



## *Texas Trauma Coordinators Forum*

### **BOARD MEETING MINUTES**

**August 18, 2014 Embassy Suites – Central Austin, Texas**

**Board Attendance:** Courtney Edwards, Marvin Cloud, Jacky Betts, Brett Dodwell, Robin Garza, Kathy Rodgers, Lori Boyett, Sherry Jennings, Jo-ell Lohrman, Andrea Holmes, Janice Markwardt, Jessica LaPlant, Jenny Oliver, Sandy Williams, Susan Hyles, Robin Gage, Irene Lopez, Garrett Hall, and Tracy Cotner-Pouncy.

The meeting was called to order by President Edwards at 18:33. A sign in sheet was utilized, introductions were conducted, and a quorum was established.

There was a motion to approve the May 12, 2014 Board Meeting Minutes and the July 17, 2014 telco Board Meeting Minutes as written, by Janice Markwardt with a second by Tracy Cotner-Pouncy. There was no dissention and the motion passed.

#### **Presidents Announcements** – Courtney Edwards

It was announced that the TETAF Trauma Awareness Event scheduled for Wednesday has been cancelled; however the TETAF Fundraiser event will be conducted.

There was a interactive discussion on the logistics of the 2015 TTCF Strategic Planning Meeting. It was decided that the meeting will be January 9, 2015 in San Antonio. Tracy Cotner-Pouncy will secure a location and be POC.

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

Mr. Cloud announced that he will focus on the upcoming February 2015 Capitol Day planning and preparation. He will also work closely with the Legislative / PR committee on developments. There was a prolong discussion on how unique to make the TTCF message for Capitol Day, in relation to other groups that will be at the capitol, and TTCF's alignment with TETAF on message delivery. There was also a discussion on the appointment process with legislators.

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

Mr. Dodwell reminded the Board of the scheduled switch on January 2015 from the current "yahoo" list server to the "google" list server. There was an agreement to conduct traffic on both servers as a bridge for the transition switch. Mr. Dodwell also announced that the updated newsletter will include committee leadership photographs.

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

Mr. Betts presented an itemized written financial report culminating in an Opening Balance of \$30,902.92, minus Retained Earnings of \$-12,858.88, with a Net Income of \$6,337.83 for a current Total Liabilities & Equity of \$24,381.87. There was a motion to accept the report by Brett Dodwell and a second by Marvin Cloud. There were no objections and the motion passed. Mr. Betts informed the Board that the organization is on track for this budget year. He also

reminded those in attendance that TTCF does not have a room block for the November 2014 meeting and advised using the EMS Conference to obtain any lodging discounts. Lastly it was decided to remove all merchandise for sale from the TTCF website until new inventory can be organized for sale. Secretary Dodwell will get the website updated.

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

Ms. Boyett announced that the ACS "Orange" book will be discussed at tomorrow's Level I/II meeting. Ms. Jennings announced she will assist in tomorrow's Level III meeting and present a "how to upgrade to a Level II" lecture.

**Parliamentarian Report** – Robin Garza

Ms. Garza reported that the 2014 bylaw revisions have been posted to the TTCF website >30 days and will be voted for adoption at tomorrow's general meeting. She also announced that elections for President Elect, Secretary, Parliamentarian, and Director At Large #1 are slated for tomorrow's meeting.

**Historian Report** – Kathy Rogers

Ms. Rogers reported that pictures will be taken at tomorrow's meeting and reminded the Board that there is a photo disclaimer printed on the General Meeting agenda.

## Committee Reports

**Membership / Mentorship** – *Tracy Cotner-Pouncy, Scott Christopher*

Ms. Cotner-Pouncy stated that work continues on the membership manual update project with a product available for Board/Committee review anticipated by November. She also solicited the Board for policies, guidelines, etc. that might be of use in the revision project.

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

Ms. Gage reported that desired merchandise feedback includes: flash drives and fleece jackets. She also stated that tomorrow's silent auction will be conducted.

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

Ms. Lohrman reported that the committee leadership's agenda items for tomorrow's meeting include: committee purpose, focus on the ACS "Orange" book, and TCAA finance.

**Level III** – *Andrea Holmes, Heidi Lavka*

Ms. Holms announced that tomorrow's meeting will center on DAL #2 Jennings's presentation of upgrading a Level III facility to Level II designation.

**Level IV** – *Janice Markwardt, Deedee Abbott*

Ms. Markwardt presented the agenda for tomorrow's meeting to the Board; the focus includes "what happens after a successful survey."

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

Ms. Lopez reported to the Board that there were 11 attendees in today's 4 hour registry workshop and that participant feedback was very positive. She also thanked CATRAC and Dave Reimer for offering the space and hospitality for the workshop. President Edwards agreed to draft and send an official TTCF Board "thank you" letter to CATRAC. Ms. Lopez also stated that there is support to offer the Data Management Course three times in various Texas locations in 2015.

**Public Relations / Legislative** – *Susan Hyles, vacant*

Ms. Hyles distributed hardcopies of the August 2014 TTCF Newsletter to those present. The new format was well received. She reminded the Board that submissions for the November newsletter must be received to her NLT October 21, 2014.

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

Ms. Oliver reported that work continues on the bariatric project and a May 2015 educational offering is projected.

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

Ms. LaPlant informed the Board that work continues with the Just Drive campaign and merchandise development.

**Education** – *Christi Reeves, Gina Pickard*

President Edwards informed the Board that the committee leadership will be absent at tomorrow's meeting. Cindy Jenkins is slated for an ENA presentation for tomorrow. The November education offering will be TETAF's Diana Welsh. There was a suggestion to discuss adding the "ask a surveyor panel" as a standing agenda item, at the January 2015 Strategic Planning Conference. President Edwards read a message from Gina Pickard announcing that she has resigned her appointment as committee co-chair.

**Open Forum** – *All*

Mr. Betts reminded the committee chairs that 2015 committee budgets need to be submitted to him asap, as he is responsible to presenting the committee budgets at the January 2015 Strategic Planning Conference.

There was a discussion on the logistics of February's Capitol Day proceedings. A suggestion to not depart for the Capitol until noon was proposed. Further discussion will ensure with TETAF on the day's logistics.

Ms. Cotner-Pouncy informed the Board that Education Committee Co-Chair Gina Pickard formally resigned her position as co-chair, and will not be at tomorrow's meeting.

Ms. Lopez reported that the 2015 NTDB data dictionary has been updated and is available for viewing on the NTDB website, and that ICD10 self-learning training is available on the CMS website.

There being no further business brought forward; a motion was made to adjourn the meeting by Mr. Betts with a second by Ms. Cotner-Pouncy. There were no objections, the motion passed, and the meeting was adjourned by President Edwards at 20:15. The next scheduled TTCF Board Meetings are Telco October 16, 2014 and in-person on November 21, 2014 in Ft. Worth at the downtown Hilton.

***Recorded by***

***Brett Dodwell  
TTCF Secretary***