



2012 Strategic Planning Meeting Minutes

Texas Health Harris Methodist Hospital Fort Worth
1301 Pennsylvania Avenue, Fort Worth, Texas
January 6, 2012

Members in attendance; President Marvin Cloud, Past President Scott Christopher, Treasurer Jacky Betts, Secretary Brett Dodwell, Level III Chair Wanda Wiktorik, Level IV Chair Janice Markwardt, Injury Prevention Chair Kara Tapley, Injury Prevention Co Chair Tammy Hanson, Legislative Chair Earvin Baker, Legislative Co Chair Jackie Clifton, Registry Chair Irene Lopez, Education Chair Courtney Edwards, Membership Co Chair Tracy Cotner-Pouncy, Garrett Hall, Lawan Smith. **Attending via phone;** Registry Co Chair Rudy Flores, Education Co Chair Cindy Jenkins, Pediatric Chair Janet Pointer.

Call to Order – The meeting was called to order by President Cloud at 0908. Participants were introduced. Lawan Smith of THFWH welcomed all to the facility.

Board of Directors & Committee Chairs Review-The Board and Committee Chairs were reviewed. It was noted that the Fund Raising committee leadership was not in attendance and that the committee's Co Chair Dillingham has not attended meetings in a year. The Board asked President Cloud to contact Chair Dykes to pursue a new Co Chair for the committee. Pediatric Chair Pointer stated that Co-Chair Goettl was unlikely to continue his role as Co-Chair and that a new Co-Chair would be pursued. President Cloud informed attendees that the election for President Elect will be held in Nov 2012. President Cloud put forth that one of his focus items this year would be on Trauma Program Manager retention and ways that TTCF could help reduce turnover in the position at the facility level.

TTCF 2012 Meeting dates. All meeting locations are scheduled for the Embassy Suites Austin Central 5901 North I-35, Austin Texas and will occur on February 7th, May 8th, August 14th, and November 16th. The Board meeting dates are February 6th, May 7th, August 13th, and November 16th and will occur at 18:30 with the exception of 0800 on November 16th. Meeting dates will be posted to the TTCF website. There was a motion by Scott Christopher to conduct both the November 2012 Board meeting and November General Membership meeting on November 16, 2012. There was a second by Kara Tapley. There was no opposition and the motion passed unanimously. There was discussion of general meeting breakout sessions being changed from 1 x 45 minutes to 2 x 30 minutes. The Board agreed to table this decision until the Feb 2012 meeting.

TTCF Representation at GETAC Subcommittees – An inventory of TTCF representatives on GETAC Subcommittees includes Scott Christopher/Lisa Price/Mary Frost TRAUMA Subcommittee, Scott Christopher, Lori Boyett RAC CHAIRS, Robin Garza INJURY PREVENTION, and Mary Frost PEDIATRICS. In addition there are numerous TTCF members that are active participants at GETAC Subcommittees and work on collaborative projects.

Financial Report – Treasurer Betts presented the financial report. The Profit & Loss report for 2011 consisted of Total Income \$29,205.77 minus Total Expenses \$33,784.92 for a negative Net Income of \$-4,579.15. Mrs. Counter-Pouncy asked if the 2012 meeting/membership fee increases would offset last year's negative income. Mr. Betts informed the board that is the projected anticipation. The current balance sheet as of December 31, 2011 reveals Total Liabilities & Equity of \$16,410.83. Mr. Betts reported that there are a small number of insufficient funds checks being presented for meeting fees. After discussion, the Board agreed to continue the practice of allowing personal checks to be accepted and pursuing the purchase of a credit card machine. Mr. Betts requested that Committee Chairs submit their budget requests to him by next week so that he can present the budget to the Board at the February 2012 Board Meeting. Mr. Betts also reiterated the importance of members completing RSVPs for general membership meetings in relation to food costs. There was a motion to accept the financial report as written, by Brett Dodwell. There was a second by Courtney Edwards. The motion carried and passed without opposition.

Committee Discussions – Goals/Budgets, Team Leaders, Projects, Successors were discussed during the 45 minute Committee breakout session.

Public Relations – Chair Baker reported that publication of the quarterly newsletter will continue with an enhanced anniversary booklet planned for release in November 2012 for the TTCF 20th Anniversary celebration. Mr. Baker also announced that the committee will spearhead the website FAQ project. A condensed FAQ is scheduled for website publication by February 2012 with anticipated growth throughout the year. The Board discussed public vs. membership only access to the FAQ webpage. The decision was made to allow public access to the page for the immediate future. The dissemination of membership passcodes for website viewing was discussed. The Board decided to supply a generic annual membership passcode via annual membership cards. This will be incorporated into the TTCF Secretary's expanded membership duties. Chair Baker agreed to supply the Committee's requested 2012 budget to the Treasurer by next week. President Cloud congratulated Chair Baker and the Committee on the publication of the quarterly newsletter and its content.

Education – Chair Edwards reported on the general membership interest survey results. The Committee announced scheduled educational offerings for 2012 general membership meetings as Resuscitation Status (Feb), Social Networking and Professional Nursing (May), Gerontology trauma/Fall Prevention (Aug), Pediatric Trauma (Nov). The all-day offering for the November conference will be Advanced Burn Life Support. A possible TCAR offering is in planning for August 13, 2012. Mrs. Edwards requested a \$3,000 Committee budget for 2012 predominantly for travel expenses of invited speakers. Chair Edwards also informed the Board that she possesses numerous unclaimed CE certificates of members for past education and has been unable to deliver the certificates. She informed the Board that a U.S. Postal mailing of the certificates is requested and that the mailing would also include a "we want you back" letter to foster these former members to attend future meetings. The anticipated funding for the mailing is \$100 - \$150. Co-Chair Jenkins reported that Case Review Panels are best suited for small group settings and suggested a 30 minute, PI focused case review become a standing agenda item presented by a TETAF trauma surveyor immediately following the DSHS report at general meetings.

Finance – Previously presented.

Injury Prevention – Chair Tapley requested a \$1,000 budget for 2012. The committee's goals include fall prevention focus, continued work with GETAC/TETAF on the triad IP project, and the Injury Prevention Workshop scheduled for June 20-22 at Dell's Children's Hospital. Mrs. Tapley announced that the focus on writing IP articles would be redirected to creating IP courses and a IP manual. Chair Tapley and Co Chair Hanson presented a hospital produced IP flier entitled "ELF" (everyone lessening falls) to the Board. There was lengthy Board discussion on the pamphlets copyright status and the opportunity for TTCF to reproduce and distribute the material. Mrs. Markwardt stated that she has legal counsel assets and would discuss the situation and return recommendations to the Board.

Level III – Chair Wiktorik reported that the committee goals include creating a PowerPoint presentation on the responsibilities of a Trauma Coordinator, review and discussion of charts at Feb 2012 meeting, trauma billing at Aug 2012 meeting, and "how to prepare for a trauma survey" at the Nov 2012 meeting. The Level III Committee will combine with the Level IV Committee for the Feb and Aug meetings. Mrs. Wiktorik announced that the Level III Committee will continue to provide mentorship and support to Level III TNCs while providing discussion and educational topics as requested. There was a suggestion to solicit Brenda Putz and Lisa Price to assist with the trauma billing presentation.

Level IV – Chair Markwardt confirmed the committee's collaboration with the Level III Committee for education this year. The committee's objectives include providing updates and suggestions from DSHS/TETAF at Level IV meetings, encouraging members to actively participate and communicate with other Level IV coordinators, and forwarding Level IV committee recommendations to the TTCF Board and General Membership. Mrs. Markwardt announced that a Level IV Co Chair will be elected at the Feb 2012 meeting for Board confirmation. She further stated that written agendas will be provided for each quarterly Level IV meeting.

Mentorship / Membership – Chair McNabb and Co Chair Cotner-Pouncy proposed the removal of "Membership" from the committee's title related to the TTCF Secretary's additional membership tasks. There was a motion to retitle the committee to "Mentorship Committee" made by Wendi McNabb with a second by Jacky Betts. The motion was confirmed and passed without opposition. Secretary Dodwell informed the Board that the TTCF Secretary duties related to membership had been formalized and presented in a position paper but that the bylaws would need to include these duties in the next scheduled revision. President Cloud reported that he will inform Parliamentarian Garza of revision. The functionality of the Board Member mentorship process was debated. A suggestion was made that a TTCF membership list listed by RAC members would better assist the new member mentor process. It was agreed that the current Board Member mentorship process would remain in place until the RAC list process is formulated.

Pediatrics – Chair Pointer lead a discussion on the waning attendance at this committee's breakout sessions. To expand the committee's participation and focus, she suggested renaming the committee "Special Populations." The Board agreed to present this proposal at the next general membership meeting. Ms. Pointer agreed to chair the committee if the proposal was adopted.

Registry – Chair Lopez reported on the Committee’s goals and projects for 2012. These include a ICD9/ICD10 Registrar’s course on Feb 6th at Brackenridge Hospital, pursuing WebEx use with a possible small fee for members not physically present at meetings, Registrars retention and education, the TETAF Data Registry Management Course scheduled for Sep 14, 2012, and DSHS/GETAC data validation. Mrs. Lopez reported an average of 20 members attending the committee at each quarterly breakout session.

TETAF – Mr. Christopher announced the TTDEC course is scheduled for May 6th at the Austin Central Embassy Suites Hotel. Speakers will include Scott Christopher, Tammy Jones, Jorie Klien, Tracy Cotner-Pouncy, Marvin Cloud, Lisa Price, Jacky Betts, Rudy Flores, and DSHS. Parkland Hospital has agreed to supply the CE educational credits. Registration will be accomplished through a survey monkey. There was general agreement by the Board to support an increased course fee to \$100. The nearly completed TETAF “Administrator’s Trauma Handbook” project was announced. The value of this tool at the administration facility level was discussed.

Bylaws Review – President Cloud reported the need for bylaw revisions. He agreed to task Parliamentarian Garza to form a bylaw review committee to complete the needed revisions. These include renaming the Mentorship/Membership Committee and the TTCF Secretary’s additional membership tasks.

ACS Report Letters – Past President Christopher agreed to present draft letters to the Board at the Feb 2012 meeting.

Electronic Flow Sheet - President Cloud and Level IV Chair Markwardt lead a discussion regarding electronic trauma flow sheets that came out of the Level IV Committee meetings. Mrs. Markwardt agreed to further the discussion in the Feb 2012 Level IV meeting. Mrs. Edwards proposed the creation of a resource document written by facilities that have already implemented electronic flow sheet charting.

TTCF - 20th Anniversary Celebration – A general discussion of the 20th TTCF Anniversary ensued. Mr. Baker reported the scheduled publication of a Anniversary pamphlet including possible DVD with pictures and music. Past President Christopher agreed to look through his archives for pictures and documents for the pamphlet. Mrs. Markwardt agreed to do the same and suggested Jorie Klien as a resource. Wanda Wiktorik led a discussion on the production and sale of Anniversary shirts. President Cloud agreed to inform Chair Dykes of the plan. Mr. Dodwell suggested the sale of Anniversary patches and lapel pins. There was wide Board support of presenting a Anniversary cake after lunch at the Nov General Membership Meeting. Mr. Baker agreed to draft a press release for Board approval by the May Board meeting.

TTCF Outstanding Trauma Person of the Year Award – The Board chose this year’s awardee. There was no opposition to the nomination choice.

TTCF Lifetime Achievement Award – The Board chose this year’s awardee. There was no opposition to the nomination choice.

Open Forum

Secretary Dodwell asked the Board to pursue drafting a position paper on creating state wide universal terminology for trauma activation levels. He also requested a presentation on trauma funding streams be offered at a 2012 general membership meeting. President Cloud agreed to speak with Greg Wilbur at DSHS about the proposal.

Adjournment – There was a motion to adjourn the Jan 2012 Strategic Planning Meeting by Janice Markwardt with a second by Kara Tapley. The motion passed without objection and the meeting was adjourned by President Cloud at 1452.

***Respectfully submitted,
Brett Dodwell, TTCF Secretary***