



*Texas Trauma Coordinators Forum*

**BOARD MEETING MINUTES**

**November 18, 2011**

**Hilton Austin**

**Austin, Texas**

**Call to Order, Welcome, Introductions, Sign-in**

The November 18, 2011 TTCF Board Meeting was called to order by President Christopher at 08:01. Introductions were supplied by all in attendance and a sign-in sheet was circulated. Attendees documented are:

Scott Christopher	Marvin Cloud	Brenda Putz	Jacky Betts
Brett Dodwell	Lisa Price	Lori Boyett	Robin Garza
Kathy Rodgers	Wanda Wiktorik	Janice Markwardt	Kara Tapley
Tammy Hanson	Janet Pointer	Ervin Baker	Cheryl Dykes
Courtney Edwards	Cindy Jenkins	Irene Lopez	Rudy Flores
Tracy Cotner-Pouncy	Troy Freeman		

**August 15, 2011 Meeting Minutes Review and Approval**

There was a motion by Treasurer Betts to approve the August 15, 2011 TTCF Board Meeting minutes as written, with a second by Education Chair Edwards. The motion was passed and the minutes were unanimously approved as presented.

**Presidents Announcements – *Scott Christopher***

New Treasurer, Historian, Dir @ Large #1

Newly elected board member results were announced to the board; Treasurer Jacky Betts, Historian Kathy Rodgers, and Director-At-Large- Position #1 Lisa Price. The newly elected members will be sworn in at today's general membership meeting.

Fund Raiser at Today's Meeting

Fund Raising Chair Dykes reports a Thanksgiving and Christmas themed baskets raffle will be conducted at today's general membership meeting.

Board Member Mentors for Today's Meeting

Board Member volunteers; Cindy Jenkins, Tracy Cotner-Pouncy, and Lori Boyett were announced as sponsors for today's general meeting new members.

**Financial Report – *Jacky Betts***

Treasurer Betts submitted the Profit & Loss and Balance reports for Jan 1, 2011 through Nov 16, 2011. P&L summarized as Total Income \$24,920.77 with Total Expense \$28,245.67 for a Net Income of \$-3,324.90. Balance report as Total Liabilities & Equity of **\$17,665.08**. The treasurer reminded the board that next year's fee increases will enlarge net income.

2012 meeting dates were announced as Feb 7, May 8, Aug 14, and Nov 16 with the Embassy Suites I-35 in Austin Texas secured as locations with the same room costs as 2011. There was debate from the board on where to hold the Nov 2012 General Membership meeting relating to members that do not attend the annual EMS conference in downtown Austin. The item will be placed on Strategic Planning agenda for Jan 2012.

## Updates

### FAQ's on the Web Page – Janet Pointer

Pediatric Chair Pointer reported that the FAQ page is being formulated and now includes activation criteria and audit filters related to pediatric focus. She asked the Board to submit questions to her for FAQ page display. She is still trying to determine the most effective format for members to submit a question to the forum.

### Disaster Policies on Web Page – Kathy Rodgers

Historian Rodgers reports that work is in progress and that she has only received a few responses from the solicitation of disaster information from members. President Christopher will remind the membership during the General Session meeting to submit their policies to Ms. Rodgers.

### Board / Chairs Photo on Web Page – Earvin Baker

Secretary Dodwell announced to the Board there are several pictures still needed for the webpage.

## **ACS Report Issue Selection / Prioritization (19 letters/5 actions)**

The President reported on the progress of the trauma rule revisions and that letters for this will be submitted at the January 2012 Strategic Planning Meeting for Board review.

## **Trauma Rules Review**

Past President Putz reported that the final draft is in progress and the product is scheduled for a February review. Projected implementation is September 2013. Marvin Cloud reminded the Board that the annual Uncompensated Care applications are due to DSHS by February 14, 2012.

## **Survey Monkey Results**

The President reported that there were 59 responses to the committee focused survey monkey response. A summary of these responses was distributed to those in attendance. The Board and Committees will incorporate the responses – for the Strategic Planning 2012 Meeting and for committee focus in 2012. Mrs. Putz reported that TETAF Trauma Division is about to publish an “administrators” focused working paper/operations manual and that this workgroup is scheduled to meet today. There was general discussion on the purpose of the paper and an in-depth discussion on building an electronic trauma flowsheet. The prospect of TTCF involvement on the subject, including selling the product, was entertained, in addition to a trauma registry vendor summit. The Board agreed to add this to the 2012 Strategic Planning agenda.

## **Committee Reports and Review of 2010/2011 Goals**

### Membership / Mentorship – Wendi McNabb, Tracy Cotner-Pouncy

No report submitted.

### Fund Raising / Finance – Cheryl Dykes, Barbara Dillingham

Chair reported that current Co-Chair Dillingham has been absent at numerous meetings and that a search for a new Co Chair is in progress. She also reported that the TTCF black silk jackets will be on sale tomorrow for \$ 15 each. Mrs. Dykes presented a TTCF merchandise poster board related to item ordering and announced that direct shipping is now possible which is projected to reduce on-hand inventory and item storage/transport issues. Mrs. Cotner-Pouncy asked if the poster board could be loaded to the TTCF webpage and Treasurer Betts agreed to update the online store webpage.

### Level 3 – Jerri Pendarvis, Wanda Wiktorik

President Christopher read Chair Pendarvis resignation letter to the Board. Co Chair Wiktorik was assigned as Level III Chair. The new Chair will initiate a search for a Co Chair at today's general membership meeting.

### Level 4 – Janice Markwardt, Patsy Lefevre

Chair Markwardt announced the resignation of the Co Chair Lefevre. The Chair will conduct a replacement search at today's meeting. Plan to use the survey monkey results to lead discussion at today's meeting.

### Trauma Registry – Irene Lopez, Rudy Flores

Co Chair Flores reported that the committee will discuss the survey monkey results at today's general membership meeting and discussed the progress of the DSHS Registry Solutions Work Group (RSWG).

Public Relations / Legislative – Earvin Baker, Jackie Clifton

Chair Baker reported that the current newsletter has been produced and is available for distribution at today's general membership meeting. The committee was thanked for producing an excellent newsletter.

Pediatrics – Janet Pointer, Brad Goettl

Chair Pointer asked the Board to contemplate the realignment of the pediatric committee to expand into a "special populations" committee. The Chair and Co Chair feel that the membership would increase participation in this committee if its focus expanded from pediatric populations to multiple special populations. The suggestion will be placed on the 2012 Strategic Planning meeting agenda. There was also a Board suggestion to change the breakout morning meetings to 30 min x 2 instead of the 45 min x 1, which would afford the opportunity to attend the Level III/IV meetings and a special population meeting.

Injury Prevention – Kara Tapley, Tammy Hanson

Chair Tapley reported that the committee will discuss ATV safety/gun safety/texting and driving issues at the general membership meeting breakout. There was discussion on developing a "take home" Injury Prevention kit and that the ENA is a good resource for this potential project.

Education – Courtney Edwards, Cindy Jenkins

Chair Edwards announced that the November general membership CE education will be pediatric focused and that the committee will discuss the survey monkey results for potential future education ideas. The Texas Injury Prevention Conference for 2012 was announced. The 20<sup>th</sup> Anniversary of TTCF is 2012 and there were suggestions to capture this opportunity for education, promotion, and celebration.

**Strategic Planning Meeting – Marvin Cloud**

Incoming President Cloud requested all Board members supply him with a current email address and contact information. He announced that the 2012 Strategic Planning Meeting will be held in Ft. Worth, Texas on January 6<sup>th</sup>. He has also selected The Woodlands Texas as the location for the 2013 Strategic Planning Meeting although no specific hospital or hotel was announced.

**Open Forum**

President Christopher disseminated a one page document titled "Trauma Center Performance STANDARDS and Trauma Center Recommended EVENT Review." The sentiment is to remove the term "audit filter" from the trauma vocabulary. He reported that DSHS mandates an open meeting format for GETAC Trauma System committee members to discuss revisions to the "audit filter" process, leading to the creation of a 4-member workgroup (S. Christopher, K. Rodgers, J. Gondeck, and C. Daniel) from that GETAC committee. That workgroup, along with guidance from Jorie Klein have worked to the point of presenting these standards and events for all levels of Trauma Centers in Texas.

**Adjournment**

There was a motion by Janet Pointer to adjourn the November 18, 2011 TTCF Board Meeting. Rudy Flores voiced a second to the motion. The motion passed without opposition and President Christopher adjourned the meeting at 0915. The next scheduled TTCF Board Meeting is February 6, 2012 (18:30) at the I-35 Embassy Suites Hotel in Austin Texas.

*Respectfully Submitted,  
Brett Dodwell  
TTCF Secretary*