

## Exec/Board Meeting Minutes

**Doctors Assisting In South-Pacific Islands (DAISI)**

**Exec/Board Meeting Minutes (open to all office bearers, and members of the board/exec)**

<b>Date:</b>	Monday 1 <sup>st</sup> November 2021
<b>Time:</b>	7pm – 8:00pm (EAST, Sydney, Vanuatu) 6:30 – 7:30pm (Adelaide) 6-7pm (Brisbane) 9-10pm (Auckland)
<b>Place:</b>	ZOOM Invite Link below:  <a href="https://zoom.us/j/99427758477?pwd=S2pwM1BqNIJOVTdkRnYyWTkzOU1FZz09">https://zoom.us/j/99427758477?pwd=S2pwM1BqNIJOVTdkRnYyWTkzOU1FZz09</a>  Personal Meeting ID: 508 079 6176 Passcode: 284385
<b>Convenor:</b>	Matt Rickard (Chair)
<b>Contact:</b>	+61 420 497 969

Item	Description	Responsible
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1	<p><b>Welcome and introductions</b></p> <p>Confirmation of attendance received in advance from:</p> <p>Danny Kozman, Gary McKay, Sepehr Lajevardi, Matt Rickard, Sam Deylami, Mark Taffa, Peter Hewett, Nili Hali, Konrad Richter,</p>	Chair – <a href="#">Matt Rickard</a>
2	<p><b>Apologies</b></p> <p>Santee Santhanam, Christophe Berney, Graeme Wertheimer, Harry Lam.</p>	Deputy Chair – <a href="#">Christophe Berney</a>
3	<p><b>Conflict of Interests to be declared</b></p> <p>No declared.</p>	
4	<ul style="list-style-type: none"> <li>• <b>Review of actions from previous Annual General Meeting</b></li> <li>• Successful application for ACFID membership</li> <li>• Request for Re-signing of MOU will all partners Vanuatu, Kiribati and Fiji pending.</li> <li>• Development of “Plan C” for resumption of volunteer trips post covid in 2022 with emphasis on COVID vaccination •</li> </ul>	Chair – <a href="#">Matt Rickard</a>
5	<p>Acceptance of <a href="#">minutes of previous Board Meeting &amp; Annual General Meeting</a></p>	Chair – <a href="#">Matt Rickard</a> Seconded by <a href="#">Danny Kozman</a>
6	<p><b>Chairperson’s Report</b></p> <ul style="list-style-type: none"> <li>• DAISI Executive Committee will continue unchanged until Nov 2023 <ul style="list-style-type: none"> <li>○ - equal votes for all Exec members</li> </ul> </li> <li>• Surgery &amp; Gynae ZOOM sessions very successful to date.</li> <li>• Anaesthetic sessions struggling to get participation</li> </ul>	Chair – <a href="#">Matt Rickard</a>
7	<p><b>CEO Report</b></p> <ul style="list-style-type: none"> <li>• Overseas trips unlikely to resume for PNH and Solomon Islands for some time (until 2023) due to low vaccination rate.</li> </ul>	CEO – <a href="#">Carina Chow</a>

	<ul style="list-style-type: none"> <li>• Earlier trips possible for Vanuatu with travel bans likely to open soon.</li> <li>• Recent requestions from Solomon Islands to provide Australian based treatment for a number of paitents. <ul style="list-style-type: none"> <li>○ Advanced rectal cancer case (Honiara) – haven’t heard back from NRH</li> <li>○ Advanced parotid tumour support (referred to RPA).,</li> <li>○ psychiatric counselling (being organised with DAISI member and advanced psychiatric trainee Dr Arj Khair (risk committed advised need for report to be endorsed by psychiatrist)</li> </ul> </li> </ul>	
8	<p><b>Secretary’s Report</b></p> <ul style="list-style-type: none"> <li>• Some interest in providing laparoscopic training at Port Villa Central Hospital (Vanuatu) as early as Jan/feb next year with head gynaecologist Dr Boniface <ul style="list-style-type: none"> <li>○ a/Prof Norman Blumenthal and Dr David Knox both expressed interest.</li> </ul> </li> <li>• ACFID application successful 22<sup>nd</sup> Oct 2021 <ul style="list-style-type: none"> <li>○ MAC – late October</li> <li>○ Code of Conduct Committee – early November</li> <li>○ ACFID Board – early December – at this stage if DAISI receives approval we will become “interim ACFID full members”. This allows us to be welcomed as a member, place the logo on our website and join various communities of practice. There is very little difference between an interim full member and a full member.</li> <li>○ ACFID AGM – October 2022 - at this stage if DAISI receives Council endorsement, DAISI will become an ACFID full member</li> </ul> </li> <li>• Australian NGO Cooperation Program (ANCP) application <ul style="list-style-type: none"> <li>○ this years application window (1 Jul – 30 Sep) has closed</li> <li>○ ANCP DFAT application to begin next year.</li> <li>○ Have emailed <a href="mailto:accreditation@dfat.gov.au">accreditation@dfat.gov.au</a> to fin out when next round of applications is</li> </ul> </li> <li>• Re-CAPTHCA issue persist with website</li> <li>• Partnership requests – <ul style="list-style-type: none"> <li>○ Paddy Dewan – reply letter sent</li> <li>○ Carrie Cochrane Partnership Head “<a href="#">Action on Poverty</a>”</li> </ul> </li> </ul>	Secretary - <a href="#">Gary McKay</a>

	<ul style="list-style-type: none"> <li>○ SURTAF Dr John Stephan Request for support for hospital on a boat idea <ul style="list-style-type: none"> <li>▪ idea canvassed with Honiara surgeons</li> </ul> </li> </ul>	
9	<b>Treasurer's report</b> <ul style="list-style-type: none"> <li>• No expenses or income this quarter period.</li> </ul>	Treasurer <a href="#">Sam Deylami</a>
10	<b>Country Program Officers Bearers</b> <ul style="list-style-type: none"> <li>• Solomon Islands</li> <li>• PNG</li> <li>• Vanuatu</li> <li>• Fiji</li> <li>• Kiribati</li> <li>•</li> </ul>	Solomon Islands– <a href="#">Peter Hewett</a> PNG – <a href="#">Mark Taffa</a> Fiji – <a href="#">Konrad Richter</a>
11	<b>Protection Officers</b> <ul style="list-style-type: none"> <li>• Child</li> <li>• Gender</li> <li>• Disability</li> <li>• Environment</li> </ul>	Child Protection - <a href="#">Nili Hali</a>
12	<b>Morbidity &amp; Mortality</b> <ul style="list-style-type: none"> <li>• Annual reporting once trips resume</li> <li>• Aim to create M&amp;M template to use to allow capture of all surgical cases and morbidity.</li> </ul>	Chair – <a href="#">Matt Rickard</a>
13	<b>Audit &amp; Risk Committee</b> <ul style="list-style-type: none"> <li>• Concerns raised about providing specialist advice to patients from the South Pacific via ZOOM, particularly in the context of psychiatric advice. Need to make it clear that we are giving advice only and not taking over the ongoing care of patients.</li> <li>•</li> </ul>	<a href="#">Nili Hali</a> , <a href="#">Sepehr Lajevardi</a> and <a href="#">Sam Deylami</a>

14	<p><b>Sponsorship</b></p> <ul style="list-style-type: none"> <li>• Hopefully DAISI charity ball in 25th June 2022.</li> <li>• To source and get quotes for suitable location</li> <li>• Liaison with Solomons Gold Chocolate company, with vetting/referees checks almost complete.</li> <li>• Time to liaise with RACS PIP again with new leadership at the helm (Prof Owen Ung)</li> </ul>	Chair – <a href="#">Matt Rickard</a>
15	<p><b>Laparoscopic Programme</b></p> <ul style="list-style-type: none"> <li>• No issues identified.</li> </ul>	
16	<p><b>Shipping</b></p> <ul style="list-style-type: none"> <li>• No containers currently planned.</li> </ul>	Acting Shipping & Logistics y - <a href="#">Gary McKay</a>
	<p><b>Medical Students</b></p> <ul style="list-style-type: none"> <li>• Currently not accepting medical student elective with no current activities.</li> </ul>	Acting Shipping & Logistics y - Gary McKay
18	<ul style="list-style-type: none"> <li>• Questions to Board/Exec - None</li> </ul>	Chair – <a href="#">Matt Rickard</a>
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19	Proposed Resolution	Moved By	Seconded By	Consensus vote
1	<ul style="list-style-type: none"> <li>• Charity ball to recommence aiming for 25<sup>th</sup> June 2022.</li> <li>•</li> </ul>	Matt Rickard	Gary McKay	Yes
2	<ul style="list-style-type: none"> <li>• M&amp;M template to be created to catch all surgical cases and morbidity</li> <li>•</li> </ul>	Matt Rickard	Danny Kozman	Yes
3	<ul style="list-style-type: none"> <li>• DAISI to re-attempt networking with RACS PIP.</li> </ul>	Sepehr Lajevardi	Matt Rickard	Yes
• 4	<ul style="list-style-type: none"> <li>•</li> </ul>	ian		
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<b>20</b>	Date & Venue Next Board Meeting: <b>7-8pm (AEST) Mon 31<sup>st</sup> Jan 2022.</b>		Chairperson – <a href="#">Matt Rickard</a>	
<b>21</b>	Board Meeting Close (Time and Date) <b>8:20pm (AEST) Mon 1<sup>st</sup> Nov 2021.</b> .....		Chairperson – <a href="#">Matt Rickard</a>	