



Texas Trauma Coordinators Forum

BOARD MEETING AGENDA

August 17, 2015
Wyndham Garden Hotel
Austin, Texas

Board Attendance: Robin Garza, Courtney Edwards, Jacky Betts, Brett Dodwell, Kathy Rodgers, Lori Boyett, Terry Valentino, Janice Markwardt, Joy Henry, Amy Schopperth, Jennifer Northway, Jenny Oliver, Sandy Williams, Jennifer Kraatz, Robin Gage, Rose Bolenbaucher, Christi Reeves, Irene Lopez, Tracy Cotner-Pouncy, Rebecca Crocker

Members Attendance: Andrea Holmes, Melanie Martin

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

There was a motion to accept the November 20, 2015 Board Meeting minutes, with two minor corrections, as published on the TTCF website by Jacky Betts. A second was had by Christi Reeves. There were no objections and the motion passed without dissent.

Presidents Announcements – Robin Garza

Action Items

Workgroup: Flash Drive revision – Ms. Garza announced that Sherry Jennings and Rebecca Crocker are leading the project and that work is progressing. Individual topic subjects are to be distributed to specific members to facilitate the collection of resources for the project.

Workgroup: Orientation Manual – The Board was informed that a TPM manual has been developed by TETAF and is close to production. This action item to be removed from future TTCF agendas.

Workgroup: Rules Comparison – Ms. Garza instructed anyone interesting in participating in this “rules revision crosswalk” project to contact Brenda Putz of TETAF. There was concern that the opportunity exists for potential trauma rules to become lost in the revision process.

Workgroup: Organizational Membership Deliverables – Ms. Garza stated the goal of increasing TTCF membership deliverables this year to include website improvements, Registry Committee webinars, and the possibility of awarding scholarships. Kathy Rodgers agreed to lead a workgroup to update the TTCF SOP and bylaw revisions, related to Parliamentarian Cordell being indisposed.

Items for Discussion

Members' best practices posters/articles – The Board was encouraged to create a TTCF poster presentation to be displayed at various national conferences. Support was also expressed for "best practice" posters to be displayed at TTCF General Membership Meetings.

The Board was solicited for significant offerings for the scheduled May silent auction.

Strategic Meeting Report

Ms. Garza announced the new trial General Membership Meeting format that includes a 0800 start time, and Committee/Workgroup breakout and meeting changes.

The General Meeting fee increase was also announced which will be enacted at the May 2016 meeting: on-line registration \$50, in-person member registration \$60, in-person non member registration \$65.

The creation of an "Introduction to PI" course was announced with Ms. Garza agreeing to lead the development project.

It was also announced that members that obtain TCRN certification will be recognized at General Membership meetings.

Website changes

Significant improvements to the TTCF website planned for 2016 were announced to the Board. These include a annual change in the member's only password site, the addition of a event calendar, and the formation of individual TTCF Committee pages on the member's only site. The Board was also informed of the decision to cease operations on the yahoo listserver on March 1, 2016 and the exclusive use of the google group listserver which has been operational for the last two years.

Past President Report – *Courtney Edwards* – Ms. Edwards reported no offerings.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell entertained a motion to approve the January 2016 Strategic Planning Meeting minutes as posted on the TTCF website by Rebecca Crocker. There was a second by Jacky Betts. There was no dissent and the motion was passed without discourse. Mr. Dodwell announced that invites have been distributed for the Board telco meetings on the 3rd Thursday of the month prior to in-person meetings, to be conducted from 11:00 to 12:00. Lastly he announced that the vendor "Image Trend" has not confirmed a vendor presentation offering.

Financial Report – *Jacky Betts*

Mr. Betts presented an itemized financial report to the Board covering 2016 to February 5, indicating Opening Balance Equity of \$30, 902.92 minus Retained earnings of \$-11, 111.83 for a Net Income of \$-801.81 for a current Total Liabilities & Equity of \$18, 989.28. There was a motion to accept the report as presented by Lori Boyett with a second from Christi Reeves. There were no dissents or objections and the motion passed. Mr. Betts announced that tomorrow's vendor is QuickClot who have paid the \$1,500 presentation fee. In addition, he announced that three hotel certificates will be supplied for tomorrow's raffle.

At-Large Report - #1 Lori Boyett, #2 Sherry Jennings – no report offered.

Parliamentarian Report – *Bert Corbell*

Ms. Garza reported that Ms. Corbell is experiencing some personal health issues and will report to the Board in March on her ability to uphold the Parliamentarian position. Ms. Boyett agreed to lead the SOB/Bylaw revision workgroup.

Historian Report– *Kathy Rodgers*

Ms. Rodgers requested access to upload photos to the TTCF website. Website upgrades are underway to afford this ability.

Committee/Workgroup Reports

President Garza requested that the Committee Chairs present an itemized budget and SMART goals for Board approval and adoption.

Membership – *Tracy Cotner-Pouncy, Rebecca Crocker*

Ms. Cotner-Pouncy reported that TTCF stickers for the new member packets are exhausted and more stock is needed. Ms. Andrea Holmes agreed to produce and supply the stickers at no cost to TTCF.

Fund Raising / Finance –*Robin Gage, Delores Londerholm*

Ms. Gage reported that fleece jackets are ordered and that a "FitBit" and hotel/registration gift package for the trauma conference "Circle of Survival" in Houston will also be raffled tomorrow.

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

Mr. Valentino reported that communication continues via the committee distribution list and that tomorrow's meeting will focus on PRQ changes and the Texas TQIP project. There is also a proposal to develop a standing agenda item of PI case review.

Level III – *vacant, vacant*

The Board was informed of the committee vacancies and that the Level III and Level IV committees will meet in unison tomorrow.

Level IV– *Janice Markwardt, Joy Henry*

Ms. Markwardt reported the committee will focus on the trauma rule revisions and offer a Q/A session tomorrow.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez informed the Board that the committee met via webinar last month and will continue this pre-meeting format. 2016 NTDB data dictionary changes were discussed via powerpoint presentation. It was also noted that the AAAM 2016 revision course will be offered in July.

Public Relations / Legislative – *Jennifer Kraatz, New Co Chair*

Ms. Kaatz announced that the Trauma Matters newsletter February edition is completed and will be electronically published on the TTCF homepage. Newsletter submissions should be emailed to tcfnewlsetter@gmail.com

Special Populations – *Jenny Oliver, Sandie Williams*

Ms. Oliver reported that the committee's 2016 goals will be discussed tomorrow and that Child Life tools are being solicited for the May raffle.

Injury Prevention – *Amy Schopperth, Jennifer Northway*

Ms. Schopperth reported SMART goals will be reviewed tomorrow and an itemized budget will be produced after the meeting.

Education – *Rosie Bolenbaucher, Christi Reeves*

Ms. Bolenbaucher reported that a itemized budget will be produced tomorrow and that this years speakers will continue to be a mix of clinical and leadership presenters. The development of a half day "Intro to PI" course will also be an immediate focus with a projected go-live date of August. There was discussion to plan for the contingency of TETAF not being able to offer CEs beginning in 2017. It was also announced that the planning of a Trauma Medical Director course is on hold until a suitable physician champion can be acquired.

Open Forum – *All*

There was discussion related to the migration of the website to a server than can offer multiple administrators such as GoDaddy or PrismNet. Mr. Dodwell reported that the webmaster has agreed to assist the migration for \$750. A project budget of \$1000 was recommended. There was no objection and Mr. Dodwell agreed to further the project and report to the Board.

Social media etiquette related to the TTCF Facebook page was also discussed.

Adjournment - With no further items presented for the Board's attention, the meeting was adjourned at 2030 by President Garza without objections. The next scheduled TTCF Board meeting is April 21, 2016 at 11:00 via conference call.

Recorded by,

***Brett Dodwell
TTCF Secretary***