



Texas Trauma Coordinators Forum

## **BOARD MEETING MINUTES**

**Telco July 20, 2016**

Board Members Present: Robin Garza, Courtney Edwards, Jacky Betts, Brett Dodwell, Lori Boyett, Jo-ell Lohrman, Janice Markwardt, Jennifer Northway, Jenny Oliver, and Rosie Bolenbaucher.

Members Present: Marvin Cloud

The meeting was called to order by President Garza at 14:00 and a quorum was established.

A motion to approve the May 9, 2016 Board Meeting minutes as posted to the website was made by Janice Markwardt, with a second by Rosie Bolenbaucher. There was no discussion or dissent and the motion was approved.

### **Presidents Announcements – Robin Garza**

#### Action Items

Workgroup: Flash Drive revision - There was a suggestion to develop a table of contents and divide the table into subjects for members to solicit input.

Workgroup: Orientation process - Ms. Markwardt agreed to check with TETAF on the status of collaborating efforts.

Workgroup: Rules Comparison - No report offered.

Workgroup: Organizational Membership Deliverables - Mr. Dodwell reported that the group is attempting to meet via GoToMeeting prior to the August Board meeting. No further updates presented.

#### Items for Discussion

Members' best practices posters/articles – Ms. Oliver and Ms. Bolenbaucher offered to present at the August meeting. Ms. Edwards agreed to present at the November meeting.

Meeting time change/Committee break-out changes – All feedback has been positive to the trial format change and the new structure will be annotated in the bylaw revisions for adoption.

Elections – Ms. Garza will conduct the election for the following board members at the August meeting: President Elect, Parliamentarian, Secretary, and Director At Large #1.

### **Past President Report – Courtney Edwards**

Ms. Edwards reported that the bylaw and SOP revisions are complete and will be sent to Mr. Dodwell for uploading to the homepage for review prior to the August meeting for adoption.

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

Mr. Dodwell confirmed vendor fees have been received and AHC media will address the general membership at the August meeting. Work on the creation of the new TTCF website and migration from PrismNet to GoDaddy is almost complete. The new website will contain a

merchandize store in addition to individual committee and workgroup pages. Committee Chairs were reminded that they will be stewards for their respective pages.

**Treasurer's Report – Jacky Betts**

Mr. Betts reported a current balance of \$27,137.00 which is slightly more robust than optimal. He also stated that there is no room block for the November 18, 2016 meetings in Dallas at the Hyatt. Lodging discounts can be made through the DSHS EMS conference website. He also stated that there are only 38 current reservations for the August TTCF meeting.

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

No report offered.

**Parliamentarian Report – vacant**

No report offered. The Board position will be filled via the scheduled election at the August meeting.

**Historian Report – Kathy Rogers**

No report offered.

### **Committee Reports**

Membership / Mentorship – Tracy Cotner-Pouncy, Rebecca Crocker

*No report offered.*

Trauma Registry – Irene Lopez, Garrett Hall

*No report offered.*

Special Populations – Jenny Oliver, Sandie Williams

Ms. Oliver will conduct a 5 minute presentation to the general membership at the August meeting relating to the STN and DSHS geriatric trauma resources.

Injury Prevention – Amy Schopperth, Jennifer Northway

Ms. Northway reported that the June 11-12 ATS IP course conducted in San Antonio was very well received. She also stated that finalization of the TTCF scholarship rollout will be done at the August meeting.

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

Ms. Lohrman announced that the ACS “orange” book remains a committee focus. It was also stated that agreements for participation must be in place for anyone attending the Texas TQIP meeting in August. It was agreed that the committee will add Texas TQIP as a standing report item.

Level III – Wesley Milum/Drew Seelman

No report offered.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt reported that contact and communication with the committee co-chair has been lacking.

## **Workgroup Reports**

### Public Relations / Legislative – *Jennifer Kraatz, Elena Guajardo*

Mr. Cloud announced that the workgroup continues to focus on the February 2017 Capitol Day including work on the member/state representative spreadsheet. State-wide testimony to the state legislature will occur in Austin on July 13, 2016 with a TETAF post testimony review anticipated.

### Education – *Rosie Bolenbaucher, Christi Reeves*

Ms. Bolenbaucher announced that the scheduled speakers for August have cancelled. Ms. Oliver and Ms. Bolenbaucher will present the newly developed TETAF burn guidelines for possible CE offering. There is also an effort to obtain a presentation by Parkland Hospital related to the recent law enforcement shooting for CE offering. The anticipated speakers for the November meeting are Kr. Jenkins and Sally Snow. Ms. Bolenbaucher reminded the board that their remains a need and request for a TTCF laptop computer. The Board agreed that the item has been budgeted for purchase and Mr. Betts agreed to obtain the purchase of same.

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

No report offered.

### **Open Forum - ALL**

There was general discussion related to the membership requested education for PI skills. A suggestion to present PI concepts via general presentations that occur at TTCF meetings was offered. It was thought that addressing a PI focus within general educational presentations scheduled at TTCF meetings would be a benefit to the membership.

Ms. Boyett reminded the Board that the distinction between TTCF committees and workgroups should be revised in Article 5, section 1 of the bylaws.

There was agreement that recognition of members who obtain the TCRN certification should continue. The possibility of offering TTCF store coupons and producing military style TCRN “coins” were also discussed.

**Adjournment** – There was a motion to adjourn the meeting by Mr. Betts with a second by Mr. Cloud. There were no objections and the meeting was adjourned by President Garza at 15:15. The next scheduled TTCF Board meeting is August 22, 2016 in Austin.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***