



Texas Trauma Coordinators Forum

2015 Strategic Planning Meeting Minutes

January 9, 2015

Children's Hospital of San Antonio, San Antonio, Texas

Board Members present: Secretary Dodwell, Treasurer Betts, Director At Large #2 Jennings, Director At Large #1 Boyett (via phone), Level I&II Co Chair Lohrman, Special Populations Chair Oliver, Special Populations Co-Chair Williams, Legislative/PR Chair Hyles, Education Co-Chair Bolenbaucher, Registry Chair Lopez, Membership Chair Cotner-Pouncy.

Members present: Marvin Cloud, Brenda Putz

Call to Order – The meeting was called to order by Secretary Dodwell at 1006. A quorum was not established, a sign-in sheet was utilized, introductions were conducted, and agendas were supplied. Related to not having a quorum, all items that require voting will be tabled for presentation at the next Board meeting scheduled for Feb 16, 2015. Treasurer Betts agreed to chair the meeting, enabling Secretary Dodwell to take minutes. There was agreement by all present, and no dissention voiced, to conduct the meeting in the absence of a quorum.

Meeting Dates for 2015 – The 2015 TTCF General Membership Meeting dates were established as:

February 17, Embassy Suites Central Austin
May 12, Embassy Suites Central Austin
August 18, Embassy Suites Central Austin
November 20, Dallas Texas (hotel TBD)

Board Meeting Conference Calls – there was unanimous agreement and support to continue the conference calls one month prior to each quarterly meeting. There was a suggestion to establish the conference calls on a set date of each meeting month, i.e. 3rd Thursday. The suggestion will be reviewed at the Feb 2015 Board Meeting.

TTCF Representation with Other Organizations – attendees noted the following data:

GETAC Trauma Committee – Board Members Lisa Price, Kathy Rodgers, Christi Reeves, and Lori Boyett.

GETAC Injury Prevention – Board Members Robin Garza, Sandie Williams, and Courtney Edwards.

GETAC Pediatrics – no board members

GETAC Disaster/EP- no board members

GETAC RAC Chairs- Board Members Scott Christopher, and Lori Boyett.

TETA: Trauma-Lisa Price, IP-Robin Garza, Education-Courtney Edwards, Pedi-Lori Vincent.

ENA- Jacky Betts is regional president, Courtney Edwards Dallas chapter. There was a recommendation to solicit updates from TTCF members that do not attend meeting in person related to ENA updates.

STN-there are numerous TTCF members that are also STN members. Tracy Cotner-Pouncy will attend the STN annual meeting and deliver a report back to the TTCF Board.

Secretary's Report – *Brett Dodwell*

A discussion was conducted related to the issuance of TTCF annual membership cards. There was consensus to only issue cards on individual member's request. The membership list will continue to be compiled and present at each quarterly meeting for reference. The recommendation will be brought to the Feb Board meeting for vote.

The list server move from “yahoo” to “google groups” was discussed. There was agreement to continue the transition and to supply instructions on the TTCF homepage and have flyers available to quarterly meetings.

It was noted that the newly elected Parliamentarian has not taken the oath of office or attended a meeting since the election. There was a charge to President Edwards to inquire into the matter.

Treasurer's Report – *Jacky Betts*

Mr. Betts reported that the organization is in healthy financial condition. The new TTCF merchandize had robust sells at the last meeting and continuing orders are in progress. He reminded those present to solicit vendors for revenue, although there is not a serious revenue deficit.

There was discussion and general agreement to consider offering member scholarship(s) for attending educational courses such as TTDEC. Further discussion and SOP development was recommended.

Mr. Betts also suggested procuring “large” ticket items for the annual August silent auction.

Director At Large Reports – Lori Boyett, Sherry Jennings

Ms. Jennings reminded the Board that the stewardship of the Level I&II Committee was turned over to an appointed leadership Chair/Co-Chair. The Committee attendance continues to be robust.

Ms. Boyett reported that the DALs are in a position to assist with any needed projects.

Committee Reports

Public Relations/Legislative – Susan Hyles / Penny Sellers

Chair Hyles reported that the newsletter continues to be successful and has grown to 12 color pages per quarterly issue. Production is scheduled for a four quarters of 2015. She reminded the leadership of the importance of getting submissions in on time. There was also a suggestion to place a calendar of events on the TTCF homepage.

Education – Christi Reeves / Rosie Bolenbaucher

Ms. Bolenbaucher reported that quarterly education offerings continue to be well received and successful. She requested more interactive communication between the committees to eliminate duplicate work and increase efficiency. A 2015 committee goal is to spearhead the compilation of data for a calendar and provide to the Secretary for uploading to the TTCF homepage.

Finance – Robin Gage / Delores Londerholm

No report was offered.

Injury Prevention – Jessica LaPlant / Amy Schopperth

No report was offered. There was a discussion on the recent merchandise produced and distributed by the IP Committee. It was stated that all future merchandize must go through the Board prior to distribution.

Level I&II – Terry Valentino / Jo-ell Lohrman

Ms. Lohrman reported that the committee continues to garner support since its inaugural meeting in August 2014. She reported the primary focus of 2015 will be centered on the “Orange” book implementation. There was a suggestion for the committee to spend some time developing recommendations to increase the PI transfer feedback between I/II facilities and III/IV facilities.

Level III – Heidi Lavka / Vacant

No report was offered. The Co-Chair vacancy was noted.

Level IV – Janice Markwardt / Deedee Abbott

A written reports was supplied by Ms. Markwardt who was not present. 2015 objectives include providing the committee meetings DSHS/TETAF updates and encouraging members to network with other Level IV TPMs.

Membership – Tracy Cotner-Pouncy / Vacant

Ms. Cotner-Pouncy reported the vacancy of the Co-Chair position. She reported the 2015 goal of updating the membership manual and that new member packets continue to be highly valued through new member feedback. DAL #2 Jennings agreed to serve as interim Co-Chair until a replacement is appointed.

Special Populations – Jenny Oliver / Sandie Williams

The leadership announced that an obesity presentation is scheduled for the May meeting and that pediatrics has been chosen as the 2015 work focus.

Registry – Irene Lopez / Garrett Hall

Ms. Lopez reported that the successful Lunch N Learn offerings will be conducted throughout 2015. The Data Management Course is scheduled for February 26-27 in Austin. There was also notice that the scheduled October 2015 release date for ICD10 could possibly be further delayed for Texas.

TETAf – Brenda Putz

Ms. Putz announced that the 84th Texas Legislative Session has two bills filed for the disbandment of the DRP (Drivers Responsibility Program). It was noted that there are distracted driving bills being built and that TETAf continues focus on RAC funding enhancements. The Data Management Course is on track for a February offering and that a EMS specific course is being constructed. Ms. Putz clarified that there are two funding streams to assist trauma facilities to attend the AAAM course; one being a direct grant from DSHS for one member of a facility to receive course funding, the other being one member of each RAC that will be compensated to attend the course.

Capitol Day 2015 – Logistics were discussed related to the attendance of Capitol Day for the February 17, 2015 TTCF General Membership Meeting. The membership will meet at the Embassy Suites hotel to conduct brief official business. The membership will then depart the hotel for the Texas Capitol at 0900. The importance of RSVPs to provide accurate bus transportation was emphasized. The suggested attire was determined to be the blue TTCF polo shirt. Legislative talking points will be provided during the next month and at the General Membership meeting.

TTDEC Course – The Education Committee was charged with organizing and conducting the Texas Trauma Designation Education Course offered annually in May. Scott Christopher was applauded for his work and dedication in filling this role in the past. The Education Committee agreed to present an organization plan at the Feb Board Meeting and give consideration to revising the course curriculum.

Recommendations for SOPs – attendees agreed to postpone discussion of this agenda item until the February Board Meeting.

Open Forum – All

Needs Assessment Survey – attendees reviewed a PowerPoint presentation of the survey conducted in late 2014 to the TTCF membership. There was agreement the survey results concluded that TTCF remains a valuable organization and offers numerous beneficial services and opportunities.

Multi-tasking TPM – there was discussion and a recommendation to solicit how many trauma coordinators/managers are tasked with running stroke and chest pain programs at their facilities. This would benefit the decision to construct a TTCF position paper.

Annual Awards – There was one nomination for TTCF Outstanding Trauma Person of the Year. There was also one nomination for TTCF Lifetime Achievement Award. The nominations were accepted by those present, however due to the lack of a quorum, voting will be postponed until the February Board Meeting.

There were also discussions on expanding the annual awards to include a mentorship award and an innovation award. Discussion will continue at the February Board Meeting.

Recognition and gratitude was bestowed on Sandie Williams and Children’s Hospital of San Antonio for hosting the TTCF 2015 Strategic Planning Meeting.

Adjournment – There being no further business brought to the attention of the Board, and without any objections or dissent, the meeting was adjourned at 14:35.

The next scheduled TTCF Board Meeting is February 16, 2015 in Austin, Texas.

Recorded by,

**Brett Dodwell
TTCF Secretary**