



## ***Texas Trauma Coordinators Forum***

### **TTCF Exec Board Minutes**

**May 17, 2010**

**18:30 – 20:30**

Embassy Suites Austin Central  
5901 North IH 35, Austin, Texas

### **Call to Order**

The meeting was called to order by President Scott Christopher at 18:36.

### **Attendees**

Wanda Wiktorik, Trinity Medical Center  
Brad Goettl, Dell Children's Hospital  
Tracy Cotner-Pouncy, BAMC  
Jeri Pendarvis, Good Shepherd  
Courtney Edwards, Parkland  
Tammy Hanson, Nacogdoches Memorial  
Cynthia Jenkins, Texas Children's  
Lisa Price, DeTar Hospital  
Scott Christopher, Nacogdoches Memorial

Brenda Putz, TETAF  
Jacky Betts, United Regional  
Tammy Jones, Covenant Hospital  
Tammy Morgan, Parkland  
Earvin Baker, LBJ Hospital  
Jackie Laird, Nacogdoches Memorial  
Terri Christy, Harlingen Medical Center  
Marvin Cloud, Texas Health-Cleburne

### **Review / Approval of the February 2010 Minutes**

The minutes from the last meeting were approved as written with a motion by Jacky Betts and a second by Jeri Pendarvis. The motion carried.

### **President Announcements**

President Christopher spoke to the group about several items.

- Ram Perez has resigned his committee chair position as he is very ill and will require a heart transplant.
- List Serv Clean Up: Marjorie Mellott is cleaning up the TTCF list-serve and will be removing people that are no longer members. Tracy Cotner-Pouncy has agreed to be the back up person in charge of the list-serve.
- Nominations for Officers: Accepting nominations tomorrow at General Session for President Elect, Secretary, Director at Large and Parliamentarian. The Board discussed the need to better identify the Director at Large position by electing DL#1 in odd numbered years, and electing DL#2 in even number years. This year's DL position to be elected will be DL#2.

- Silent Auction: Rosie Bolenbaucher and Cindy Jenkins will organize the Silent Auction to be held at the August TTCF meeting. TTCF will donate 2 of the older laptops to the Silent Auction. Cindy asked that we donate the item with suggested opening bid. Wanda Wiktorik made a motion to donate the proceeds of the Silent Auction to Ram Perez for his medical expenses. Brenda Putz made a second and the motion carried.
- ACS State Survey: Scott Christopher discussed the upcoming ACS Survey that will occur this week. All Trauma Coordinators, Trauma Medical Directors and Hospital Administration are invited to attend.
- Trauma Systems PI Workgroup: Scott also discussed the EMS & Trauma Performance Improvement workgroup who recently met in Dallas. The goal is for all RACs to be doing performance improvement in the same manner for consistency. Brenda reported that RAC Designation is coming soon.

### **Financial Report**

Jacky Betts gave the Treasurers Report. We have \$28,364.71 in our account at this time. We should not have more than \$25,000.00, so we need to spend some money. It was discovered at today's TTDEC course that the TTCF projector is not working. Wanda made a motion that we purchase a new projector and a wireless remote, not to exceed \$1500.00. Lisa Price seconded the motion and the motion carried. Jacky will purchase the projector.

### **Bylaw Revisions Review**

A draft copy of the Bylaws was provided to each attendee. The recommended changes to the bylaws were illustrated in this draft document. The Bylaw revisions were discussed and will be reviewed at General Session tomorrow.

### **Board Member Shirts**

Janet was not here to discuss the new Board member shirts so we will table this topic until the next Board meeting.

### **Texas Trauma Designation Education Course – May 2010**

The TDEC course was held yesterday with 63 people in attendance. The evaluations will be analyzed and shared with the board. Brenda felt that there was some overlapping and that an after action meeting should occur.

### **Institutional Memberships – Survey Monkey?**

Institutional memberships were discussed and a survey via survey monkey will be sent out. Some key items that need to be determined are the fee structure and network membership.

### **Pre-Payment of Dues**

Scott announced that a member has asked for permission to pre-pay their annual TTCF dues for five years in advance. The group felt that this was acceptable. Wendi stated that accounting for this multi-year membership would not be difficult.

### **Committee Reports**

#### Membership Mentorship

Tracy reported that we would not have membership cards to hand out tomorrow as Wendi could not be here. They will be mailed to the new members.

### Fundraising Finance

We need to appoint a new chair to this committee as Ram has stepped down. We will ask Cheryl Dykes if she would like to move up to the chair position and appoint another co-chair.

### Level 3 Level 4

Jerri Pendarvis will present for both committees tomorrow morning and will discuss documentation issues.

### Trauma Registry

Tammy Morgan stated that she has a new co-chair. TJ McDowell from the Woodlands Hospital will join her on this committee. Tammy plans to discuss what can be done with your data tomorrow. Nicole from the Texas EMS/Trauma Registry has been invited to attend the committee meeting tomorrow.

### Public Relations / Legislative

- Earvin Baker reported that the newsletter was sent out last week and he will be starting on a new one next week. He asked that he receive submissions for articles and pictures. He asked that we write in who are in the pictures and that if we send pictures of children that we get a release signed by their parents. The committee discussed sending some of the future newsletters out by mail to hospital administrators.
- The committee will work on creating a database for Legislator contact information. The results of the ACS Survey should be sent to all Administrations at hospitals and also your local legislators. Terri Christy mentioned that Dinah Welsh is writing a white paper and we can all use this for reference. The legislators want to hear from their local people so find out who they are and talk with them.

### Pediatrics

- Brad Goettl gave us a Pedi Pearls handout that the committee will be having printed for distribution.
- Brad also informed the group of an I-Phone application that is very helpful called Pedi Stat.
- The Special Needs class will be seeking CNE through the TNA

### Injury Prevention

- Tammy Hanson requested that we turn in injury prevention articles for the committee to coordinate and distribute. The committee will focus on getting materials out to use during the various 'monthly' campaigns / designations.
- Tammy also reminded the Board of the TETAF Injury Prevention Manual.
- The next TIPS course will be held the Monday before the February 2011 TTCF meeting.
- Jana Feagan from Methodist Dallas will be the Injury Prevention committee liaison to the Public Relations / Legislative committee.

### Education

- Courtney Edwards discussed the EMS Conference nursing track. She is working on lining up the speakers. Anyone who would like to help with the Nursing Track should e-mail Courtney.

- Cindy Jenkins is working on the education for the TTCF meetings. Tomorrow there will be a panel discussion focusing on a trauma patient. In August there will be a Pedi expert coming to give a presentation on alcohol intervention.

### **Open Forum**

- Marvin Cloud recommended that a Committee Report Form be created for the committee chairs to complete and submit for documentation of their committee meeting activities, projects and plans. The Board agreed that this would be an excellent process to develop, and submissions will start at tomorrow's General Membership meeting.

### **Next Meeting Announcement and Adjournment**

- The Board was informed the next meeting will be on August 16, 2010 at 18:30. The location will be at the Embassy Suites Austin Central.
- The motion to adjourn was made by Jacky Betts with a second by Courtney Edwards. The motion carried. The meeting adjourned at 2005.

*Respectfully Submitted,  
Wanda Wiktorik  
TTCF Secretary*