



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

May 9, 2016

Wyndham Garden Hotel - Austin, Texas

Board Attendance: Robin Garza, Courtney Edwards, Jacky Betts, Brett Dodwell, Kathy Rodgers, Lori Boyett, Sherry Jennings, Terry Valentino, Jo-ell Lohrman, Andrew Seelman, Janice Markwardt, Jennifer Northway, Jennifer Kraatz, Robin Gage, Rose Bolenbaucher, Irene Lopez, Tracy Cotner-Pouncy, Rebecca Crocker

Members Attendance: Brenda Putz, Lisa Price, Melinda Griffin

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 February 8, 2016 Board Meeting minutes, as published on the TTCF website, by Jacky Betts. A second was had by Janice Markwardt. There were no objections and the motion passed without dissent.

Presidents Announcements – Robin Garza

Workgroup: Flash Drive revision – Sherry Jennings reported need for materials remains. There was a suggestion to focus solicitations to specific subjects and institute a deadline date.

Workgroup: Orientation process – Brenda Putz reported that development on the manual continues with an anticipated draft date of July 2016.

Workgroup: Rules Comparison – Ms. Putz reported that DSHS is aware that the current document work is built from an incorrect draft and there is a desire to start the revision process from a new draft. The current document contains numerous gaps and omissions.

Workgroup: Development of PI Course – deferred to Open Forum agenda item.

Workgroup: Organizational Membership Deliverables – Kathy Rodgers reported that this workgroup has met via phone and in-person to review current and prospective deliverables. Refer to Historian report below.

Members' best practices posters/articles – Ms. Garza requested members continue to present documents for display at TTCF General Membership meetings.

May Silent Auction - Items for tomorrow's silent auction were discussed, with Mr. Betts including 4 each one-night lodging stays at the Wyndham.

Meeting/Committee changes - Ms. Garza reported that the trial period of the changes General Meeting format and Committee breakout structure will end tomorrow. The Board reported favorable feedback to the changes and the changes will be adopted and communicated at tomorrow's meeting. There was also a suggestion that the Membership Committee eat lunch together to afford more committee time.

Meeting Registration Fee change – The new General Membership meeting fee structure is in effect for tomorrow. Member’s online registration is \$50, non-member’s online registration is \$60, and in-person registration is \$65. Mr. Betts reported that there were 106 online registrations for tomorrow’s meeting.

TCRN Recognition – Ms. Garza announced the continuation of recognizing members who obtain their TCRN certifications. There was discussion of procuring lapel pins to distribute with Ms. Crocker agreeing to explore the logistics and report back to the Board.

Website changes – Discussion ensued on the TTCF website changes. Mr. Dodwell reported that the site migration to GoDaddy will be \$750 with an additional \$160 needed to create the format for on-line TTCF merchandise sales. The Board agreed to commit the funds. Discussion of layout, background colors, and committee pages was conducted. Mr. Dodwell will move forward with the project and continue reports to the Board. A discussion on the TTCF logo was tabled.

Past President Report – *Courtney Edwards*

No report offered.

Secretary’s Report – *Brett Dodwell*

Mr. Dodwell presented a PowerPoint presentation to the Board related to the Citrix products “GoToWebinar” and “GoToMeeting”. It was agreed that the committee/workgroup Chairs would notify a TTCF authorized operator/manager that a meeting is desired, with a minimum of 3 weeks’ prior notice. It was also agreed that the Committee Chairs/Co-Chairs would be responsible for all documents needed relating to the meetings. These responsibilities will be written into the Chair’s duties within the new SOP. There was a motion by Jennifer Kraatz with a second by Rosie Bolenbaucher to share the Citrix Organizer roles between Brett Dodwell and Garrett Hall. There was no dissent and the motion passed.

Financial Report – *Jacky Betts*

Mr. Betts presented an itemized written report that reflected a Total Liabilities & Equity balance of \$21,374.02 There was a motion to accept the report by Mr. Dodwell, with a second by Ms. Kraatz. There was no dissent and the motion passed. Mr. Betts reported that the lodging for the November 2016 meeting in Dallas would be finalized and reported to the Board at the August 2016 meeting. It was also announced that today’s TTDEC course had 44 paid attendees. Lastly, the Summit audio conference fees were discussed with the decision to trial audio meeting capabilities via GoToMeeting and GoToWebinar products.

At-Large Report – *DAL #1 Lori Boyett, DAL #2 Sherry Jennings*

Ms. Jennings reiterated the need for products related to the flash drive revision project.

Parliamentarian Report – *Bert Corbell*

Ms. Garza informed the Board that Ms. Corbell has resigned the Parliamentarian position related to health issues. Ms. Jennings was appointed to continue Ms. Corbell’s duties until the newly elected Parliamentarian assumes duties in January 2017. Ms. Jennings will oversee the scheduled August 2016 elections for the positions of President Elect, Parliamentarian, DAL #1, and Secretary.

Historian Report – Kathy Rogers

Ms. Rodgers reported on the “deliverables workgroup” progress. The report included suggestions to look at several different packages; removal of a membership fee, increase the membership fee but include free course offerings, increase the GTW/GTM offerings, and include TTCF apparel in the membership price. There was concern expressed regarding members being supported by TTCF and decreasing the “charges” to members. The thought was expressed to provide the flash drive to members at no charge. The Board charged the workgroup to submit a report at the 2017 Strategic Planning Meeting that would address such items as; operating revenue vs. charges, and cost vs. benefit ratios. The workgroup will solicit input from the membership and submit proposals to the Board in January 2017. It was also agreed that the Historian will upload TTCF related pictures to the new website, possibly using Dropbox or Snapshot, and project the pictures for viewing at General Membership meetings.

Committee/Workgroup Reports

Membership / Mentorship – Tracy Cotner-Pouncy, Rebecca Crocker

No report offered.

Fund Raising / Finance –Robin Gage, Delores Londerholm

Merchandise related to on-line sales was discussed.

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

Mr. Valentino reported that the ACS “Orange” book and the Texas TQIP project will be discussed at tomorrow’s meeting.

Level III – Wesley Milum, Drew Seelman

No report offered.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt reported that an agenda is ready for tomorrow’s meeting, including PI discussions.

Trauma Registry – Irene Lopez, Garrett Hall

Ms. Lopez reported that updated links will be discussed and the Texas Registrar website will be discussed tomorrow. There was a suggestion to have the membership submit written questions for discussion relating to the new committee format that addresses the entire membership.

Public Relations / Legislative – Jennifer Kraatz, Elena Guajardo

Ms. Kraatz reported that the quarterly TTCF newsletter has been produced and will be distributed at tomorrow’s meeting. Committees that are required to submit articles for the next newsletter are the Registry, Injury Prevention, and Level IV. The submission deadline is July 22, 2016 and items may be emailed to Jennifer.Kraatz@bswhealth.org Ms. Kraatz reported that the workgroup met in April via phone and are gearing up for the February 2017 Capitol Day. Mr. Cloud is working on updates to the member/legislator matrix. Mr. Kraatz will address the membership at tomorrow’s meeting.

Special Populations – Jenny Oliver, Sandie Williams

No report was offered.

Injury Prevention – *Amy Schopperth, Jennifer Northway*

Ms. Northway reported a requested committee budget of \$1500.

Education – *Rosie Bolenbaucher, Christi Reeves*

Ms. Bolenbaucher announced that the educational speakers are set for tomorrow. Ms. Bolenbaucher also requested funds to purchase an inexpensive laptop computer to afford the ability to project speaker presentations and pictures at TTCF meetings. There was no opposition expressed to the request.

Open Forum – *ALL*

These was discussion related to the goal of developing a “intro to PI” course. The Board acknowledged the general membership’s desire to be offered increased PI educational opportunities, this sentiment was also evident in the general membership needs assessment survey expressed at the January 2016 Strategic Planning meeting. There was expression that external organizations have requested that TTCF not pursue the development of an organized PI course. The Board discussed other avenues to provide the requested education including one hour “GoToMeeting” presentations, etc. There was unanimous Board agreement that PI skills are difficult to master and although the Board will not pursue an organized PI course, other avenues of PI education will be considered.

Ms. Edwards has begun work on the review and revision of the TTCF SOP/Bylaws documents and solicited the assistance of any interested Board members.

Adjournment – The meeting was adjourned by President Garza at 20:30 without objections. Then next scheduled TTCF Board meetings are; July 21, 2016 at 10:00 via phone, and August 22, 2016 in Austin.

Recorded by,

*Brett Dodwell
TTCF Secretary*