

AMSNZ Thu 10 Feb 2022 Minutes

Date: Thu 10 Feb 2022

Time: 1900h – 2115h via Teams

Link -

Apologies: Bryan Chong, Calum Young, Lisa Brown, Gus Cabre

Members in Attendance: Michael Drane, Stuart Farmer, Hardeep Hundal, Greg van der Hulst

Agenda Items

1. Agenda Items Standing

1. Confirmation of previous minutes -> 1 GVDH 2 SF
2. Conflicts of interest – statement and declaration if required.
 - Michael notes his work with CAA as IT Subject Matter Expert
 - nil else from committee
3. Current AMSNZ membership numbers (GVDH)
Membership currently = 45 delegated CAA Medical Examiners. Total membership count 58 including honorary members. Median age 56, range 30-98 yrs (data extracted from birthdates recorded in ClubHub).
4. New correspondence – letter From Graeme Lindsay – see below

2. Actions from previous minutes / URGENT action items:

2.1 Prioritise topics for discussion at this meeting – may not get through everything below today

3. President

3.1 Presidents report

3.1.1 – IT stuff -

EMPIC appears to be the chosen solution by CAA

Attempting to customise German system / European system to NZ (risk based approach) EMPIC uses a different methodology for determining safety to fly – rules based approach. No support for the AMC process

Documents are stored in a sequential document tree, only as PDF. No filtering ability. Can't find documents, so slow. Risk of important info being overlooked – safety issue.

Not web based – required a local client to be installed - significant weakness.

Pilot login available but no mobile app or facility for pilots to upload or manage documents.

Michael to report on current issues with the process after meetings this week have concluded.

Society position statement to be discussed and developed with further information.

ACTION: Greg & Michael to canvas members on preferred online process and report back to committee

ACTION: Michael to consider letter to CAA to ask about AMSNZ rep on IT group

ACTION: Inform members via newsletter re IT process – **Greg to send via ClubHub.**

3.1.2 – Graeme Lindsay – email to committee discussed.

ACTION: Greg to draft letter offering a 15 min session to present to committee meeting via Teams with 5 mins for questions. 3 top suggestions for improving pilot assessment processes.

3.1.3 – Survey monkey – results below

3.1.4 – Conference – Michael has discussed with Craig Schramm ASAM Pres. In favour of a combined conference Queenstown. Let ASMA + ESAM know

Possible dates late August – early Sept 2024

ACTION: Committee member consider Hilton Queenstown – ? Michael to investigate.

3.2 Newsletter to members from President -

ACTION: Greg to send to membership with any amendments.

3.3 Comms strategy, website upgrade and promotion – placeholder for continued discussion.
Website discussed below point 6.0

3.4 Admin support – options for employing an admin person to provide constant point of contact for the Society. Committee to report if know of anyone suitable – expect a few hours / week?

3.5 Promoting training and research. ? Patterson Trust partial scholarships for AVMX711/714 or attendance at Annual Scientific Meeting?

3.6 AMSNZ constitution / rules review. Deferred to Mar meeting and after new Incorporated Societies Bill is passed.

3.6.1 Rule 4(J), (k) - Review need for “the establishment and support, or aiding in the establishment and support, of associations, institutions, funds, trusts, schemes, and conveniences calculated to benefit servants or past servants of the Society and their dependants, and the granting of pensions, allowances or other benefits to servants or past servants of the Society and their dependants, and the making of payments towards insurance in relation to any of those purposes,..” - Does anyone know the intention?

3.6.2 Also thinking that the name Aviation Medical Society of New Zealand merits changing to “Aerospace”, especially as NZ now has a Space Agency!

3.6.3 Rule #18(c) - Scientific Meetings – should only docs be able to present a paper?

3.6.4 The new **Incorporated Societies Bill 2021** will likely require a review and some changes of our current rules. Do we create a subgroup to manage this from within the Committee and address any updates at the same time as we address required changes after the Bill is passed? <https://www.simpsongrierson.com/articles/2021/new-incorporated-societies-bill-light-at-the-end-of-a-lengthy-law-reform-tunnel>

3.7 First steps towards a NZ Aerospace Medicine Training Program. AirNZ has approved a registrar / trainee position for 2022 and CAA has a similar plan. Michael to liase with Claude when able. Defence position would be third potential possibility to provide a broad avmed experience – work in progress.

3.10 AMSNZ logo discussed. A refresh is probably overdue.

ACTION: Michael to approach his contact for initial ideas and costs for logo redesign. Pending response – check Mar 2022.

4. Treasurer

4.1 Treasurers report – finances are stable.

5. Secretary

5.1 SurveyMonkey results – <https://www.surveymonkey.com/results/SM-C6N2GWYJ9/>

5.2 Response to Graham Lindsay’s letter – **ACTION – Greg** to draft letter and check back with committee - **done**

5.3 Committee email addresses – president, secretary & treasurer@amsnz.org.nz, and committee2022@amsnz.org.nz

Email Address	Forward To
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admin@amsnz.org.nz	greg.van.der.hulst@gmail.com
committee2022@amsnz.org.nz	avmeddoc@outlook.com
committee2022@amsnz.org.nz	drbryanchong@gmail.com
committee2022@amsnz.org.nz	drfarmer@uhmc.co.nz
committee2022@amsnz.org.nz	drguscabre@gmail.com
committee2022@amsnz.org.nz	greg.van.der.hulst@gmail.com
committee2022@amsnz.org.nz	hardeephundal@yahoo.com
committee2022@amsnz.org.nz	lisaabrown1@gmail.com
committee2022@amsnz.org.nz	youngcardiology@gmail.com
president@amsnz.org.nz	avmeddoc@outlook.com
secretary@amsnz.org.nz	greg.van.der.hulst@gmail.com
treasurer@amsnz.org.nz	drfarmer@uhmc.co.nz

6. Website

6.1 Greg and Bryan reviewed current website and ClubHub membership software. UpFront website manager is limited in what it can do. But very cost effective. Currently works as a repository of information and a location to allow members to renew membership, book ASM tickets etc. Could add more dynamic information in the front page ie new publications of interest etc. Requires that to be done by 'someone' and is a significant commitment in time and effort. Maintain Clubhub for membership services as it works adequately and cost effectively to automate membership renewals in particular.

ACTION:

1. **Bryan** will see what he can do to tidy up the website in terms of appearance and flow within current limitations.
2. Ask **Bryan** can we develop an email client

7. Annual Scientific Meetings

8.1 Propose Christchurch option for 2022 . Assuming COVID will allow meeting. Concurrent teleconference with in person adds cost and complexity. Members have expressed preference for low cost in the past. Discuss online option availability at next meeting March.

Greg pointed out question from Members Survey about ASM location and in-person vs virtual preference from members.

- **Mixed opinions from survey**
- **57% want virtual attendance as an option every year)**
- **47% want regular joint conferences with ASAM even if more \$\$\$**
- **35% each for main centres only (AKL, WLG, CHC) vs interesting places.**
- **28% said hold it in Wellington every year**

ACTION – Michael to report back on CAA intentions ? Fri 9 Sept 2022.

ACTION – Greg to book Pavillions based on whether CAA need a room 9 Sept 2022 + Sat 10 Sept 2022 +/- ½ day site visits?

12. Other Business

12.1 Promoting AMSNZ members involvement in CASA DAME grand rounds (virtual). Michael contacted Kate Manderson to enquire. Awaiting response.

12.2 Planning for next regional AvMed CME session - ? focus on aeromedical retrieval. Virtual attendance to allow those out of Auckland to join supported.

12.3 Plaques for Anton and Denis approx. \$300. Michael approved to purchase and reimburse.

13. Next meeting

19:00 Thursday 7 April 2022