

**Minutes for the HTNA 2006 Annual General Meeting
0900hrs Thursday 24th August 2006
Townsville, Queensland**

1. AGM opened by Dave King .

2. Apologies read: New Zealand members

3. Members Present: see attachment Table A.

4. Proxies stated: none tabled

5. Minutes for previous meeting: Accepted by Dave King and seconded by Czes Mucha.

6. Presidents Report by Dave King

Firstly I'd like to thank Townsville Hyperbaric Unit for hosting the conference this year. We all know that it is a huge task for any unit to host this meeting now days with everyone getting busier every year.

2006 has been a tumultuous year for me personally and at work. There has been some logistical problems with having the Senior Executive positions spread between two units but these problems are being sorted out and should not be of concern next year.

The most notable achievement this year has been the formation of the Research Grants Committee. The Committee has met via teleconference earlier this year to come to agreement on a process for reviewing submissions. They have since reviewed 3 excellent submissions for funding. The three funding applications were from:

- **Dr David Wilkinson (RAH)** – Glucose Utilisation during a Hyperinsulinaemic euglycaemic clamp in Diabetics and non-diabetics undergoing hyperbaric treatment.
- **Dr David Teubner (RAH)** – Does Oxygen Narcosis Exist?
- **Dr Bob Long (Wesley Centre for Hyperbaric Medicine)** – Nitrogen Narcosis in Children at 18 Meters.

It is my pleasure to ask Tim Snowden and John Lippmann up to announce the results of the Research Grants Committee's deliberations.

Next year, and in the future we need to spend more time on ensuring we provide a service that concentrates on what our membership requires. This doesn't necessarily mean that we only concentrate on the day to day and month to month needs of the membership.

We as an association need to re-invigorate the interest in our ASM. Attendances have continually been low since the last time we met here in Townsville in 1998. That year we had over 220 attendees, this year we are down to around 70. The ASM is by far the single largest contributor to our annual budget and the income derived for the ASM is vital for the Association to function. It is obvious that interest in the Meeting is stagnant, if not dwindling. I feel we must review the descriptive requirements laid out in the Guidelines for the Annual Scientific Meeting (Enclosure One of the Constitution) and perhaps make them less restrictive in some areas and more descriptive in others. More importantly we need to ensure the content of the conference is of a high quality and delivers what our membership demands. We need to ensure that our guest speakers are selected with the needs of the Association's membership furthest in our mind, not necessarily the needs of the host unit. If we are able to drop the cost of registration and accommodation and lift the scientific content we **WILL** attract more to the meeting.

That said I **must** express that **I am in NO WAY** denigrating this year's organizing committee's good work. **I am in no way** singling out any other previous or future organizing committee's work. **I am in no way** suggesting that **any** of our previous or current guest speakers have provided anything but the highest standard presentations, science and advice. I am simply speaking generally of where I feel our Association should be focusing its efforts and suggesting that **WE** need to look at what our ASM is providing to us as members.

I'm sure everyone in this room will have their own view on this subject and I implore you to offer your own advice.

Enough of the soap box, now on to our esteemed Secretary for her report...

7. Secretary's Report by Sharon Peut

Sharon updated membership regarding current association numbers.

(2006)
63 Full Members
8 Associate
8 Corporate
3 Life Members

As noted, when compared with the previous years membership (2005), numbers are certainly down.

(2005)
97 Full Members
15 Associate
12 Corporate
3 Life Members

With membership and sponsorship levels decreasing, we as an association need to brainstorm ideas sooner rather than later.

8. Treasurer's Report by Czes Mucha

Czes Mucha referred to the financial report for the last year (attached) and stated the balance was at \$42,694 prior to conference costs. Czes noted at the end of the first full year of electronic transfer with resulting speed and efficiency. Noted financial loss of \$17000 in 2005, although Association not in red due to healthy bank balance. These figures can only be put down to a reflection of membership numbers. Czes calls for initiatives from the membership.

REPORTS

Training Committee

Nursing Representatives

Currently there is only one major project underway, unfortunately this is the same project that was commenced by the current committee predecessors some 3-4 years ago.

The good news is that progress albeit slow, remains significant, and we can safely report that this project is in its final stages, which will allow the committee to move on to other projects.

The national nursing exam database (NNED) is nearing completion. At this the database may now be gained access to online. Educators, who have registered their interest in contributing to the database are able to have accounts created to enable access. As the administrator of the database educators must contact me (Frank Guerriero) via email to have an account created. Once registered, educators may now access the database and navigate through the questions, as well as contribute to the database.

Unfortunately for the database to function properly, it will require a large amount of questions to be added to the database, and it is this final collation of questions which is holding up progress to the final stages of this project.

Once the nominated number of questions for each category has been entered, the database programmer can move to the final stages of developing tools with which to randomize questions for the purpose of an exam.

It is my vision, that educators will be able to gain access to the database online, request an exam, the content of which will be adjustable, i.e. able to be weighted per exam category as per the educators requirements, which would then be able to be printed out by the requesting educator. Thus providing all registered users with access to a standardized national exam database, and consequently a standardized national exam.

As all registered users will be able to contribute to the database online it could be considered a peer reviewed exam.

Future plans for 2007 include the completion of the exam database, which will include registration and education of contributing exam consultants. 2007 will also require the commencement of the certification of hyperbaric nurses courses registered with the HTNA. This will be a significant process which will entail a review of the current nurses course curriculum and then a unit by unit review of respective hyperbaric nurses course content. At this stage it is unknown whether it will be possible to qualify all nurses courses in a 12 month period, however it is the intention of the training committee to complete this process in within the next 12 months (September 2007). There will also be collaboration with the University of Adelaide regarding the content of this course curriculum, in order to maintain recognition of these initial Hyperbaric Nursing Training programs as the first half in the Graduate Certificate in Hyperbaric Nursing.

Finally, I would like to mention that Rebecca Patterson is no longer employed by the Alfred Hyperbaric Medicine, although not receiving an official resignation from the committee, I have it under authority from Dwayne Cananzi that she will no longer be working on the training committee, henceforth I will be putting forward a call in the next Offgassing and also on the chat line for expressions of interest for a new nursing training committee member.

(Report Completed: Frank Guerriero)

Technical Representatives

Since the last AGM we have been working with the RAH Staff Development department to make the RCC/RPL process more streamlined. This has finally been achieved by utilising the Education Network Australia EdNA groups website. This is a free website provided to the education and training community. Educators are able to open groups for

particular courses and put all education requirements on the group page, this includes RCC and RPL requirements, workbooks, PowerPoint presentations etc.

Currently those enrolling in the Cert IV in Hyperbaric Technology will be given an entry key and instructions for joining the EdNA groups site. Once logged on you may find that you need to join another group for certain units, once again you will be given a key and directed to the units you require, due to the national training package requirements, many units are common to a number of qualifications and it saves duplication to have them resident on just one group.

Work is progressing well for the diploma course and it will operate along similar lines.

At the last AGM I was tasked with investigating other training courses and their compliance with our requirements. I was meant to be doing this with the assistance of Tom Workman, unfortunately Hurricane Katrina's devastation in New Orleans left the NBDHMT without records or office. Currently the NBDHMT is negotiating with IMCA for recognition of its certification which, if approved, will make my decision making easier.

I was also tasked with compiling a list of Technical Officers with a Cert IV in Workplace Training and Assessment, so far I have found: myself, Dave King, Dwayne Cannanzi and Peter Bisaro. If there is anyone else out there, please let me know.

(Report Completed: Steve Goble)

Australian Standards Committee **2006 report**

Sue Thurston states nothing to report at this time. AS 4774.2 is up for review. No timeline at present.

Hyperbaric Health/Dan Research Grants

Updated from the President regarding the process for establishing the Research Grants committee and the process for applying for grants. The Committee stands currently as

Nursing – Liz Williams, Natt Macgregor

Technical – Dwayne Cananzi, Steve Schinke

Medical – Bob Webb, Martin Hodgson

Currently, the President of the HTNA is the voice and is able to be contacted regarding this subject. Emphasis is put on the entire process being transparent and as yet there is no grievance process in place.

Dave updated the assoc on the application process with access from the website. When the applications have been received, there is a 5 point system in place to grade applications. Dave encourages anyone with any questions about the above process to contact him.

The successful applicants this year were:

- **Dr David Wilkinson (RAH)** – Glucose Utilisation during a Hyperinsulinaemic euglycaemic clamp in Diabetics and non-diabetics undergoing hyperbaric treatment.
- **Dr David Teubner (RAH)** – Does Oxygen Narcosis Exist?
- **Dr Bob Long (Wesley Centre for Hyperbaric Medicine)** – Nitrogen Narcosis in Children at 18 Meters.

NFPA representative

No update at this time.

BUSINESS ARISING FROM THE PREVIOUS AGM

Chatline update

No work to report as yet.

Life Membership award discussion – Bob Ramsay (2004)

Bob Ramsay asked for feedback regarding life membership awards and Hyperbaric Health's subsequent offer of two excellence awards for Nursing and Technical.

Bob was disappointed with the lack of feedback regarding this issue.

NO FURTHER ACTION

Clinical Indicators – Anne Sydes – (2004)

Anne Sydes has submitted several Clinical Indicators for opinion but indicated that no progress had been made on this subject from other units, and asked the association if this was actually beneficial to us. Anne distributed copies of the completed clinical indicators for the members to view. Reference was made to Dick Clarke's clinical pathway for all conditions and its use in this situation. Anne encouraged all units to submit what each unit has collected before any more work can be done.

ACTION MEMBERSHIP

Protocol Standardisation – Steve Schinke – (2005)

Apologies from Steve Schinke, will hold for next AGM.

ACTION - Steve

Executive Reimbursements – Chris Craft – (2005)

Discussion regarding implementation of process for reimbursing the executive for conference costs as discussed in previous meeting. Dave King encourages comments and suggestions from the association.

ACTION - Members

Conference Organizing Committee co-ordination – Dwayne Cananzi – (2005)

Discussion regarding need to have a DVD/CD containing guidelines relating to organizing a conference. Mick Hammond suggested the need for a basic template for structure to assist future units. Suggestion for Melbourne and Townsville to compile useful tips. Sue Thurston would be happy with a CD.

ACTION – Dwayne, Michael

Conference Email Address – Dwayne Cananzi – (2005)

Investigation into a dedicated email address for conference organizing committees. Czes informed us that each unit has been able to organize a ASM email and have found it invaluable when communicating. Czes happy to assist if units have trouble, and will organize web page update for the email address.

NO FURTHER ACTION

Funding For HTNA representatives with external duties - Dwayne Cananzi – (2005)

Attended to by HTNA executive on a case by case basis.
NO FURTHER ACTION

Constitutional Changes – various -(2005)

Regarding paragraphs 3.4, 5.2, 10, appendix 2, item 11, Enclosure 1 item 6 attended.
Change to Corporate Membership still to be attended
ACTION - Secretary

Review of Entire Constitution – Czes Mucha (2005)

Czes attending to review and will submit changes for discussion at the AGM 2007.
Czes encourages everyone to utilize the chat line throughout the year with any comments.
ACTION - Czes

ANZHMG communications – Dr Smart – (2005)

Dr Smart updated the Assoc regarding previous requests ie: prelim program, AGM timing, ANZHMG agenda item. Happy with planning and ability to now update the HTNA. Timing is still an issue and noted the earlier program was helpful.
NO FURTHER ACTION

NEW BUSINESS

CONSTITUTIONAL CHANGES

1.

Dale O'Halloran proposed a change to Enclosure 1 paragraph (d) stating:

The organizing committee and the HTNA Executive should not be co-located to enable absolute transparency in all financial matters pertaining to the arrangements of the ASM.

After discussion regarding transparency in financial matters between members, decision made to deny motion.

MOTION DENIED

2.

David King proposed a change to section 5.2 stating:

Constitution be changed to include another representative from New Zealand and reworded to show:

- f) New Zealand, North Island representative
- g) New Zealand, South Island representative

Since motion proposed, and discussion with other units, motion withdrawn.

MOTION WITHDRAWN

NEW BUSINESS

1.

Dwayne Cananzi proposes that: the HTNA change the meeting times of the AGM and ASM meeting from yearly to 2 yearly.

MOTION WITHDRAWN

Discussion

Dwayne brought the subject up to stimulate the discussion. All units are getting busier and we need to move the association forward. We need as a group to stimulate enthusiasm and increase numbers. Suggestions of joining with Spums, marketing specific groups ie: woundcare, date of meeting. All agree HTNA need reinvigoration and encourage members to brainstorm to come up with suggestions.

ANZHMG update – Dr Smart

Dr Smart updated the Association on matters discussed in the recent meeting. Discussion related to recent Committee decision to not fund RSTI as clinical evidence was inadequate. They are now proceeding towards not funding, with interim funding until 2007. Beyond 2007, another application has to be completed. We are not in the position to put in a complete submission with only 10mths of data. Problems already noted in the US with funding being withdrawn from ST injuries. If funding goes in AUS, big impact on private units.

Meeting Closed

Secretary HTNA