



*Texas Trauma Coordinators Forum*

**BOARD MEETING MINUTES**

**February 10, 2014**

**Embassy Suites – Central, Austin, Texas**

Board Members Present: President Edwards, Past-President Cloud, Treasurer Betts, Secretary Dodwell, Director-at-Large #1 Boyett, Director-at-Large #2 Jennings, Parliamentarian Garza, Andrea Holmes, Janice Markwardt, Delia Abbott, Jenny Oliver, Jeff Mills, Ram Perez, Christi Reeves, and Irene Lopez.

Members present: Scott Christopher, Brenda Putz

The meeting was called to order by President Edwards at 18:30. A quorum was established, introductions were conducted, a sign-in sheet was utilized, and agendas were supplied.

**Presidents Announcements – Courtney Edwards**

The Flash Drive Revision project will be led by the mentorship committee and has a production/distribution target date of late 2015

New Member Orientation/Packet Revision project will be led by Brenda Putz with contributions by Janice Markwardt, Dee Dee Abbott, and Christi Reeves.

Registry Webinars project by Irene Lopez, Garrett Hall, and Brett Dodwell continues to make progress. See report below.

EMR Position Paper project will be led by Courtney Edwards.

### **Past President Report – Marvin Cloud**

Mr. Cloud thanked the Board for its support during his tenure and announced that he will continue to support the leadership with a distinctive focus on legislative issues.

### **Secretary's Report – Brett Dodwell**

Mr. Dodwell entertained a motion by Christi Reeves, with a second by Marvin Cloud to approve the January 10, 2014 Strategic Planning minutes as written. There was no opposition and the motion passed unanimously. There was an addition motion by Marvin Cloud, with a second by Andrea Holmes to accept the November 22, 2013 Board minutes as written. There was no opposition and the motion passed unanimously.

Mr. Dodwell presented a PowerPoint presentation to the Board regarding the TTCF list server. The current antiquated Yahoo Groups list server was discussed, 4 options were presented and debated, and a recommendation was made to pilot a new list server via Google groups. Secretary Dodwell's recommendations to establish a 10 member test group comprised of Board and General TTCF members, "test drive" the Google list server, and report back to the Board at the May meeting, was supported by all in attendance.

Mr. Dodwell also led a presentation and discussion regarding collaborative work with Registry Chair Lopez and Co-Chair Hall on prospective fees for the committee's Lunch N Learn offerings. The workgroup recommendations were to give "members only" access to the webinars, and to automate the TTCF membership process to encompass electronic registration and payment via PayPal. The process vision includes online TTCF membership application/registration, and annual membership payment via PayPal. The TTCF Secretary would then forward the current TTCF membership list to the Registry Chair and Co-Chair, who would then supply members who had registered for the Lunch N Learn webinar(s) a specific access password. There was dissent to the proposed 7 day deadline between membership payment to start of webinar. The delay was built to give the Registry Chair/Co-Chair time to process the list and individually mail out access passwords. The workgroup will reevaluate the 7 day delay and report back to the Board at the May meeting. There was hefty Board support for establishing electronic TTCF membership registration and payment ability irrespective of the Lunch N Learn process. There was agreement to continue the option of members paying fees by personal and/or facility check.

Lastly Secretary Dodwell presented the Board with a condensed version of the January 16, 2014 American College of Emergency Physicians "Report Card" which indicated pronounced diminishment of public health/injury prevention, and quality/patient safety scores for Texas. There was a slight improvement in the disaster preparedness score. The entire National and State report(s) can be accessed at [www.emreportcard.org](http://www.emreportcard.org).

### **Financial Report – Jacky Betts**

Treasurer Betts presented the Board a written financial report consisting of a P&L sheet dated for Feb 7, 2014 reflecting an Opening Balance Equity of 30,902.92, minus Retained Earnings of \$(-)12,858.88, minus Net Income of \$(-)966.83, equating to a **Total Liabilities & Equity amount of \$17,077.21**. There was a motion to accept the itemized financial report made by Marvin Cloud, with a second by Christi Reeves. There was no opposition and the motion passed unanimously.

Mr. Betts informed the Board that the room-block for the May meetings has been secured and that a “Square Up” device has been purchased and is operational for accepting credit card payments to TTCF commencing at tomorrow’s meeting. A \$0.75 fee per individual transaction will be charged by the device vendor. TTCF will use “Eventbrite” for registration of the 2014 TTDEC course, it was decided however, that the fee payment option offered by Eventbrite is too expensive to employ.

Treasurer Betts reported that the Embassy Suites will not donate a hotel room for raffling that can be utilized during a TTCF meeting date; however they will offer 3 days to be used during other times of the year.

Mr. Betts confirmed that TCAA will provide CEs for the scheduled May meeting presentation.

In closing, Mr. Betts announced that Jill Wagner of CSL Behring purchased a \$1,500 vendor package and will address tomorrow’s general assembly.

### **Parliamentarian Report – Robin Garza**

Ms. Garza announced that the 2013 TTCF awards will be presented at tomorrow’s meeting. She also stated that the 2014 bylaw revisions are on track for completion and enjoy workgroup support.

### **Historian Report – Kathy Rodgers**

No report was presented. There was a supported suggestion that the new flashdrive project include Disaster Preparedness information.

### **At-Large Report – Director #1 Boyett, Director #2 Jennings**

Ms. Boyett informed the Board that Emergency Management is consistently gaining focus by The Joint Commission and other surveying organizations. She reminded the Board that it is increasingly important for facilities to meet that focus, and for TTCF to continue to pursue information via the GETAC Disaster/Emergency Preparedness Committee.

## Committee Reports

### Membership / Mentorship – *Tracy Cotner-Pouncy, vacant*

No report was presented. Scott Christopher was appointed as the committee's new Co-Chair.

### Fund Raising / Finance – *Ram Perez, Robin Gage*

Chair Perez announced that a Valentines basket will be offered at tomorrow's meeting in addition to a RAC South Padre Island Trauma Conference package. Mr. Perez also reported that, per membership request, the merchandise focus for 2014 will be flash drives, notebooks, and jackets.

### Level I / II – *vacant, vacant*

Director At Large Jennings will lead the inaugural meeting of the committee at tomorrow's gathering. Committee leadership, TEG protocols and CRASH II study data will be discussed.

### Level 3 – *Andrea Holmes, Heidi Lavka*

Chair Holmes supplied the Board with a journal article entitled, "Walking Wounded: If They Can Still Walk, Are They Really Wounded?" that will be discussed at tomorrow's meeting.

### Level 4 – *Janice Markwardt, Deedee Abbott*

Co-Chair Abbott reported that the committee's agenda is ready for tomorrow's meeting.

### Trauma Registry – *Irene Lopez, Garrett Hall*

Chair Lopez assisted in the presentation of the proposed Lunch N Learn project that is listed in the Secretary's report. See above.

### Public Relations / Legislative – *Jeff Mills, Susan Hyles*

Chair Mills informed the Board of his resignation as committee chair, related to his acceptance of a new job offer. The Board thanked him for his tenure. Mr. Mills presented the 1<sup>st</sup> Quarter TTCF Newsletter to the Board and announced that copies will be distributed to the general membership at tomorrow's meeting.

### Special Populations – *Jenny Oliver, Sandy Williams*

Chair Oliver informed the Board that the committee's numerous populations are so widespread that it is difficult to maintain a disciplined focus. The Board's suggestion to center on one specific population throughout 2014 was accepted by Chair Oliver.

### Injury Prevention – *Marcy McFarland, Jessica LaPlant*

No report was offered, committee leadership was absent. Parliamentarian Garza will chair the committee's meeting tomorrow.

Education – *Christi Reeves, Gina Pickard*

Chair Reeves expressed concern about her ability to successfully chair the committee relating to her pursuit of a master's degree, managing a busy Level III, and personal challenges. It was agreed that President Edwards and Chair Reeves would speak to Co-Chair Pickard regarding the committee's leadership status. Ms. Reeves announced tomorrow's educational offerings will consist of a burn lecture and a trauma surveyor Q/A session.

**Open Forum** – *ALL*

The Board discussed the responsibilities and etiquette of serving in a leadership position in the TTCF. Meeting attendance, accountability, and communication were discussed. There was a suggestion to increase the formal specifics of leadership in the next bylaw revision. There was also a suggestion investigate impeachment options and abilities for potential leadership removal.

Brenda Putz reported that Ann Ward has offered to produce the TTCF newsletter for \$500 per quarterly issue.

Tammy Sajack of DSHS expressed her gratitude to attend the Board meeting and offered her support and assistance to TTCF.

Scott Christopher informed the Board that the 2014 TTDEC course location has been finalized and the course remains on schedule.

Via unanimous decision the next TTCF Telco Board Meeting will be Wednesday April 16, 2014 at 10:00. President Edwards will disseminate reminders. The next in-person TTCF Board meeting is scheduled for May 12, 2014.

There being no more business brought to the TTCF Board's attention, President Edwards adjourned the meeting at 20:22.

*Respectfully Submitted,*

*Brett Dodwell  
TTCF Secretary*