

## Simulation Australasia AGM Minutes

Date:	Tuesday 22 <sup>nd</sup> November 2022 11am AEDT
Venue:	Via Zoom (meeting recorded)

<b>Attendees</b>		
<b>Name</b>	<b>Position</b>	<b>Present/ Apology</b>
Phillip Swadling	Chair	Present
Marcus Watson	Deputy Chair	Present
Gerry Bluett	Treasurer	Present
Gary Eves	Member of Good Standing	Apology
Elysebeth Leigh	Member of Good Standing	Present
Fiona Love	Member of Good Standing	Present
Jan Roche	Member of Good Standing	Present
Fred Hardtke	Member of Good Standing	Present
Matthew Harper	Member of Good Standing	Present
Lyndel Baker	SimAust Admin Support	Present
Kevin Heveldt	SimAust Member	Present Present
Bjorn Wharff	SimAust Member	Present
Amy Parkinson	SimAust Member	Present
Belinda Judd	SimAust Member	Present
Phillip Revens	SimAust Member	Present
Robert Miller	SimAust Member	Present
Ryan Stephenson	SimAust Member	Present
Sam Triffitt	SimAust Member	Present

- Chairs Introductory Remarks & Comments**

Welcome and Acknowledgement of Country also noting that Kevin is here today extend that to Māori culture in New Zealand and pay the same respects to indigenous culture there as well.

Thank you for your support in 2022, it is a membership-based organisation which exists because of and for members, and we couldn't achieve anything without the members both at the individual and corporate level. We are looking forward to continued support going into 2023.

Vision and Mission – no changes since review in 2022

Vision

*We envision a future where modelling and simulation enables us all to create and live in a better, safer world*

Mission

*We strive to build a better future by connecting Australasia's modelling and simulation communities, promoting cross-industry research and collaboration and fostering the development of modelling and simulation professionals and standards of good practice*

Acknowledgements

A thank you to the board members who have worked very hard this year, particular focus on some specific areas which will be discussed shortly. There is also specific committees and roles within the organisation, only Admin support is a paid position. It is important to thank those who contribute that way, particularly in the committees and the board itself.

All board members are registered with ASIC as directors. Constitution requires AGM to be held each calendar year, receive Board and Financial report, elect board members (2-year term, maximum 3 terms) and discuss business raised by members

• **Motion to accept 2021 AGM Minutes**

**Accepted: Elysebeth Leigh**

**Seconded: Rob Miller**

No objections to minutes being accepted

1 typo noted in minutes to be corrected – Item 4 Resolution 2 'bard to be corrected to Board'

• **Report from the Chair – refer 2022 Annual Report for further details.**

**Current board**

- Philip Swadling (Chair) 2019
- Marcus Watson (Deputy Chair) 2019
- Gerry Bluett (Treasurer) 2021
- Elysebeth Leigh 2019
- Gary Eves 2021
- Jan Roche 2022
- Matthew Harper 2020
- Fiona Love 2020
- Fred Hardtke

Notes – Fred, Matthew and Fiona – having been elected in 2020 as per the constitution needed to face re-election. Kellie Britt had to resign from the board due to health reasons, Board had a casual vacancy and invited Jan Roche to fill the casual vacancy on the board. Been a previous Chair of the board and involved with the board and organisation for a long time, great to have her back on the board. Broad representation across the board from variety of sectors.

Meetings held monthly last Tuesday of the Month. Meetings held every month except for Dec 2021, note September 2022 meeting did not have a quorum as such is not formally counted as a meeting (minutes were taken however no formal decisions were made)

## **Governance and Risks**

### Finances

- remain stable – please refer to financial report. Key risk area remains ASC, large expense to run a conference. Important that we manage that risk, important that we have the support we have from SA government.
- We do need the support of the membership to make that a success.

### Insurance

- up to date and have for volunteers
- have a new volunteer policy in progress to clarify roles

### Continuity

- Microsoft Office 365 main tool where data is stored, Mailchimp for external communication, Xero as accounting platform. All cloud-based tools, no risk of computer failure in an office causing a problem for the organisation. Thank you to Microsoft for their support – Office 365 is provided at no cost due to recognition of Not-for-profit status
- Board and Committees – keep an eye on where things are up to and important to ensure key roles are filled, so if that someone needs to stand aside for various reasons, ensures options for someone to step in who is aware of the organisation and the way it works. It is an issue we continue to work on

### Member engagement

- Key area to focus on, if we don't have a strong membership will not continue to exist. So, need to continue to be conscious to provide value to members, and to get value out of membership. This includes both ways to do this and communicate ways that we do provide that to members.

## **Key Activities**

During the year, maybe not as visible as we were last year SIMposium and ASC21 online just before the AGM last year. 2022 has been a year of consolidation and the major focus from a board level has been the ASC. Running the annual awards is important to be run every year. The ASSH team has been busy on several projects including NSASH conference and Interprofessional Simulation Program. Women in Simulation Survey, Standards Australia and a series of Focus areas that the board has been working on to be discussed shortly. Sim Cafes which were successfully in 2021, slower this year and due to some key people's time commitments, these were paused during the year. Looking to restart these in 2022. Looking for volunteers as speakers and to assist Elysebeth to manage the program.

### **ASSH Report (Belinda Judd)**

Some changes to executive committee current ASSH committee is Belinda Judd (Acting chair) Pauletta Irwin (Secretary/acting Deputy Chair), Tayne Ryall (Member of Good Standing), Kelly Squires (Member of good standing)

- Kellie Britt and Petere Raydoni stepped down from the committee this year
- Great presence supporting NZASH Simulation in Healthcare, ran workshops, chaired sessions and presented oral presentations
- Ongoing connection with affiliates including SSH
- Work well underway on a cross institutional Interprofessional Simulation program for health professional students, Ethics approval and case studies created. A thankyou to Sim Aust and The Britt Family trust who supported financially to enable videos of simulated patients
- Expanding team – currently reviewing EOIs and hoping to have a strong team in 2023
- To support ASC with a health representation on the committee

Phil – thank you to Belinda for stepping in to Acting Chair role and doing a great job. One of the focuses next year to confirm committee for 2022

### **Women in Sim**

- Current Committee: Jessica Stokes-Parish (Chair) Steph Barwick (Deputy Chair) Jan Roche, Bec Szabo, Sakuni Ranwala, Erica Southgate (members)
- 3 main areas of focus this year – SimAust Equity and Diversity Survey intention is to use the survey for recommendations to improve equity and diversity, there was delays due to Defence ethics review, the team has decided to move on removing Defence from the scope. The survey is to come out either in the next few weeks or early 2023 with a report on the survey to be prepared by the ASC.
- WIS ran Awards nominations workshops – encouraging women in simulation in regard to the way they can submit nominations for awards. 3 workshops. 1 attendee successful in their nomination.
- Ongoing activity - Mannequin gender diversity project in final editing stages and should be released shortly.

### **Standards**

SA work that we support by providing recommendations for members who are experts in particular fields to join those committees, it is run by Peter Ryan not a current Simulation Australasia activity (historically did sit with SimAust) the current addition have become available for Review. Standards Australia is looking for reviewers, please get in touch with Elysebeth Leigh if interested. Are looking for people to read it who have not been involved in writing.

- **SA's Committee IT-031** responsible for Modelling and Simulation. The committee continues its support and review of ISO/IEC JTC 1/SC 24's work program as a mirror committee
- IT-031's main project is production of third edition of *SA HB 116: Modelling and Simulation – Framework of Related Standards* - Project 106151. This is now in the editorial stage for review by committee
- ISO/IEC JTC 1/SC 24 will hold plenary session in Sydney in July 2023
- Initial work on SC 24/WG10 *Discussion Paper: Standards for the Metaverse*

### **Focus Area Report**

#### *Professional Development (Elysebeth Leigh)*

Prior to COVID SimAust did run in person workshops, have been looking at running these again. In 2023 will be run face to face workshop in March with Thales support, but it will be open to all, and will be publicised in new year once dates are confirmed. Master class sessions in planning, if people have topics or experts in an area would love to have suggestions or proposals. Group will be looking at that in 2023 and focus on sharing knowledge widely both within the community and beyond.

#### *Networking/Engagement*

Website update to be launched, possibly in parallel with ASC2023, currently exploring options for a complete refresh with the ASC website to be refreshed with support from TAS. Liaising with Engineers Australia to identify synergies with Professional development. Exploring was to highlight simulation as a usefully career for engineers, working together

#### *Partnerships*

- National Training & Simulation Association
- Military Operations Research Society MORS – area to open for SimAust, initial engagement commenced, aim to open areas for desktop simulation for research type activities

- Systems Engineering Society of Australia SESA – looking at collaboration with ASC for their next conference, exploring this currently in further detail
- Japanese Society of Simulation Technology JSST – exploring as an Australasian organisation wanting to engage partners in the region, strong response from JSST explored synergies that exist, JSST run a conference in August, there is also a conference in October, exploring ways to have a presence in each other's conference
- Games for Change – Ongoing relationship, continue to work with Dale Linegar and discussing how to consolidate Gaming section within Simulation Australasia by engaging ongoing with Games for change. Ongoing attempts to engage with NZ games community.
- Recently written to the Aust Crisis Simulation Summit (ANU) - run an annual event, are keen to have Simulation Australasia involvement – Matthew harper to provide mentorship to 2 simulations later this year. They did also present at a previous Sim Cafe
- NZASH – strengthening of these relationships going forward
- SSH – ongoing partnership currently finalising agreement
- Healthy Simulation – cross marketing arrangement (add details)

### *Research*

With the impact of covid and not having ability to run conferences, we have been looking at options for Conference scientific committee to be a standing committee. It would be looking at not just ASC but ongoing topics including mentoring, review higher degree research, ethics and leading the development of special issues in relevant journals (rather than our own journal). Plan to host a workshop in early 2023 (Feb/March) to explore people's interest in being a part of this, we also want to produce a Practitioners Handbook – often there is demonstration of capacity research, often insights that we see at conference that may not be structured for journals, but it would be beneficial to have these insights shared outside of the conference space. Explore how we share/capture this information. Another volunteering opportunity coming up

### **2022 Simulation Australasia Awards**

Number of awards presented this year:

#### Simulation Achievement Awards

- Anjum Naweed Achievement award and also lifetime membership for work for Organisation
- Maj Andrew Bone – involvement long standing involvement in simulation community and conferences in the past
- Susannah – involved in the Human Factors research, also engaged in organisation for a period of time, involved in WIS

#### Project winners

- One Sim Education,
- WSLD Emergency Code Black Response - Phil and Belinda had the great opportunity to visit the team and hear about the great work they are doing and the impact of this on health professionals daily. They developed a training program to support staff, are using Simulation for not only that project but also other areas of practice. Hopefully to attend the congress in 2023 and provide a presentation

A reminder of the importance of the awards for highlighting the amazing work people are doing in the field and highlight it to the broader community. It is important work. There will be awards in 2023 so please consider nominations.

## **Australasian Simulation Congress**

Adelaide 21/8/23 - 24/8/23. Will also be held in Adelaide in 2025 and 2027. Funding agreement in place with BEA. Contracts in place with the Adelaide Convention center for 2-23.2025. 2027. TAS engaged for 2023 congress. Organisation committee in place being led by Deanna Hutchinson, Anjum Naweed leading the Scientific committee

Proposed Theme

Dates – including trade show and sponsorship prospectus to be released in coming weeks

## **Finance**

Please refer to AGM financial report

Financial report for 2021/2022 (Financial year)

Net profit is up, and expenses are down, however remember number of conference expenses coming up. ASC21 did make a surplus, well done to everyone who was involved in that especially Fred as of those who are here today

Day to day business operations are consistent numbers

Balance Sheet - 8/11/22 Equity of 110792.39 excludes the grant money received and deposits to ASC.

Please note expect to be paying TAS for first milestone payment approximately \$9000

Comments from Gerry (Treasurer)

- Bank accounts have been stable – as we approach congress there is a lot of risk however also significant opportunity for Success. Critically important how is managed. Gerry is attending ITSEC working on reconnecting with organisations including, and to explore presenters for congress. Thank you to Gillian Vesty for work she has continued to do whilst Gerry was unavailable due to health reasons, through supporting to keep accounts running and BAS statements. A very big thanks and could not have done it without her.

ITSEC – number of people who are attending – Bjorn Wharff is also representing SimAust at ITSEC and attending meeting, will be taking a copy of the Annual report to support providing an update on activities and exploring

Focus areas – please refer to report. Phil welcomes any suggestions and feedback on areas.

## **• Appointment of board members**

Resolution 1 That **Fred Hardtke** be re-appointed to the Board as Member for Good Standing, for a period of 2 years, after which he may apply for re-election

Resolution 2 That **Matthew Harper** be re-appointed to the Board as Member for Good Standing, for a period of 2 years, after which he may apply for re-election

Resolution 3 That **Fiona Love** be re-appointed to the Board as Member for Good Standing, for a period of 2 years, after which she may apply for re-election

Move as 1 vote that all 3 Resolutions be accepted:

Moved: Elysebeth

Seconded: Robert Miller

**No objections raised to resolutions being accepted.** Appointments confirmed as stated. Thank you to Fred, Matthew, and Fiona to be willing to stand again. It is a strong and diverse board team which is particularly important.

- **Other business – No other business raised**

Comments from Board – Elyssebeth - looking forward to a busy and successful 2023 and a reminder for volunteers

- **Closing remarks from chair**

We are looking forward to a busy year in 2023, and we will rely on member support to ensure congress is successfully and looking forward to seeing how that progresses over the year

Ray Page Book – remains available for purchase

Real Response Discovery Day 30<sup>th</sup> November in Melbourne, and from 4-6pm SimAust networking session if do plan to attend please let Lyndel know for numbers management.

Thank you for attending and interest, aware everyone has busy days so thank you for taking time out

Meeting Closed: 12:03