

Executive Board Meeting Minutes

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

Executive/Board Meeting Minutes (open to all DAISI Board/Executive Members and Office Bearers)

Date:	Saturday 31 st July 2021
Time:	8pm-9pm (EAST); 9-10pm Vanuatu; 10-11pm Auckland.
Place:	ZOOM (Meeting ID: 982 6942 1997 Passcode 691725) https://zoom.us/j/98269421997?pwd=M24wSjZqRHhvK0hWZmozMFpQMDR3Zz09

Item	Description	Responsible
1	Attendees	Deputy Chair Christophe Berney

	<p>Board Members: Dr Gary McKay, Dr Daniel Kozman, Dr Santee Santhanam, Dr Sepehr Lajevardi.</p> <p>Executive Members: Dr Carina Chow (CEO), Prof Christophe Berney (Deputy Chair), Office Bearers: Prof Peter Hewett (Solomon Islands Program Officer), Nili Hali (Child Protection Officer).</p>	
2	<p>Apologies</p> <p>Apologies: a/Prof Matt Rickard (Chair) & Sam Deylami (Treasurer), Konrad Richter (Fiji Programme Officer) and Jessica Lim.</p>	Deputy Chair – Christophe Berney
3	<p>Conflict of Interests to be declared</p> <p>No conflicts of interest identified or declared.</p>	
4	<p>Review of actions from previous board meeting</p> <ul style="list-style-type: none"> • ACFID Code of Conduct Application. <ul style="list-style-type: none"> • Revision submitted 2 April 2021 • Further revision required (missed 27 July 2021 due date) • Now due 5th August • Won't be considered until Dec 2021 • Aiming for interim ACFID membership by Jan 2022 • DFAT preparation & application <ul style="list-style-type: none"> • Unlikely to be able to apply until 2022. • With downturn in income and expenses (due to COVID) will now only qualify for base rate funding 	-
5	<p>Acceptance of minutes of previous board meeting</p>	Deputy Chair – Christophe Berney seconded by Gary McKay.
6	<p>Chairperson's report</p> <ul style="list-style-type: none"> • Unlikely any volunteer trips to South Pacific for 2022 • ZOOM sessions with surgeons, anaesthetists and gynaecologists in PNG, Solomon Islands, Kiribati and Vanuatu going well (e.g series of subspeciality sessions which are being recorded & uploaded to website) 	Presented by Gary McKay (prepared by Matt Rickard).

	<ul style="list-style-type: none"> • https://daisi.com.au/zoom-sessions/ • Originally designed for trainees, but mostly surgeons attending. • Nine ZOOM sessions remain for 2021 <ul style="list-style-type: none"> ○ Tue 31st AUG 2021 Surgical Topic: Upper GI ○ Tue 28th SEP 2021 Surgical Topic: Colorectal ○ Thu 21st Oct 2021 Anaesthetic Topic: Trauma ○ Tues 19th Oct 2021 Gynae Topic: Ovarian Disease ○ Tue 26th OCT Surgical Topic: Anal Conditions ○ Tue 30th NOV Surgical Topic: Plastics ○ Tues 14th Dec 2021 Anaesthetic Topic: Paediatrics ○ Tues 14th Dec 2021 Gynae Topic: Rif Pain, and PID ○ Tue 21st DEC 2021 Surgical Topic: GIT/endoscopy • Responsibility of bi-annual DAISI Newsletter now returned to Secretary • Elections for Executive positions due to conclude in Late Oct/early Nov this year.\ • Will be advertised in the October Newsletter • This year's AGM will be postponed until 6-7pm Sat 28th August • Position of Shipping/Logistics Officer remains vacant (currently managed by Gary McKay). • Reminder that attendance of minimum 2 out of 4 board meetings required each year by all Exec/Board/Office Bearers – • 	
	<p>Vice Chair Report</p> <ul style="list-style-type: none"> • Very happy with ZOOM session progress. • Session on Research went very well. • Previous ZOOM sessions now available on DAISI's Youtube channel. <ul style="list-style-type: none"> ○ Tue 27th JULY Surgical Topic: Biliary disease ○ Tue 27th JULY Anaesthetic Topic: Airways ○ Tue 20th JULY Gynae Topic: Uterine Conditions ○ Tue 29th June Topic: Diabetic Foot Ulcers ○ Tue 25th May Surgical Topic: Research 	<p>Christophe Berney</p>
	<p>Board Report</p> <ul style="list-style-type: none"> • Reminder of upcoming elections end of year for current Exec positions: Secretary, Treasurer, Chair and Deputy Chair, 	<p>Danny Kozman</p>

	<ul style="list-style-type: none"> with COVID inactivity these past two years, continuation of current personal (if they are willing to remain for further two year tenure and their positions are not contested) would be a reasonable option 	
	<p>Secretary's Report</p> <ul style="list-style-type: none"> Newsletter due in October – need to start canvassing for articles from member and partners Members renewal reminder to be sent to all members, where it will be required that they re-confirm their commitment to DAISI/ACFID's Code of Conduct, and declare that they have not engaged in criminal activity, child sex offence, nor had conditions, cancellation or suspension of complaint to governing body made against them since last renewed. Membership renewal to remain free. DAISI Exec/Board/Office Bearers to be sent current copy of DAISI's policies for perusal with delegation of proof reading. Currently there is no clear requirement of minimum attendance at Board/Exec meetings in the company structure document . 	
7	<p>CEO/s Report</p> <ul style="list-style-type: none"> Regrettable closure of Sopas Hospital due to tribal attack Laparoscopic gear being moved by Dr Japhlet to facility in Port Moresby after Extra-ordinary meeting by Exec/Board on 22nd July 2021 agreeing to this, as it was felt that this was a better option that the equipment going to ruin or being ransacked. A number of laparoscopic stacks available in Brisbane if need (when the time comes). 	Carina Chow
8	<p>Treasurer's Report (27th April until 30th July 2021)</p> <p>Total expenses: \$424.82 MYOB Banking \$81.00 GOOGLE account \$86.16. Merchant Fee for EFTPOS \$257.10 Debit interest \$0.56</p> <p>Total income:\$5,000.00</p>	Presented by Gary McKay (prepared by Sam Deylami)

	<p>\$5,000 APS donation 25 June 2021</p> <p>Total bank balance: \$8,110.25 Total debts: \$00.00</p>	
<p>9</p>	<p>Audit and Risk Committee Sepehr Lajevardi and Nili Hali</p> <p><i>Financial Reserves</i></p> <ul style="list-style-type: none"> Given reduced cash flow (with cancelled Charity Ball due to COVID lockdown, and unlikely ACNC-DFAT funding for at least 2 years), finance reserves need to be safeguarded. Balance of \$8,110.25 sufficient to meet current anticipated expenses based on Charity Ball resuming in Oct 2022. If this is not the case, a business continuity/contingency plan will be needed. Insurance protection remains current and adequate. <p><i>Fraud control</i></p> <ul style="list-style-type: none"> Independent review of budget by ARC concurs with Treasurer's report. Suggest audited financial statement for 20-21 to support applications to ACFID/ACNC Current 2 signatories policy with ANZ e-gate seems to be working well expenses. <p><i>Protection of Privacy/Photography & Vulnerable persons policy</i></p> <ul style="list-style-type: none"> Compliant with policy 6.3,1 concerning consent for photography, DAISI needs to ensure consent for videorecording of ZOOM video sessions. Also complaint with this policy, need to ensure that participants (who do not agree to video taking) are either removed from the video or sufficiently de-identified and that videos are screened first and edited to ensure they do not reveal any graphic details that would in any way identify patients, or degrade them. At the start of each session a brief statement should be provided to participants informing them that these sessions are recorded, with participants have the option of publicly or privately opting out or having their details/face de-identified. The ZOOM host will make it clear to all participants at the start of sessions the contact details (e.g. staff@daisi.com.au) for participants to make requests for de-identification or removal of their contribution to ZOOM videos. <p>COVID response</p>	

Now that COVID vaccination has been approved in Australia, suggest current policy [10.6.7. COVID Precautions Policy](#) be altered to “Proof of COVID vaccination (two doses) and recent COVID negative swab (less than 72 hours prior to departure) is mandatory of all DAISI volunteers to the South-Pacific.”.

Conflict at Sopas Hospital, PNG Highlands

- Current risk at Sopas Hospital, Highlands PNG unacceptably high. Suggest when travel bans cease that all DAISI trips to Highlands be suspended.

Office Bearer Reports

- Medical Student Liaison Officer – [Graeme Wertheimer](#).
 - No report
- Acting Shipping & Logistics Officer – [Gary McKay](#)
 - Shipping container arrived Honiara, 2nd April 2021 (cost more than expected \$9,153.78)
 - Equipment utilisation survey sent to Honiara partners (as per policy 2.1.19) in May. Awaiting feedback from Rooney Jagilly (NRH medical superintendent)
 - Discussion on merits of sending future equipment (given huge expense of April 2021 container)
 - Possible role for recipients to pay partial shipping costs for future containers.

Protection Officers

- Child & Vulnerable adult Protection Officer – [Nili Hali](#)
 - Working With Children (WCC) Checks will need to be checked when COVID closures end and before volunteer trips resume as a number are likely to have become out of date during the COVID closure period.
- Environment Protection Officer – [Lyndall Dalley](#)
 - No report .
- Gender Protection Officer - [Vasu Santhanam](#)
 - No report.
- Disability Support Officer – [Erin Yip](#)
 - No report.

Country Programme Officers

- PNG – [Mark Taffa](#)
 - Dr Elvis Japhplet informed DAISI on 25th May that Sopas hospital and Nursing College attached by tribesmen on 21st May 2021. Sopas hospital is currently in lockdown for the foreseeable future.
 - Storage at Horten Medical tricky at the moment with Liverpool listed COVID Hot Spot..
 - Need to explore other options for storage of donated equipment
- Solomon Islands – [Peter Hewett](#)
 - MOU with Solomon Islands signed February this year by permanent Secretary Pauline Bosetta and Undersecretary Dr Greg Jilini from MOH and NRH new CEO Dr George Maffaseau. This was also signed by NRH clinicians Dr John Hue, Dr Rooney Jagilly and Dr Leeanne Panisi. This expires 16th Feb 2026.
- Kiribati – [Harry Lam](#)
 - MOU with Kiribati expired 23rd March 2021. New draft MoU currently considered by Dr Kibir Tun and Dr Ako Milan, who have submitted this to the Director of Health Services Dr Tekeua Uriam. Dr Lam will chase this up.
- Vanuatu – [Basil Leodoro](#)
 - no report.
 - DAISI has no current MOU with Vanuatu.
 - A number of surgeons and trainees have attended previous ZOOM sessions.
- Fiji – [Konrad Richter](#)
 - Regrettably Fiji Programme officer Prof Konrad Richter is an apology, but states that he is in touch with a number of his colleagues in Fiji, and that Fiji is currently struggling with COVID outbreak.
 - Still no MoU with Fiji. Suggested that Prof make contact with Ifereimi Waqainabete (Minister for Health and Medical Services),

	<p>and submit proposed MoU. This will also need support of head surgeon Prof Eddie McCaig.</p> <ul style="list-style-type: none"> • Morbidity and Mortality – Santee Santhanam <ul style="list-style-type: none"> • Dr Santhanam is an apology, but states no M&M cases for discussion. 		
10	Questions to directors		Secretary – Gary McKay
11	Proposed resolutions		
a	That the following recommendations be accepted:	Gary McKay	Daniel Kozman (No objections)
	<ul style="list-style-type: none"> • • General Manager position to remain vacant until COVID closure over. • Resubmission of revised ACFID Code of Conduct application by 5 August 2021 to be organised by Gary McKay • Dr Japhlet to use donated laparoscopic equipment as he sees fit 		

- Gary to try to source 6 laparoscopic stacks currently on offer from Fairfield.
- Email to request storage from members for donated equipment.
- Harry Lam to make contact with Kiribati regarding state of MOU.
- Elections for Executive Positions likely to occur in early November and to be discussed at this year's AGM
- No Charity Ball this year.
- All ZOOM sessions to follow strictly to the protection of privacy policy (as described above in Chair's report).
- This year's AGM will be by ZOOM from 6-7pm Sat 28th August 2021.
- [Members renewal reminder](#) to be sent to all members, where it will be required that they re-confirm their commitment to DAISI/ACFID's Code of Conduct, and declare that they have not engaged in criminal activity, child sex offence, nor had conditions, cancellation or suspension of complaint to governing body made against them since last renewed. This will allow compliance with ACFID verifier 9.3.3, that ensures (in addition to current DAISI screening) that annual checks of past criminal behaviour or misconduct of members is undertaken.
- Membership renewal to remain free.
- DAISI Exec/Board/Office Bearers to be sent current copy of DAISI's policies for perusal with delegation of proof reading.
- The following be approved and included in DAISI's Policies, Code of Conduct, and Templates Documents:

	<ul style="list-style-type: none"> • 5.3 Capacity Assessment Implementing Partners • 5.6 Fiduciary Risk Assessment Template Field Monitoring Report Template • current COVID policy 10.6.7. COVID Precautions Policy be amended to “Proof of COVID vaccination (two doses) and recent COVID negative swab (less than 72 hours prior to departure) is mandatory of all DAISI volunteers to the South-Pacific.”. • Reminder be sent to all Exec/Board/office Bearers of minimum attendance rate to remain on the board (i.e 2 per year). . • Seek audited financial statement for 20/21 • Current risk at Sopas Hospital, Highlands PNG unacceptably high. All DAISI trips to Highlands be suspended until further notice.. • 		
12	<p>Issues adjourned until next meeting</p> <ul style="list-style-type: none"> • Requirement for minimum attendance at Board/Exec meetings in the company structure document. . 		
12	Approval of DAISI’s financial statements for 2 nd Feb 2021 – 29 th July 2021 period		Prepared by Treasurer – Sam Deylami . Seconded by Gary McKay
14	Board Meeting close 9pm Sat 30 th July 2021		Deputy Chair – Christophe Berney