

Executive/Board Meeting Minutes

Doctors Assisting In South-Pacific Islands (DAISI) Ltd.

Board/Executive Meeting Agenda - open to all DAISI Board/Executive (and Office Bearers by invitation)

Date:	Tuesday 27 th April 2021
Time:	8:pm-9pm (Sydney, Brisbane & Adelaide), 9-11pm Vanuatu 10-11pm Auckland.
Place:	Join Zoom Meeting https://zoom.us/j/99695903863?pwd=Si91cTJHUnFSSDIKSFU0OGdnSCt5Zz09 Meeting ID: 996 9590 3863 Passcode: 662661

Item	Description	Responsible
------	-------------	-------------

1	<p>Welcome</p> <p>Confirmation of attendance to board meeting received in advance from:</p> <p>Matt Rickard, Peter Hewett, Sepehr Lajevardi, Christophe Berney, Gary McKay, Mark Taffa, Konrad Richter</p>	Chair – Matt Rickard
2	<p>Apologies</p> <p>Apologies: Dr Danny Kozman, Dr Santee Santhanam, Dr carina Chow, Lyndell Landers, Basil Leodoro</p>	Co Deputy Chair – Danny Kozman
3	<p>Conflict of Interests to be declared</p>	Chair – Matt Rickard
4	<p>Review of actions from previous board meeting</p> <ul style="list-style-type: none"> • ZOOM sessions aimed at education & support to South Pacific • ACFID Code of Conduct (Code Self Assessment) Re-Application 2nd April • ANCP/DFAT preparation & application Unlikely to be able to apply until 2022. • MOU renewal with Solomon Islands • Shipping Container to Solomon Islands to be fully funded by DAISI • New PO Box for DAISI (PO Box 679, Crows Nest, NSW, 1585) • Webjet refunds to those who lost money due to COVID cancellation in 2020 • ANZ reapplication online banking authority requiring 2 signatures (complaint with ACFID cheque signatory's policy) • Cancelling of ANZ Merchant Bank (EFTPOS) terminal • • 	Secretary Gary McKay
5	<p>Acceptance of minutes of previous board meeting</p>	Deputy Chair – Christophe Berney
6	<p>Chairperson's report</p> <ul style="list-style-type: none"> • DAISI Charity ball for 2021? • Future shipping containers? • Advertising for new General Manager? • Aims/Goal/Objectives statement for ZOOM sessions 	Matt Rickard

- Teaching? Real time case discuss (e..g like a MDT?)
-
- Filling of empty positions (Shipping & Logistics, GM positions)
- Non attendance of Office Bearers.

Treasurer's Report

From 2nd Feb – 27th April 2021 **total expenses: \$11,125.58**

\$4,695.58 Bollinger Shipping

\$3,135 Purchase of 20 foot shipping container from Tiger

\$215 PO Box renewal

\$3,080 Webjet refunds

- Tom Crawley Smith \$902.00
- Julie Moretti \$1,215.00
- Petrus Kotze \$478.06
- Roumel Valentin \$484.32
- Peter Bell \$446.79

From 2nd Feb – 27th April 2021 **total income:\$699.01**

\$

\$699.01 ANZ refund

\$230.89 ZOOM purchase

27th April 2021 DAISI **total bank balance: \$4,505.63**

DAISI **total debts: \$00.00**

The year to date Profit and loss report is presented below:

INCOME

Donations	\$20,0833.58
Interest	0.82
Total Income	\$20,834.40

EXPENSES

Accounting fees	\$950.00
Advertising	214.39

8

	<p>Legal Fees \$3,820.22 Bank Charges 47.68 Insurance \$884.50 Internet & Website development \$2,189.31 Postage & courier \$196.36 Printing & Stationary \$54.51 Telephone \$73.49 ACFID Code of Conduct Training (compulsory all Exec) \$1,295.45 Subscription \$247.77 International freight/shipping containers \$11,802.98 Total Expenses: \$21,776.66</p> <p>Operating Profit (942.26)* Net Profit (942.26)*</p> <p>*Brackets indicates minus amount.</p> <p>Total equity \$4,505.63</p>	
9	<p>Office Bearer Reports</p> <ul style="list-style-type: none"> • Sponsorship Officer – Ian Richards • Acting Shipping & Logistics Officer – Gary McKay <ul style="list-style-type: none"> • Shipping container ETA Honiara 25th April 2021 • Increase in cost (\$7,830) <p>Country Programme Officers</p> <ul style="list-style-type: none"> • PNG – Mark Taffa • Solomon Islands – Peter Hewett • Vanuatu – Basil Leodoro <ul style="list-style-type: none"> • MOU expired 	

	<ul style="list-style-type: none"> Kiribati Harry Lam <ul style="list-style-type: none"> MOU expired Fiji Konrad Richter <p>Audit & Risk Committee</p> <ul style="list-style-type: none"> Sepehr Lajevardi Nili Hali <p>Protection Officers</p> <p>Erin Yip (Disability) Nili Hali (Child Protection) Vasu Santhanam (Gender) Lyndell Landers (Environment)</p> <p>ZOOM session report Gary McKay</p>	
10	Questions to board	Chairperson – Matt Rickard
11	Proposed resolutions	Co Deputy Chair – Danny Kozman
	Proposed resolution	Moved by
a	That the following recommendations be accepted: <ul style="list-style-type: none"> DAISI Charity Ball to wait until end of financial year 2022 	

	<ul style="list-style-type: none"> Shipping Containers to be postponed for indefinite future. 		
	<ul style="list-style-type: none"> MOU with Kiribati to be encouraged 		
	<ul style="list-style-type: none"> ZOOM sessions – emphasis on case presentation rather than tutorials. 		
	<ul style="list-style-type: none"> Create “wish list” for website for requested equipment (e.g. Pap Smears & Endometrial Sampler, and make a PDF document for easy downloading explaining “How to Donate” to DAISI. 		
12	Approval of DAISI’s financial statements for 2 nd Feb – 27 th Ape 2021 period		Moved by Sam Deylami and seconded by Matt Rickard
13	Acceptance of DAISI’s last board/exec meeting minutes 2nd Feb 2021		Moved by Matt Rickard and seconded by Gary McKay
14	Board/Executive Meeting close		Chair – Matt Rickard