



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

August 22, 2016
Wyndham Garden Hotel
Austin, Texas

Board Members present: Robin Garza, Jacky Betts, Brett Dodwell, Kathy Rodgers, Lori Boyett, Sherry Jennings, Terry Valentino, Jo-ell Lohrman, Janice Markwardt, Jennifer Northway, Jenny Oliver, Sandie Williams, Jennifer Kraatz, Robin Gage, Rosie Bolenbaucher, Irene Lopez, and Tracy Cotner-Pouncy.

Members present: Sheila Lopez

Call to Order – The meeting was called to order by President Garza at 18:32. Introductions were conducted, a sign-in sheet was utilized, and a quorum was established.

There was a motion to approve the published July 20, 2016 TTCF Board Meeting minutes by Janice Markwardt with a second by Jenny Oliver. There were no objections or dissent and the motion was passed.

Presidents Announcements – *Robin Garza*

Action Items

Workgroup: Flash Drive revision – Ms. Jennings reported that she has received some documents from the membership since last meeting and that the “outlook” calendar was a successful reminder and will be repeated for additional submissions. There was a brief discussion regarding distributing the new flash drives to paid members for no fee, as opposed to the current \$125 price. The Board agreed to table this discussion until the January 2017 strategic planning meeting.

Workgroup: Orientation process – Ms. Markwardt reported that she is unaware of any forward movement with the project.

Workgroup: Rules Comparison – There was a report that DSHS will be starting the trauma rule revision process for scratch due to the priority of the neonatal designation process. The Board agreed to remove this action item from the agenda until DSHS moves forward with the rule revisions.

Workgroup: Development of PI Course – Ms. Bolenbaucher reported that the STN sanctioned Level IV TOPIC course continues to develop and is being conducted in Austin this evening. The Board agreed to support Jorie Klein’s effort to develop and offer the course. There was acknowledgment by the Board that the membership continues to request PI related educational opportunities and that a PI focus will be incorporated into quarterly meeting education offering. There was also discussion related to the TOPIC course being a prerequisite to the Level IV related course.

Workgroup: Organizational Membership Deliverables – Ms. Rodgers reported that the workgroup created, distributed, and reviewed a 4 question survey related to membership fees and desires. There were 38 responses which were reviewed by the workgroup and Board in detail. Per survey suggestions, Ms. Cotner-Pouncy agreeing to assign seasoned members to new TPMs for mentoring, The Level III and IV Chairs will create a committee distribution email list, and recognition of numerous non-tangible benefits were reviewed. The Board asked that the survey be extended until October 31st to obtain a larger sample of input; the workgroup agreed to extend the survey and report the results at the November Board meeting.

Items for Discussion

Officer Elections – The Board was informed that ballots have been produced and that the scheduled elections will be conducted at tomorrow’s meeting.

By-laws and SOP revisions – Ms. Garza reported that the revisions have been posted for review on the TTCF website. Withstanding a few grammar corrections, the revisions will be voted on at tomorrow’s meeting. The revisions related to Executive Board, Committee Chair, and Committee Co-Chair attendance and removal from office, will be removed from tomorrow’s voting and will be revisited for formatting at the January 2017 Strategic Planning meeting.

TCRN Recognition – Ms. Bolenbaucher created and presented to the Board a recognition TCRN/TTCF coin for distribution to newly certified TCRN awardees. The coins will cost \$10 each and will be allotted through the Education workgroup budget. There was unanimous support from the Board to continue with the project.

Website changes – Mr. Dodwell announced that a GoDaddy account was purchased for a 3-year term at \$200 for hosting the new TTCF webpage. The Board agreed to the “go live” timeline date of Jan 1, 2017 for the new page. The Committee and Workgroup Chairs were tasked with supplying Mr. Dodwell with descriptions of their respective groups for the new website, additionally they were charged with supplying accurate email addresses for same. Mr. Dodwell will produce instructions for the Chairs to upload data to their individual pages on the new website. Mr. Dodwell stated that work continues on the website calendar and final format touches.

Immediate Past President Report – *Courtney Edwards* – No report offered.

Secretary's Report – *Brett Dodwell* – No additional report offered.

Financial Report – *Jacky Betts*

Mr. Betts provided the Board with a written, itemized report through August 17, 2016 which reflected Total Liabilities & Equity of \$22,755.85. It was noted that the current balance includes a laptop computer purchased for \$1,818.93 for use by the TTCF and in the possession of Mr. Betts. The Board was informed that 2 vendors have paid fees for tomorrow's meeting, one at \$1,500 and one at \$500. The November TTCF meeting was confirmed for the Downtown Dallas Hyatt Regency and there is no TTCF room block for same. The 2017 meeting dates are TBA. Lastly it was reported that the electronic Eventbrite registration had doubled the meeting RSVP rate.

At-Large Report - *#1 Lori Boyett, #2 Sherry Jennings* – no report offered.

Parliamentarian Report – *position vacant*

Ms. Garza announced that the position will be filled via tomorrow's election.

Historian – *Kathy Rogers* – no report offered.

Committee/Workgroup Reports

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

Ms. Cotner-Pouncy reported that new member packets will be distributed at tomorrow's meeting.

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

Ms. Gage announced that auction items are set for tomorrow and that the May meeting auction produced \$509 in revenue. Ms. Gage agreed to produce a "thank you" letter to provide individuals/organizations that donate items for auction.

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

Mr. Valentino announced his decision to resign from the Chair position related to an expanded workload at his employment. The Board thanked Mr. Valentino for his leadership and dedication which has contributed to the growth in the Committee.

Level III – *Wesley Milum, Drew Seelman*

Ms. Garza informed the Board that Mr. Milum has resigned the Committee Chair position.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt announced that the agenda is set for tomorrow's meeting and that 15-minute presentations by committee members will be incorporated into future committee meetings.

Trauma Registry – Irene Lopez, Garrett Hall

Ms. Lopez announced that the Mr. Hall has been very busy attending nursing school but plans to be more active again in 2017. She also reported that tomorrow's meeting will be Q/A focused and there has been concern related to the ability of the State registry to return submitted data to individual facilities and the possibility that facility identifiers are scrubbed from submitted data. Clarification will be sought and reported.

Public Relations / Legislative – Jennifer Kraatz, Elena Guajardo

Ms. Kraatz announced that only one article was submitted for the current newsletter and that the newsletter will be distributed in electronic format. She further stated that October 22nd is the next submission deadline for the Membership, Level III, and Legislative Chairs. Ms. Kraatz entertained the suggestion to add a Q/A page and survey FAQ page to the newsletter. There was a recommendation at the workgroup's last meeting to add a short legislation agenda item to the Level I, II, III, and IV agendas as the February 2017 Capitol Day is rapidly approaching.

Special Populations – Jenny Oliver, Sandie Williams

Ms. Oliver reported that she will present educational offerings at tomorrow's meeting.

Injury Prevention – Amy Schopperth, Jennifer Northway

Ms. Garza announced that Ms. Schopperth has resigned the Committee Chair position and that Ms. Northway will assume the Chair position. A Committee scholarship to attend the ATS IP course was discussed with Ms. Northway agreeing to bring a proposal back to the Board related to scholarship specifics.

Education – Rosie Bolenbaucher, Christi Reeves

Ms. Bolenbaucher announced that she intends to resign the Chair position at the conclusion of CY2016. She further reported that a burn presentation will be offered at tomorrow's meeting and that Sally Snow and Dr. Jenkins are scheduled for educational offerings at the November 2016 meeting.

Open Forum – All

There were no additional offerings brought before the Board for open forum format.

Adjournment - With no further business brought forward for the Board's attention, the meeting was adjourned by President Garza at 20:42. There were no objections to the adjournment. The next scheduled TTCF Board Meeting is via conference call on October 20, 2016 at 10:00 a.m.

Recorded by,

***Brett Dodwell
TTCF Secretary***