



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

February 16, 2015

Embassy Suites – Central Austin, Texas

Board Members present: Courtney Edwards, Robin Garza, Jacky Betts, Brett Dodwell, Kathy Rodgers, Lori Boyett, Sherry Jennings, Jo-ell Lohrman, Janice Markwardt, Robin Gage, and Christi Reeves.

Members present: Brenda Putz, Marvin Cloud.

The meeting was called to order by President Edwards at 1831. A sign-in roster was utilized, written agendas were provided, and introductions were conducted.

There was a motion by Jacky Bets to approve the November 21, 2014 Board minutes as posted to the website, with a second by Christi Reeves. There was no objection or discussion and the motion was passed.

There was a motion by Marvin Cloud to approve the January 9, 2015 Strategic Planning Meeting minutes as posted to the website, with a second by Kathy Rodgers. There was no objection or discussion and the motion passed.

Presidents Announcements – Courtney Edwards

Ms. Edwards updated the board on the following workgroup projects:

Flash Drive revision- in progress with Tracy Cotner-Pouncy spearheading. Specific requests from the workgroup will be forthcoming.

Orientation process (Brenda, Janice, Christi) – no significant progress reported.

Registry Webinars (Garrett, Irene) – Lunch N Learn offerings will continue in 2015. See committee report for dates.

EMR Position Paper (Courtney, Wendi) – the paper has been completed and is in the review process.

Ms. Edwards initiated the idea for members to present posters/articles for display at General Membership meetings.

Past President Report – Marvin Cloud

Mr. Cloud provided board members a legislative day packet that included agendas, talking points, maps, legislators' districts, committee appointments, and identification pictures. Mr. Cloud also reported that he produced 100 packets and these will be supplied to the general membership at tomorrow's meeting. Capitol Day logistics were also discussed.

Brenda Putz of TETAF led a discussion of legislative activities for Capitol Day. “Lifesaver” and “Life Saved” merchandise was provided care of TETAF. Ms. Putz announced that 33 legislators have RSVP’d for the Survivor Meeting which will be held tomorrow afternoon/evening. It was also reported that State Farm Insurance is offering significant support to the “Just Drive” campaign.

Secretary’s Report – Brett Dodwell

Mr. Dodwell gave a summarized report of the January 2015 Strategic Planning meeting held in San Antonio. He proposed a motion to issue TTCF membership cards by individual member’s request only. There was a short discussion relating to numerous membership cards that are issued annually without members picking up their cards. There was a second to the motion by Jacky Betts, no objections were voiced, and the motion passed.

There was a recommendation to hold the telco Board Meetings on the 3rd Thursday of the month preceding the in-person Board meetings. These dates are: April 23, July 16, and October 15. There were no objections to the recommendation.

Financial Report – Jacky Betts

Mr. Betts presented a written itemized report dated February 12, 2015 that contained and Opening Balance Equity of \$30,902.92, with Retained Earnings of \$-8,308.79, and Net Income of \$-2,408.31 for a Total Liabilities & Equity balance of \$20,185.82. The report also included an itemized Profit & Loss 2014 sheet. There was a motion to accept the report by Brett Dodwell with a second by Marvin Cloud. There was no discussion or objection and the motion passed.

Mr. Betts also presented the 2015 TTCF Budget for adoption, which specified: Education Committee \$3000, Finance Committee \$1500, Injury Prevention Committee \$1000, Special Populations Committee \$200, Membership Committee \$150, Public Relations Committee \$1610, Registry Committee \$2000, Treasurer Expenses \$100, Committee/Officers expenses \$9,560, Meeting Expenses for 2015 \$22,000 for a total annual expense of \$31,560. There was discussion related to website fees, the Injury Prevention budget, and the Registry budget. There was motion to accept the presented budget by Christi Reeves with a second by Kathy Rodgers. There were no objections and the motion passed.

At-Large Report - Lori Boyett, Sherry Jennings

Ms. Jennings agreed to assist with registration at tomorrow’s meeting if needed. It was decided to combine the Level III and Level IV meetings tomorrow.

Parliamentarian Report – VACANT

President Edwards reported to the Board that the elected Parliamentarian has resigned. The Board agreed to open nominations for the position through electronic format, with the nomination period closing 10 days prior to the May General Membership Meeting. A paper ballot vote will be held during the May General Membership Meeting for the Parliamentarian position. President-Elect Garza will conduct the electronic voting and May voting.

Historian Report – Kathy Rogers

Ms. Rogers announced that she will be taking pictures throughout the Capitol Day tomorrow. She reminded the Board that a group picture should be taken upon TTCF's arrival at the Capitol.

Committee Reports

Membership / Mentorship – Tracy Cotner-Pouncy, Vacant – no report was offered and the Co-Chair vacancy was noted by the Board.

Fund Raising / Finance –Robin Gage, Delores Londerholm

Ms. Gage announced her resignation as Chair and expressed regret in having to leave the position. She reported that red TTCF polo shirts will be available for purchase at tomorrow's meeting prior to departing to the Capitol.

Level I / II - Terry Valentino, Jo-ell Lohrman

Ms. Lohrman reported that the "Orange" book continues to be a significant focus of the committee, in addition to discussions on improving the trauma transfer follow up process with sending facilities.

Level III – Heidi Lavka, VACANT

No report was offered, the Board recognized the Co-Chair vacancy.

Level IV - Janice Markwardt, Deedee Abbott

Ms. Markwardt announced that Ms. Abbott has resigned as Co-Chair and that a replacement search has begun.

Trauma Registry – Irene Lopez, Garrett Hall

An absentee report was presented by President Edwards that the Lunch N Learn 2015 dates are: April 24, July 24, and Oct 23. It was also announced that the ATS registry course has been revised and will be offered as a new version. The AAAM AIS course is now available via an on-line format and the CSTR test has been compromised and will not be available to take until the summer of 2015.

Public Relations / Legislative –Susan Hyles, Penny Sellers

There was no report offered. The submission deadline for the May newsletter is April 1, 2015. Hardcopies of the February 2015 "Trauma Matters" newsletter were provided by Christi Reeves.

Special Populations – Jenny Oliver, Sandy Williams

No report was offered, however it was announced that gerontology will be the committee's 2015 focus.

Injury Prevention –Jessica LaPlant, Amy Schopperth

No report was offered. It was noted that all future committee merchandise should be approved by the TTCF Board prior to member or public distribution.

Education – *Christi Reeves, Rosie Bolenbaucher*

Ms. Reeves announced that an early March conference call is need for the TTDEC course planning and offering and that a “save the date” should be announced at tomorrow’s meeting. There was discussion to contact TETAF about the Injury Prevention Course and TTCF’s involvement. There was a motion by Kathy Rodgers to discuss TTCF assuming the offering of the Injury Prevention Course in August 2015 if TETAF is unable to present the course. There was a second by Jacky Betts, there were no objections and the motion passed. There was an announcement that a TOPIC course will be offered on May 11, 2015 in Austin. Lastly it was announced that the Education Chair and Co-Chair will exchange positions resulting in Ms. Bolenbaucher assuming the Chair and Ms. Reeves assuming the Co-Chair. There were no Board objections to the new appointments.

Awards

A Board vote was conducted and the TTCF Lifetime Achievement Award was bestowed.

A Board vote was conducted and the TTCF Annual Trauma Champion Award was bestowed.

Awardees will be announced at the May 2015 General Membership Meeting.

Open Forum – *All*

Mr. Dodwell announced that a quick reference guide related to the TTCF list server migrating to the Google Groups format will be available at tomorrow’s meeting. He requested the Board conduct list server operations in the Google Groups platform to set a leadership example.

Adjournment – There being no further business presented for Board attention, there was a motion by Jacky Betts to adjourn the meeting. There was a second by Jacky Betts and no objections were voiced. The motion passed and the meeting was adjourned at 20:10.

The next scheduled TTCF Board Meeting is in telco format on April 23, 2015 and in person format on May 11, 2015.

Recorded by,

***Brett Dodwell
TTCF Secretary***