p><i>ACFID Code of Conduct & E-Learning</i></p> <ul style="list-style-type: none"> • <i>Australian Council For International Development (ACFID) Code of Conduct submission completed</i> • <i>Carina Chow, Gary McKay and Matt Rickard have all completed the ACFID E-Learning Modules</i> • <i>Christophe Berney, Santee Santhanam and Danny Kozman yet to complete it.</i>

- It is preferable for all Board Members, CEO and General Manager to complete the [ACFID E-Learning modules](#) (after which they obtain a certificate from ACFID).
- Officer Bearers are also encouraged to complete [ACFID E-Learning courses available online](#):
- CODE Self Assessment (**CSA**) has been completed by DAISI which is the first step in applying for ACFID membership
- There will likely to be some remediations required of DAISI in some areas.
- Most NGOs take between 4-18 months to achieve compliance and receive Full ACFID membership.
- Once DAISI has “interim ACFID membership”, it can then apply for membership with the Australian NGO Cooperation Programme (**ANCP**) through Department of Foreign Affairs & Trade (**DFAT**) (which doesn’t open until January 2021).
- First step in ANCP assessment is called “Desk Assessment”
- Should not rely on funding coming through for at least a year or two, as competition for full level funding very high.
- DAISI may be eligible for ANCP professional help prior to final assessment, although this usually free service may not cost money due to funding cuts.
- The final ANCP assessment of DAISI will finally involve a 3 day site inspection of DAISI’s “head office” and interviewing of all Board members on their operational knowledge. Therefore completion of the [ACFID E-Learning modules](#) is extremely important.

Regular Part-Time Secretary

- DAISI still on look-out for somebody willing to volunteer 2 days a week as DAISI General Manager. Anyone interested should contact DAISI Chair Matt Rickard.
- Job description and goals need to be developed.

PAID staff

- Issue raised about whether or not DAISI can supplement income to financial advisor (to cover registration fees).
- Currently DAISI does not support paying staff. This is likely to change if DAISI is able to acquire regular DFAT funding in the future.

Job Descriptions

- Work still required to further clarify job descriptions, particularly for the following new Officer Bearer Roles

Environment Protection Officer (Lyndall Dalley)
Gender Equality Officer (Vasu Santhanam)
Disability Support Officer (Erina Yip)

Key Performance Indicators (KPIs)

- Work still required to further clarify current Key Performance Indicators for PNG, Kiribati, Vanuatu & Solomon Islands.
- Dr Sepehr Lajevardi will forward proforma, and examples from RACS on this to be used a learning tool and template.
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AGM & Board Meetings

- The following dates were proposed for quarterly **Board Meetings**, and given COVID, decided best by ZOOM
- 6pm – 7pm Sat 22nd August 2020
- 6pm – 7pm Tues 27th Oct 2020
- 6pm – 7pm Tues 2nd Feb 2021
- 6pm – 7pm Tues 27th April 2021
- 6pm – 7pm Sat 31st July 2021
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- The following dates were proposed for **Annual General Meeting (AGM)**
- 5pm – 6pm Sat 22nd August 2020
- 5pm – 6pm Sat 31st July 2021
- Board Meetings are only open to Board members and Officer Bearers
- AGM is open to all DAISI members
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- [RVSP Tab](#) now available on DAISI website for both these meetings:

Fundraising

- \$5000 donation received from a/Prof Matt Rickard's happy patient.
- Offer by Ashlee Hazelwood to promote DAISI Ball on Facebook. All present in agreement with this in principle, although currently DAISI does not have sufficient funds..
- Printing of pamphlets and Annual report to promote fundraising supported in principle.
- Agreed that DAISI Office should have posters and pamphlets that more accurately describe its Mission Statement in its "head office"

- *Concept of “virtual office” versus “head office” discussed, as currently during COVID outbreak most work is being done from home computers over the net and by ZOOM.*

Future Trips

- *Proposal made to cut and paste this year’s cancelled trips to next year, although likelihood of starting in Jan 2021 is remote.*
- *Due to uncertainty about when COVID restrictions will be lifted, agreed to come up with “plan A” & “Plan B”*
- *Plan A – presumes first trips begin in January 2021 – highly unlikely proposition!*
- *Plan B – presumes first trips begin in July 2021 – much more likely proposition*
- *Agreed DAISI should not risk transmitting COVID to South Pacific until well under control. Similarly, must also not risk exposing DAISI volunteers to COVID.*
- *Once “Pacific Bubble” opens (e.g. Opening of borders between Australia and New Zealand and certain South-Pacific Islands), then likely to be able to resume trips.*

Environment Protection

- *Currently waiting for Environment Protection Officer (Lyndall Dalley) to provide updated Code of Conduct based on current DAISI Principles.*
- *Agreed that single used- consumables should be avoided if possible*
- *Re-usable ports (e.g. stainless steel) are preferable to plastic ports*
- *Even sharp stainless steel ports can be filed down to make them less sharp and safer*
- *Matt Rickard and Carina Chow will see if robotic 8mm ports can be acquired from Device Technology as these are ideal.*
- *At this stage DAISI does not prohibit the use of plastic single used ports, if donated to DAISI, but prefers the sending and use of re-usable stainless steel ports.*
- *DAISI needs to devise further ways of reducing or offsetting its carbon footprint*
- *Further investigation of existing methods for dealing with plastics at each hospital needs to occur.*
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Finance

- *1st July DAISI has \$5,959.94 and no debts/liability. All GST paid for. DAISI balance 19th July 2020 \$10,224.64*

8	Next meeting	
	Time:	8pm- 8:30pm (after the AGM)
	Date:	Tuesday 18 th August 2020
	Place:	By ZOOM given current COVID restrictions
9	Meeting close	
	12pm Sun 19 th July 2020	

Minute taker:	Nili Hali
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Signed:	
Date:	19 th July 2020