

Annual General Meeting Minutes

Doctors Assisting In South-Pacific Islands (DAISI)

Annual General Meeting Minutes (open to all members)

Date:	Saturday 28 th August 2021
Time:	6pm – 7:00pm
Place:	ZOOM Invite Link below: https://zoom.us/j/96052742213?pwd=UT11R212UzFuREtSVXZpbVRmUloxUT09 ZOOM password Meeting ID 960 5274 2213 Passcode 260733
Convenor:	Matt Rickard (Chair)
Contact:	+61 420 497 969

Item	Description	Responsible
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1	<p>Welcome and introductions</p> <p>In attendance:</p> <p>Danny Kozman, Gary McKay, Sepehr Lajevardi, Danny Kozman, Santee Santhanam Matt Rickard, Christophe Berney, Sam Deylami Mark Taffa, Peter Hewett, Erina Yip, Nili Hali, Desmond Yip, Petra Breiting,</p>	<p>Chair – Matt Rickard</p>
2	<p>Apologies</p> <p>Araz Boghosian, Norman Blumenthal, Christy Yeow, Jason Jeffrey, Hamish Ewing, Tim Nicholson, Elaine Clark, Hamish Ewing. Tim Nicholson, Dominic Lopez, Ben Wright, Robert Boeke, Renee Burton, Jonathan Lau, Michelle Castro, Brian Lewer, Byron Field, Chris Jones.</p>	<p>Deputy Chair – Christophe Berney</p>
3	<p>Conflict of Interests to be declared</p> <ul style="list-style-type: none"> • None identified. 	
4	<ul style="list-style-type: none"> • Review of actions from previous Annual General Meeting • Application for ACFID membership underway. Resubmission sent in August. Hopefully approval by December. • Advertisement for General Manager with brief appointment of Sabine Duffy who subsequently left 3 months later. No immediate plans to re-advertise • Request for Re-signing of MOU will all partners countries to include ACFID compliance. This has been completed for Solomon Islands and PNG but is outstanding for Vanuatu and Kiribati. • Development of Plan A (start Jan) and plan B (start July) for resumption of volunteer trips post covid in 2021 . Now plan C is hopefully resumption of overseas trips in 2022 once immunisation rates increase. Solomon Islands immunisation rate is low, and may take longer to open borders. 	<p>Chair – Matt Rickard</p>

	<ul style="list-style-type: none"> • Payment for EPHA and successful sending of third shipping container with medical and surgical equipment to Sopas Hospital • Develop trip report template, including cases and complications • Annual case report and Morbidity and Mortality Meeting to occur once trips resume with Dr Santhanam to oversee this. • Each Country Director to communicate directly with their country (and develop a specific plan) • Every member of DAISI must have on file a police check and working with children check and proof of current registration and indemnity (for doctors only). This has been implemented. • DAISI to prepare a letter requesting sponsorship to large private hospitals and drug companies • Approach REDCap for access for local surgeons • DAISI to seek out acquisition of laparoscopic reusable ports 	
5	Acceptance of minutes of previous Annual General Meeting	CEO – Carina Chow
6	<p>Chairperson’s Report</p> <ul style="list-style-type: none"> • COVID interruption to future trips. Hopefully resumption of trips in 2022. • DAISI Executive Committee positions up for election Oct/Nov <ul style="list-style-type: none"> ○ Unless there are additional contenders will probably stick with current executive committee all of whom are all willing to severe another 2 year term. • ZOOM sessions up and running on a monthly basis. 	Chair – Matt Rickard
7	<p>CEO Report</p> <ul style="list-style-type: none"> • Disappointing closure of Sopas hospital due to tribal fighting • Relocation of laparoscopic equipment to Port Moresby 	CEO – Carina Chow

8	<p>Secretary's Report</p> <ul style="list-style-type: none"> • Awaiting ACFID application response in Dec. Hopefully approced this year. • Australian NGO Cooperation Program (ANCP) application with DFAT hopefully next year once DAISI are signatories to ACFID's Code of Conduct. . • More stringent vetting of members compliant with ACFID Code of Conduct <ul style="list-style-type: none"> ○ Copy of WCCC and NPC on file for all volunteering members • Annua renewal process now required declaring status in relation to regulatory boards (e.g. Medical Council and AHPRA) • At this stage membership remains free • As a consequence membership reduced from 300+ to 105. • Re-CAPTHCA issue with website • DAISI's Insurance up to date. • Proof reading of DAISI policies competed • Request for involvement in ZOOM teaching sessions by paediatric urologist Dr Paddy Dewan. 	Secretary - Gary McKay
9	<p>Treasurer's report</p> <ul style="list-style-type: none"> • See attached statement. • not yet audited 	Treasurer Sam Deylami
10	<p>Country Program Officers Bearers</p> <ul style="list-style-type: none"> • Solomon Islands <ul style="list-style-type: none"> ○ No new items raised- • PNG <ul style="list-style-type: none"> ○ No new items raised 	Solomon Islands– Peter Hewett PNG – Mark Taffa

11	<p>Protection Officers</p> <ul style="list-style-type: none"> • Child <ul style="list-style-type: none"> ○ - no issues raised • Disability <ul style="list-style-type: none"> ○ No issues raised. 	<p>Child Protection - Nili Hali Disability - Erina Yip</p>
12	<p>Morbidity & Mortality</p> <ul style="list-style-type: none"> • Annual reporting once trips resume 	<p>Santee Santhanam</p>
13	<p>Audit & Risk Committee</p> <ul style="list-style-type: none"> • Funding Reserves low (need to limit spending) • COVID - new vaccination/swab criteria policy now in place. 	<p>Nili Hali, Sepehr Lajevardi and Sam Deylami</p>
14	<p>Sponsorship</p> <ul style="list-style-type: none"> • No DAISI charity ball for the foreseeable future. 	<p>Gary McKay</p>
15	<p>Laparoscopic Programme</p> <ul style="list-style-type: none"> • Re-usable ports not yet sourced • DAISI currently has 3 Laparoscopic stacks (Smith& Nephew) from Fairfield. Four more (Stryker) expected from Westmead private 	<p>Gary McKay</p>
16	<p>Shipping</p> <ul style="list-style-type: none"> • Blow out in costs. • AUD \$9,152.78 to send 20 Foot container to Honiara April 2021 <ul style="list-style-type: none"> ○ This consists of <ul style="list-style-type: none"> ▪ \$4,695 Bollinger shipping fees ▪ \$3135 purchase of container from Tiger ▪ \$1,322.20 import tax on arrival in Honiara. 	<p>Acting Shipping & Logistics y - Gary McKay</p>
	<p>Medical Students</p> <ul style="list-style-type: none"> • No current activities/issues. 	<p>Gary McKay</p>
17	<p>Members</p> <ul style="list-style-type: none"> • Drinking water project a Munda and Giz and Auki explained. 	<p>Members - Petra Breiting</p>

18	Questions to Board/Exec			Chair – Matt Rickard
	<ul style="list-style-type: none"> • none 			
1				
2				
3				
4				
19	Proposed Resolution	Moved By	Seconded By	Consensus vote
1	<ul style="list-style-type: none"> • DAISI purchase IT support to reinstall Re CAPTCH to prevent phishing and SPAM • Membership to remain free. • No further shipping containers for now • Request for storage to be emailed to all members. • ANCP application next year. 	Gary McKay	Matt Rickard	
2	<ul style="list-style-type: none"> • Yearly membership declaration (commitment to ACFID and child safety measures) for ongoing membership. • WCCC and NPC mandatory on file for all volunteers. • DAISI maintain funding reserve to cover expected expenses • More detailed fee estimates prior to committing to future shipping containers. 	Nili Hali	Gary McKay	

	<ul style="list-style-type: none"> Volunteers not to travel to PNG highlands until conflict situation settles. 			
3	<ul style="list-style-type: none"> Gender specific data collection of all outcomes. 	Nili Hali	Gary McKay	
• 5	<ul style="list-style-type: none"> DAISI elections for position of Chair, Deputy Chair, Secretary and Treasurer to occur in November. 	Matt Rickard	Gary McKay	
•	<ul style="list-style-type: none"> Decision not to offer access to ZOOM teaching sessions or provide honorary membership to applicant paediatric surgeon Dr Paddy Dewan as does not fit with current theme. Chair will send Dr Dewan a letter explaining outcome.. 	Matt Rickard	Christophe Berney	
20	Date & Venue Next Annual General Meeting: Sat July.6-7pm 2022 (AEST) Exec/Board Meeting: Mon 1st Nov 2021 (AEST)		Chairperson – Matt Rickard	
21	Annual General Meeting Closed 7:pm Sat 28th August 2021		Chairperson – Matt Rickard	