



Hyperbaric Technicians and Nurses Association Inc.

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Minutes of the HTNA 2003 Annual General Meeting
0900 - 1200 28th August 2003
The Grand Chancellor Hotel, Hobart

1. **AGM opened by David King 0910**
2. **Apologies read:** John Houston
3. Proxies stated: David King for Chris Mitchell
4. Proposed by D. Cananzi & seconded by B. Ramsay that the Minutes of the Previous Meeting be accepted..
Carried – No further action required
5. **President's Report.** (RECORD OF PRESIDENTS REPORT NOT ABLE TO BE MINUTED DUE TO RECORDING FAULT)
6. Secretary's Report.
The trend of membership is downward with 51 full members and 9 associate. 2001 - 2002 was artificially high with a large number of HTO's applying for Grandfather status and therefore joining the association. It is recommended to the new executive that a aggressive membership drive be undertaken.

Corporate membership is up and this can be directly attributed to the hard work of the Tassy Hyperbaric Crew (Well done). Sponsorship breakdown is as follows:

Diamond - Fink Engineering Pty Ltd

Platinum Plus - BOC Gases Pty Ltd

Platinum - Radiometer Pacific Pty Ltd

Platinum - H I FRASER Pty Ltd

Platinum (Shared) - Oxygenics & Sechrist Industries Inc.

Gold - Pacific Commercial Diving Supply Pty Ltd

Gold - DIVEX Asia Pacific Pty. Ltd

Gold - SOS Marine Pty Ltd

Silver - Maresk / Unomedical Pty Ltd

Silver - Fluid System Technologies (ES) Pty Ltd

Silver (Shared) - SSL Australia Pty Ltd & Statemed Pty Ltd

Bronze - Smith & Nephew Pty Ltd

Bronze - Pearl Producers Association Inc.

Bronze - DermaTech Laboratories Pty

Bronze - Tyco Healthcare Tasmania

Other matters

The HTNA Website is utilized to its full potential. All forms for membership etc can be downloaded from the web.

7. Treasurer's Report.(update in progress)
8. Business Arising from the Previous Minutes
- a. Dale O'Halloran proposed that the location for the 'Training Committee's Terms of Reference' be Appendix 2 to the Constitution of the Hyperbaric Technicians and Nurses Association & for the location of "Guidelines for the Formulation of other Committees" be Enclosure 2 to the Constitution of the Hyperbaric Technicians and Nurses Association. **Actioned - This has been incorporated into the Constitution.**
 - b. David King proposed that the 3rd party assessment for hyperbaric facilities that was proposed at the 2001 AGM be deferred until the 2004 AGM. Bob Ramsay informed the meeting that the a US Model was being developed and he believed that the cost to each US facility would be in the cost range of 5k to 20k US dollars. David King felt that this was an enormous amount of dollars and that we should wait until the US has established the model. The motion remained as proposed with Corry Van Den Broek seconding the motion. **Motion carried - This item will be deferred to the 2004 AGM. Action :Secretary note this item was withdrawn by David King seconded by Michael Hammond**
 - c. Christy Pirone proposed that the HTNA support the Hyperbaric Incident Monitoring Study in the following ways:
 - Promote/support (in concept) the use of HIMS for the monitoring of incidents in hyperbaric medicine units to establish an Australian/New Zealand database of hyperbaric incidents.
 - Allow for HIMS forms from the Units to be identified as being from the Australian and New Zealand Region (each participating unit will be asked for their consent first, and no Unit will be identified individually).
 - Provide \$200.00 in funding to allow for database alterations.**Actioned – HIMS has received a cheque for \$200.00 and awaiting a progress report from Christy Pirone. Request Christy provide input for this item be included in the minutes to be provided for the web site.**
 - d. Nurse Attendant Course Examination. At the 2002 AGM it was proposed that Christine Sharp & the Training Committee forward the produced list of questions & answers (prepared by C Sharp & L Edgerton) to all Nursing Mangers for comment on the suitability of inclusion of these questions in locally run Hyperbaric Nursing Courses. It was proposed by Graham Miller and seconded by John Houston that the Training Committee take this agenda item for action. **Action required by Training Committee – Awaiting report on progress. Questions are being collated and sent to all CNC's as previously stated. Disappointing response from committee. No further discussion. Await election of new committee.**
 - e. Specialty Certification. - At the 2002 AGM Christy Pirone proposed that the HTNA Hyperbaric Registered Nurses review the prospect of certification as a specialty nurse. This item was held over until the 2003 AGM. After lengthy discussions Chrisite Pirone changed the proposal to 'Future directions of this item be determined by the Training Committee'. Nicole Heffernan seconded this proposal. **Action required by Training Committee – Awaiting report on progress. Same as for the 8d**
 - f. David King proposed that for the 2004 UHMS Conference to be held in Sydney be forwarded to the President of the UHMS.
 - I. The proposal in brief is that the HTNA will hold its AGM and a single day ASM in addition to and concurrently with the normal UHMS program. That the HTNA will retain its own sponsors and that they be allowed to display their products during the entire UHMS Conference. Also that the UHMS Registration form have a tick box to attend the HTNA ASM (Australian Content), or that
 - II. The HTNA will hold the ASM and AGM at the normal time (last weekend in August 2002), separate from the UHMS, or
 - III. The HTNA will hold the ASM and AGM immediately after the UHMS meeting.
 David King explained that he has had discussions with the UHMS and Dr Mike Bennet regarding the HTNA involvement with the UHMS Conference in Sydney from 21-27 may 04.

Discussions from the floor indicated that the majority of members thought it beneficial to the HTNA and their own personal development to have the 2004 HTNA ASM held in conjunction with the UHMS Conference. Due to the requirement for decisions to be made prior to the next AGM, David King then changed his proposal to the following two items, they are:

David King proposed that the HTNA ASM be run in conjunction with the UHMS Sydney Conference. Graham Miller seconded this item. Motion carried – **Action required by the HTNA Executive - Awaiting report on progress**

David King proposed that due to the requirement to make discussions on the context of our involvement with the UHMS that the HTNA Executive will have authority to make discussions on behalf of the membership. Seconded by Graham Miller. Motion carried – **Action required by the HTNA Executive - Awaiting report on progress** They (ICE) will take care of all the registration process but we (HTNA) will vet the HTNA 1 Day conference. That we should be advertising in pressure. And advertising to the BNA for abstracts. The Exec will be the UHMS .

g Dale O'Halloran proposed that an amendment be sent to Standards Australia to reflect the new qualifications for Hyperbaric Technical Officer Training (Certificate IV & Diploma of Hyperbaric Technology) and the Training Committee take this task for action. Due to the Certificate IV and Diploma in Hyperbaric Technology approval being deferred until Oct 02, Dale O'Halloran changed his proposal to ' Dale O'Halloran propose that this item be deferred until the 2005 AGM. Corry Van Der Broek seconded this motion. **Action required by the Secretary for 2005 AGM.**

h Dale O'Halloran proposed that two new membership categories be formed, they are for hyperbaric facilities. The breakdown of the two categories are

- Full Membership
Fully Comprehensive Hyperbaric Facilities' - Meet the requirements of the Medicare Benefits Schedule Book 1 November 2001(MBSB) Category 3, T1.1.2 & Conforms with AS 4774.2 - 2002.
- Associate Membership
Conforms with AS 4774.2 - 2002, but
Does not meet the MBSB requirements
Note - Membership would be at zero cost, but a proforma would be required to be completed. If this proposal is accepted at the AGM then the HTNA would seek the endorsement from ANZHMG.

After lengthy discussions from the floor it was identified that there was a need to have a model for the membership of Hyperbaric facilities. After which the proposal was changed to 'I Dale O'Halloran propose that the HTNA membership provide their best model to the Executive by Mar 03. That the executive will then forward this model to the ANZHMG for comment after which time the agreed upon model will be submitted at the 2003 AGM as an agenda item. Dwayne Canzi seconded the motion. **Action was required by all HTNA Members and the Secretary. As there has been no response to this item, Dale O'Halloran withdraws the motion. No further action required.**

i Dale O'Halloran proposed that the HTNA Constitution (Revision 3) Section 3.4 para d. be amended to:
d. If any member's subscription is in arrears for more than one month, or other monies are owed to the Association for a period to be determined by the Committee of management (hereinafter called "the Committee"), the Committee may direct that the member's name be removed from the database of members. Such person shall cease to be a member and lose any voting rights;. Corry Van Der Broek seconded the motion. **Actioned - This has been incorporated into the Constitution**

j Christy Pirone & Chris Mitchell proposed that the following changes be made to HOTFIG, Appendix E , Hyperbaric Attendant Course Standard (Normative), E:7 Course Content:

a. Methods of Administration of treatment gases is covered in subsection (c)- Hyperbaric Oxygen Therapy, (v) Methods of administration of treatment gases. Therefore we would suggest the removal of subsection (h) Equipment in the Hyperbaric Environment, (i) Methods of Oxygen Administration as it is repetitive. Nicole seconded the motion.

Motion carried – This has been incorporated into HOTFIG

b. Alter the wording in subsection (f) Wound Healing (due to lack of clarity and overlap) to read (f) Wound Healing:

- Pathophysiology of Non-healing wounds, including Infected wounds
- Role of HBO in non-healing wounds, including infected wounds
- Role of HBO in necrotising soft tissue infections
- Role of HBO in bone infections
- Pathology of Radiation Tissue Injury; and
- Role of HBO in the prevention and treatment of Radiation Tissue Injury

Carol Baines seconded the motion.

Motion Carried - This has been incorporated into HOTFIG

- c. That, subsection (l) Chamber Safety- (iv) Confinement Hazards. Be deleted or reworded to address specific hazards not addressed in Emergency Procedures or elsewhere in the HOTFIG document. After discussions by the members the proposal was changed to ‘ I Christy Pirone propose that subsection (l) Chamber Safety- (iv) Confinement Hazards. Be changed to ‘The Occupational Health & Safety Hazards of working in a confined space.’ **Wojtek Swietek seconded the motion.**

Motion carried – This has been incorporated into HOTFIG

That all references of Definition and Description of Disease or Syndrome followed by Aetiology have Aetiology deleted. Nicole Heffernan seconded the motion.

Motion carried – This has been incorporated into HOTFIG

- a. David King explained to the members that Dick Clarke from National Baromedical Services in South Carolina has offered a scholarship to the HTNA for a member to attend the Annual Scientific Meeting. He has asked that the HTNA Executive nominate the criteria for selection of the most appropriate candidate. The scholarship is for all travel, accommodation, registration and ancillary expenses to attend the ASM to the value of between USD\$1000 and \$1500. David then proposed that the Executive discuss and nominate the criteria which is to be promulgated in Offgassing and on the HTNA website.

Actioned by the HTNA Executive.

New Business Items

9. HTNA Committee Representative Reports

a. Training Committee Reports

- Nursing Representative. A progress report for items 7e & f, 9a and 13 of the 2002 AGM Minutes was submitted.
- Technical Representative – Royal Adelaide Hospital as RTO will take on project of Cert 1V in Hyperbaric Technology. Volunteers that helped with initial package where Bob Ramsay, Peter Young, Graham Miller, Robert Schmidt, Peter Atkinson, Steve Goble Dale O’Halloran. Description of process and planned start in March 2004 if progress continues at present pace.

b. NFPA Representative Report - Read by David King and available for viewing.

10. David King proposes that a new position be formed within the Executive Committee to maintain the membership databases. The position of “HTNA Registrar” may be held in perpetuity to enable continuity and may not necessarily be a HTNA Member. The Registrar will not take a position on the HTNA Executive Committee.

Item withdrawn by D. King

11. David King proposes that the Constitution be modified to reflect changes in item 10 above.

Item withdrawn by D. King

12. Dale O’Halloran proposes that the constitution include a new section (Section 23) for ‘Scholarships and Awards’ and that the Dick Clarke Scholarship be inserted into the appendixes.

Accepted and seconded by Christy Pirone

13. Anne Sydes proposes that section 20.4 changes to “Those authorized in paragraph 10.2 may only spend up to A\$500...”. As it is now, (9.2) it refers to the wrong section.

Accepted and seconded by D. Cananzi

14. Dale O’Halloran proposes that the Editor’s PC and printer be replaced with hardware and software up to \$3 500. This is within the projected budget for replacement. Tender for old computer. Details of computer will be put on chat line and details of procedure to submit offer.

Accepted and seconded by D. Cananzi

15. David King proposes that the voting procedure for the Dick Clarke Scholarship be changed to enable only the State Representatives on the Executive Committee vote for the recipient. The President, Treasurer, Secretary and Editor carry the deciding (one) vote if there is no clear winner from the votes cast. That is, these five Committee Members must decide on which nominee is the clear winner.

Item accepted with President, treasurer, secretary and editor holding the casting vote if a tie. Seconded by Nat McGregor

16. David King proposes that the bottom level of Corporate Membership of \$250 Bronze Member be excluded from the Constitution. The lowest level of Corporate Membership now being Silver Member at \$500.

Withdrawn by D. King

17. Dale O’Halloran proposes that the HTNA not issue any more Hyperbaric Technical Officer Certificates until the training is provided by a Registered Training Organisation (Royal Adelaide Hospital).

D O’Halloran changed motion to include that certificates will be issued until the Cert 1V is available.

Seconded by W. Swietek

18. Dale O'Halloran proposes that Enclosure 1 Para 6E – Penalty for late cancellation be amended thus: “There will be a 20% penalty for cancellation after 21 days prior to the Conference and a 80% penalty for cancellation after 10 days prior to the Conference”.

Accepted and seconded by D. Cananzi

19. Other Business

- a. Bob Ramsay asked if we need to make a motion for an early AGM at the UHMS conference, as it will be less than 12 months. New Executive to check the Constitution.
- b. Discussions from the floor (Bob R and others) regarding the financial side of our sponsors and the impact on our resources. Dave King informed the group that we need to have 100 attend from the HTNA to the UHMS as we would be penalized. David assured the meeting that we have sufficient cash reserves to meet this short fall should it occur, but that the members of the association should endeavour to attend this once in a life time meeting.

20. Existing Life Members

- ◆ Sharon Keetley
- ◆ John Kershler
- ◆ Barrie Gibbons

21. Election and Induction of the:

- ◆ President – Christy Pirone
- ◆ Secretary – Czes Mucha
- ◆ Treasurer – Chris Craft
- ◆ Editor – Steve Goble

22. Induction of New Committee of Management.

- ◆ State Representatives:
 - i. Tasmania -Corry Van Den Broek
 - ii. Victoria - Nat McGregor
 - iii. NSW - Peter Barr
 - iv. Queensland (N) - Steve Dunscombe
 - v. Queensland (S) - Anne Sydes
 - vi. Northern Territory - Michelle Walding
 - vii. Western Australia - Tom Nalpon
 - viii. South Australia - Frank Guerriero
 - ix. New Zealand - Basil Murphy

23. Election and Induction of New Training Committee

- ◆ Nursing - Philippa Rice - Tasmania
- ◆ Nursing - Frank Guerriero - South Australia
- ◆ Technical - Steve Goble - South Australia
- ◆ Technical - Ron Jeffery - South Australia

24. 2005 ASM nominations. Vote between Darwin and Melbourne.
Melbourne accepted as the host for the ASM.

25. AGM closed 1150

Czes Mucha
Secretary HTNA
20 Dec 2003