

HTNA AGM Minutes  
15<sup>th</sup> AGM, Thursday 9<sup>th</sup> August 2007

**Present:**

S Hade  
D Young  
H Mullins  
D King  
A King  
F Guerriero  
C Mucha  
H Polley  
S Thurston  
R Ramsay  
D O Halloran  
S Thurston  
S Goble  
M Rihari  
C Craft  
S Peut  
M Bennett  
J James  
N McGregor  
J Brydon

**2. Apologies**

P Atkinson, Dwayne Cananzi, Basil Murphy, Corry Van Den Broek

**3. Proxies:**

D Cananzi (D King); P Atkinson (S Goble)

**4. Minutes of Previous Meeting** – accepted by C Craft, seconded by S Goble

**5. Presidents Report (D King)**

D King (out-going President) thanks the RAH HMU for hosting the 2007 conference. Specifically he thanked C Mucha and S Goble for their considerable efforts. Brief mention was made concerning general apathy noted amongst the association and has suggested discussion be held in an effort to implement strategies to increase attendance and decrease costs.

The following suggestions were made:

- ASM staged earlier in the calendar year in an effort to effect tax refunds (Pre June 30)
- Consider amalgamation of HTNA ASM with other small relevant professional organisations such as Australian Wound Management Association (AWMA)
- Does the HTNA need to host a quarterly executive meeting?

No

## **6. Secretaries Report (C Mucha)**

This position was not re-appointed post Ms S Peut's withdrawal from the position in November 2006. C Mucha has facilitated a caretaker role for this position, delegating elements of the role to other RAH staff.

C Mucha suggested that changes need to be considered re: executive position workloads, and diversification of work load. Further to this discussion it was suggested that when a members of a specific hyperbaric unit assume the HTNA executive mantle, that complete ownership be assumed by that unit for performance of the roles of HTNA executive, i.e. should an executive member be unable to continue work in their nominated position, that the work of that position be distributed amongst the executive host unit. No votes for these motions were made, discussion to continue via electronic or paper correspondence. These matters are for inclusion on the 2008 AGM agenda.

A suggestion was made for the introduction of a website watch-dog, a role which would require the nominated individual to check the website details 1-2 monthly in an effort to ensure information is up to date and correct.

A suggestion was made for the introduction of a 'Key Date Supervisor' role, which would entail the nominated to alert the HTNA executive and ASM organising committee of the imminence of key dates pertinent to HTNA activities.

A major review of the constitution is to be undertaken over the next 12 months, the proposed changes will be tabled at the 2008 ASM/AGM, proposed changes will be available via Off-gassing and electronic correspondence.

## **7. Treasurers Report (C Mucha)**

### **Outstanding Renewals**

Obtaining membership renewal subscriptions remains an ongoing problem. Strategies to improve renewal include mail correspondence and where possible electronic correspondence to specific members.

### **Current Membership**

As at 9<sup>th</sup> August 2007, financial membership was reported at 38 full financial members and 17 associate financial members (total 55 members).

#### ASM attendance

Approximately 33% of ASM attendance consists of HTNA members, remaining 66% is made up of medical staff and Navy delegates.

#### Financial Reports

Financial reports for the 2006-07 financial year were not available at the time of the AGM, reports will be made available via electronic and mail correspondence in the coming months. C Mucha estimated that the HTNA had a sinking fund of approximately \$40,000 AUS at the time of the AGM. It was mentioned that sponsorship money predominately funds the float.

### **8. Business Arising from the Previous Minutes**

#### **8a. Clinical Indicators (A King)**

A King presented a list of clinical indicators for comment to the HTNA community, unfortunately no further work or commentary has been undertaken on this project. A decision was made to continue work on the development of hyperbaric oxygen therapy specific clinical indicators; A King will pass the proposed indicators proposed to C Mucha who will post the list on the HTNA website ([www.htna.com.au](http://www.htna.com.au)) for membership perusal and comment.

#### **8b. Protocol Standardisation**

This project, initially proposed by the late S Schienke has not received any further work or attention. A motion was made to drop this project by D King, the motion was seconded by C Mucha.

#### **Executive Reimbursements (D King)**

Financial assistance for HTNA Executive Members, through the reimbursement of ASM registration (excluding social events) was voted upon and passed with majority vote. All substantive executive roles would receive free registration for the annual ASM (President, Treasurer, Secretary and Editor).

#### **ANZHMG (HTNA Membership)**

Efforts to improve communication between the ANZHMG and the HTNA were discussed, a commitment from both the HTNA and ANZHMG to improve communication was obtained (via M Bennett, ANZHMG representative and HTNA executive).

### **9. Training Committee Reports**

#### **9a. Technical Training Committee (S Goble)**

S Goble reported that the Certificate IV was up and running and that one student had completed the certificate. In 2008 the HLT package would be rolled out. A discussion regarding the inclusion of Anatomy and Physiology for the Graduate Certificate is now underway.

### **9b Nursing Training Committee (F Guerriero)**

F Guerriero reported that minimal progress had been made on the nursing exam database and that this issue would be addressed at the designated meeting session set aside on Friday the 10<sup>th</sup> of August. The need to re-qualify all of the internal nurses courses throughout the Australian-New Zealand region was also noted as all courses are now due revision. The running of the Graduate Certificate of Hyperbaric Nursing Science was also mentioned, F Guerriero has negotiated B MacDonald from the University of Adelaide to attend the above mentioned meeting for clarification of administration issues. Minutes from the meeting will serve as an action plan for the further development of courses and education plans.

### **10. Standards Australia (S Thurston)**

Sue Thurston has contacted Carol Foster re changes to be made to AS 4774.1, revision of this standard will be required in approximately 18months to 2 years time. No report was obtained from P Atkinson as he was unable to attend the AGM.

### **11. Hyperbaric Health Research Grants (D King)**

No applications for the grants were received by the HTNA executive this year. It was reinforced that the grant application process was simple, and encouragement was given to apply for research funding for any project big or small.

### **12. NFPA Report (P Atkinson)**

P Atkinson has received notification of his position on the NFPA Hyperbaric Technical Committee for the 2009 review cycle, however has been unsuccessful in communicating with the NFPA in the States regarding their plans for the proposed process. As soon as I am aware I will notify you.

### **13. Reduction of ASM/AGM to 2 full days (D Cananzi)**

The Brisbane host unit (along with D Cananzi) proposed a reduction of the ASM AGM to 2 full days. The Brisbane conference organising committee (led by D O Halloran) plans to hold the 2008 AGM ASM over 2 days. Constitutional amendment was discussed, and the issue of minimum ASM length was added to the list of agenda items for the HTNA constitutional reform. It was suggested that the constitution be re-worded to allow flexibility for conference organisers in their planning, yet still retain enough limitations to prevent excess spending, this motion was proposed by R Ramsay and seconded by F Guerriero.

### **14. Report on Host Unit / Conference email address (C Mucha)**

The Host unit conference email address will now be permanently established as [htnaasm@bigpond.com](mailto:htnaasm@bigpond.com)

The password for the conference address will change on a year to year basis and will be set by the host unit. Previous host units are to pass on the previous password to the new host unit.

### **15. Proposal to create a Doctor level of membership (C Mucha)**

A proposal was put to the assembled HTNA membership to add a new level of membership – Medical Officer Membership. A short discussion was undertaken, with major issues consisting of – Do the medical officers currently supporting the HTNA desire a distinct level of membership? M Bennett and M Davis, present at the meeting, opined that there were no current issues with the associate level of membership for doctors. No further action taken on this matter.

### **16. Review of Constitution (C Mucha)**

C Mucha has highlighted several issues with the current wording of the HTNA constitution, predominantly matters pertaining to ASM, sponsorship levels and guidelines for spending and funding of the ASM. C Mucha will table the proposed changes on the HTNA chat-line, website and Off-gassing over the next 12 months, for membership comment, with the outlook to vote on the proposed changes at the 2008 AGM.

Mention was also made of the necessity to lodge the amended constitution with the appropriate government bodies.

### **17. Review of executive /state rep structure and roles (HTNA Membership)**

Discussion about the structure of the current executive and state representatives roles was undertaken with the focus placed upon the possibility of redefining the state representative roles to a more unit focused role, potentially expanding the number of 'state representative' roles to 1 each unit. Communication between HTNA executive and state representatives was also flagged as an issue, again this was a topic of much discussion, with issues of role diversification and ownership of HTNA duties being a potentially contentious matter.

Decision made to review the current role of the state representative by the current state representative title holders and the newly elected HTNA executive. A summary of these discussions (facilitated by email correspondence and teleconferencing will be tabled at the next HTNA AGM (with progress reports provided in Off-gassing).

C Mucha also tabled the possible introduction of an HTNA website watchdog role (where the elected individual would be required to frequently review the HTNA website to check that all details contained within were correct) and a Critical Date watchdog role (the elected individual would be tasked with reminding the HTNA executive and the ASM organising committee about key dates for association tasks, throughout the year). Minimal comment was made on these proposals, further discussion about these matters is required.

### **18. 2008 Annual Scientific Meeting (HTNA) (D O'Halloran)**

D O'Halloran tabled several ideas and possible issues regarding the organisation of the 2008 HTNA ASM. At this stage, the Wesley Unit (Host unit) has nominated Seaworld Nara Resort as the most likely location for the 2008 ASM, however there were some issues raised concerning accommodation costs. D O'Halloran has expressed that the additional accommodation costs were to be offset by a reduction in the ASM fee. The

Wesley Organising committee will further discuss their proposal with the newly elected HTNA executive committee, and confirmation of the venue will be announced prior to the October publishing of Off Gassing.

Issues concerning conference organisation guidelines were raised by the HTNA membership, prompting a call for review of the constitution re: ASM organisation (to be completed by HTNA Executive), a general principle of the constitution serving more as a guideline rather than a prescriptive document was also discussed, no vote on this topic was made.

D King reminded the assembled HTNA membership, that the constitution and subsequently the HTNA executive role in supervising the ASM organising committee focused on ensuring that excessive spending was avoided, and that the format of the ASM was malleable and open to negotiation.

### **19. Vote for 2009 Host Unit**

S Thurston nominated Fremantle Hospital as the host unit for the 2009 HTNA ASM. This was seconded by D King and passed with majority vote by the HTNA membership.

### **20. Hyperbaric Health Award (R Ramsay)**

D King nominated C Mucha for the 2007 Hyperbaric Health award, the motion was seconded by R Ramsay, and was passed through majority vote by the assembled membership. C Mucha was nominated for his substantial hard work and contributions to the HTNA over the past several years.

### **21. Nominations and vote for HTNA Executive:**

The following HTNA executive positions were nominated and voted upon, with all nominated individuals passing with majority vote.

- a. President – Sharon Peut (Wesley Centre, Brisbane)
- b. Secretary – Dale O’Halloran (Wesley Centre, Brisbane)
- c. Treasurer – Czes Mucha (Royal Adelaide Hospital, Adelaide)
- d. Editor – Steve Goble (Royal Adelaide Hospital, Adelaide)

### **22. Nominations for State Representatives**

- a. Tasmania – Corry Van Den Broek
- b. Victoria – John Houston
- c. New South Wales – Jo James
- d. Northern Queensland – Derelle Young
- e. Southern Queensland – Shane Dagge
- f. Northern Territory – Janine Brydon
- g. Western Australia – Liz Williams
- h. South Australia – Frank Guerriero
- i. New Zealand – Helen Polley
- j. International – Stacey Handley (National Baromedical Services Inc.) TBC

### **23. Meeting Close**