



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

October 20, 2016 Telco

Board Members in Attendance: Robin Garza, Courtney Edwards, Jacky Betts, Brett Dodwell, Kathy Rodgers, Parliamentarian-elect Danielle Sherar, Sherry Jennings, Tracy Cotner-Pouncy, Rebecca Crocker, Jo-ell Lohrman, Jenny Oliver, Irene Lopez, Janice Markwardt, Joy Henry, Sandie Williams, Garrett Hall.

Call to Order – The meeting was called to order by President Garza at 10:00 and a quorum was established.

August Board Meeting Minutes – There was a motion to approve the TTCF August 22, 2016 Board meeting minutes by Sandie Williams with a second by Janice Markwardt. There was no dissent or discussion, and the motion was passed.

Presidents Announcements – *Robin Garza*

Workgroup: Flash Drive revision – Ms. Jennings reported that she has received adequate IP related material submissions but requested TTA, educational, and P&P related materials. Ms. Garza charged the board with submitting requested documents today.

Workgroup: Orientation process – Ms. Markwardt reported that there has been no new developments with the workgroup since the last board meeting.

Workgroup: Organizational Membership Deliverables – Ms. Rodgers reported that there are currently 59 responders to the survey. Mr. Dodwell will keep the survey open until Oct 31st. The workgroup will report back to the board at the Nov meeting.

Members' best practices posters/articles – Ms. Edwards agreed to display items at the Nov meeting.

Swearing in of new board members – Ms. Garza noted that the newly elected President Elect, Secretary, Parliamentarian, and DAL #1 will be administered the oath of office at the Nov meeting.

Strategic Planning Meeting – The Board finalized the 2017 Strategic Planning meeting for Jan 6, 2017 in Houston with a specific location to follow.

TCRN coins – The Board discussed the coin production at \$10 each and will request general membership input related to continuing the offering. Ms. Garza agreed to lead membership solicitation. There was also discussion on development of a TTCF/TCRN t-shirt for offering in addition to offering a TTCF store voucher for TCRN certification recognition.

Vendors – Mr. Betts informed the Board that a burn vendor has paid to attend the Nov meeting.

Officer/Board Reports

Immediate Past President Report - *Courtney Edwards*

No report offered.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell announced that the new TTCF website project remains on timeline for a “go live” date of January 2017.

Financial Report – *Jacky Betts*

Mr. Betts announced the 2017 GETAC released dates and the Board finalized the 2017 TTCF General Membership meeting dates as follows:

February 21 – Austin Wyndham Garden

May 9 – Austin Wyndham Garden

August 15 – Austin Wyndham Garden

November 17 – Fort Worth location TBD

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

Ms. Jennings reminded the Board that the DAL #2 position will become vacant in January 2017 when she takes office as President-Elect. Per bylaw consultation, the Board agreed to hold a special election for the DAL #2 position at the February 2017 meeting, with announcement and nominations being accepted prior to the February 2017 meeting.

Parliamentarian Report – *vacant*

No report offered, however the Board was reminded that Danielle Sherar will take the oath of office at the November meeting and will occupy the office beginning in January 2017.

Historian – *Kathy Rodgers*

Ms. Rodgers informed the Board that pictures will continue to be taken at General Membership meetings and will be uploaded to the new TTCF website for viewing. Mr. Dodwell noted that there is a pixel size limit to the pictures that will be available for uploading.

Committee Reports

Membership / Mentorship – *Tracy Cotner-Pouncy, Rebecca Crocker*

Ms. Cotner-Pouncy informed the Board that work on the flash drive revision project continues.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez informed the Board that she will not be in attendance at the Nov meeting, however Co-Chair Hall will attend. She also announced that there are plans to conduct a telco committee meeting prior to the November meeting. Mr. Hall announced that the committee webpage will be updated in 2017 and will include calendar notations related to educational offerings.

Special Populations – *Jenny Oliver, Sandie Williams*

Ms. Oliver announced that the committee will review a gerontology article for discussion at the November meeting.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

There was discussion of the 2014 GETAC IP booklet "Hospital Based Injury Prevention Components" and the desire to have a few of the booklets copied for distribution at the November 2016 meeting. The download can be found at <https://www.dshs.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=8589993029>

Level I / II – *Vacant, Jo-ell Lohrman*

Ms. Lohrman reminded the Board that Mr. Valentino has resigned his position and the search for a Chair position replacement is continuing. There was discussion and Board agreement that the position requires someone with substantial Level I or Level II trauma management experience.

Level III – *Drew Seelman, Vacant*

No report offered.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt announced that the committee will focus on lessons learned from facilities that have recently completed a survey and that this agenda item remains very popular within the committee.

Workgroup Reports

Public Relations / Legislative – *Jennifer Kraatz, Vacant*

Mr. Dodwell reported for Ms. Kraatz that the deadline for newsletter article submissions requested from the Level III, Membership, and PR committees is October 22. It was also announced that the committee attempted to meet via telco in September but attendance was zero. The committee continues to remain focused on work for Capitol Day February 2017.

Education – *Rosie Bolenbaucher, Christi Reeves*

Ms. Bolenbaucher reminded the Board that she will vacate the Chair position on January 2017 and the search of a replacement is ongoing. She also noted that the November educational speakers are Sally Snow and TOSA. TCRN coins will also be available at the November meeting.

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

No report offered.

Open Forum - *ALL*

Ms. Garza expressed a concern relating to the leadership vacancies at the committee level and agreed to disseminate a “call for action” campaign to the membership. The Board agreed with the sentiment and support of the measure.

Adjournment – There being no further items presented to the Board for consideration, the meeting was adjourned by Ms. Garza at 10:54. The next scheduled TTCF Board meeting is Friday November 18, 2016 @ 0800 at the downtown Dallas Hyatt Regency.

Recorded by,

***Brett Dodwell
TTCF Secretary***