



**Executive Board Meeting Minutes**  
**Tuesday 27<sup>th</sup> October, 8pm via ZOOM**

**Doctors Assisting In South-Pacific Islands (DAISI) board meeting open to all DAISI Board Members and Office Bearer**

**Present:** Christophe Berney, Lyndall Dalley, Sam Deylami, Sabine Duffy, Nili Hali, Daniel Kozman, Basil Leodoro, Gary McKay, Santee Santhanam, Mark Taffa, Erina Yip.

**Apologies:** Barry Barford, Peter Hewett, Matt Rickard

**Conflict of Interests to be declared:** None

**Minutes from previous Meeting:** motioned Sabine Duffy, approved Daniel Kozman

1) **Treasurer's report:** Sabine Duffy

Accounts have been audited. Special thank you to Sam Deylami.

Since 25 <sup>th</sup> August 2020 total expenses: \$2,316.53	Since 25 <sup>th</sup> August 2020 total income: \$939.82
- Audit fees: \$950	- Donation: \$939.50 Gary McKay
- Legal fees: \$892	- Interest: \$0.32
- Advertising: \$33.02	
- Bank Charges: \$187.9	
- Printing and Stationary: \$54.51	
- Training: \$150	

2) **Request for Re-signing of MoU with all partners:** Gary McKay and Sabine Duffy

MOU with partners in Solomon Islands and Kiribati are for five years are due to expire THIS year. Revised MoU including in principle support of ACFID child protection policies and code of conduct submitted but still awaiting signing by SI, Kiribati, Vanuatu, & Alotau (PNG). Sopas hospital (PNG) MOU successfully signed.

3) **Communication:** Sabine Duffy

Six articles submitted already which should be sufficient. Happy to go with the General manager and Chair's report omitting the CEO's report for the time being. Sabine has proposed perhaps doing a monthly newsletter. This will depend on time and content but certainly there is a role for increasing frequency and visibility to attract more members and potential sponsors. Currently, the newsletter is biannual. The October newsletter is ready to go and will be sent by Friday.

#### **4) Bank Accounts:** Sabine Duffy

ANZ Bank signatories have been established. We just need Matt Rickard to go back to his bank and provide them with his middle two names and we can then apply for new internet banking rules. Carina and Chris need to identify themselves with ANZ to create their profiles. Sabine will send requirement details.

#### **5) Public Liability Insurance:** Sabine Duffy

Currently DAISI does not have Public liability insurance. Originally, it was asked for overseas activities to be included in the application for Public liability, but this was not considered within the insurers' risk appetite. We are now in the process of reapplying just for public liability for our activities here in Australia. One quote has been received and two more quotes have been requested.

So far, the quote is \$1,384.00 (one thousand, three hundred and eighty-four dollars) to cover the association liability with a few more inclusions. It is from CGU and covers professional liability, management liability, association liability, employment practices liability, employee fraud or dishonesty up to a Hundred thousand and superannuation trustee's liability. So that is for the association and then you must have public liability for the volunteers.

#### **6) Professional Indemnity during overseas trips:** Chris Berney

Chris Berney volunteers for charities in Africa and all their volunteers are covered by the charity's medical indemnity. He feels it should be the same for DAISI's volunteers. He recommended that we contact the Melissa Mason ([melissa.mason@mercyships.org](mailto:melissa.mason@mercyships.org)) to ask about medical indemnity. The consensus was that most of the executive and office bearers felt that individual indemnity would still be required but obviously we would not advertise this amongst our South Pacific Island partners. Nili will check to see if there has been a previous precedent of suing an Australian doctor for working in the South Pacific. This will be presented at the next meeting. Sabine will contact Melissa Mason at Mercyships.

#### **7) ACFID Application and ABN change update:** Sabine Duffy

The ACFID application is a long process where we must link all our procedures and policies with our projects and overseas partners. We have most written policies and we now need to create the practical links. Fortunately, Sabine has contacts with Corinne who works for an accredited charity and is a consultant specialised in DFAT accreditations who has kindly assisted with templates and trackers.

Recently, DAISI applied to become a public company limited by guarantee. The new ABN is created and valid but we are waiting for the deductible gift recipient status to be transferred to the new ABN. In the meantime, we are still using the old ABN. During the transition, there could be a day or two where DAISI may have no ABN. It is important once the new ABN is registered that we delete the old ABN and all references to it on our pamphlets, website etc.

#### **8) Next shipping container arrangements:** Mark Taffa

We have enough equipment to send a full shipping container. Barry Barford was an apology and suggested that limited container loads (LCL) can sometimes be less hassle than full container loads (FCL) avoiding bond security issues, HS codes, hold-ups on arrival etc so this is something we need to explore. Currently we only have just over \$5,000.00 (five

thousand dollars) which is the bare minimum for our financial reserves so the aim would be to raise \$2,000.00 (two thousand dollars) between now and the end of the year to fund a shipping container to the Solomon Islands. Mark Taffa is going to categorise all items so that we can ask our partners in the Solomon Islands which items they would like included in the shipping container compliant with ACFID Code of Conduct. Sabine Duffy will request specific donations in the November newsletter.

**Board Meeting Closes:** 9pm

**Next Meeting:** 8pm – 9pm (AEST) Tues 2nd Feb 2021