



Texas Trauma Coordinators Forum

## BOARD MEETING AGENDA

**May 8, 2017**

**1800 - 1930**

**Wyndham Garden Hotel**

**Austin, Texas**

**Board Members Present:** Robin Garza, Sherry Jennings, Jacky Betts, Brett Dodwell, Danielle Sherar, Kathy Rodgers, Lori Boyett, Tracy Cotner-Pouncy, Sheila Lopez, Sandie Williams, Drew Seelman, Janice Markwardt, Joy Henry, Kelsie Reeh, Jenny Oliver, Jessica Vickers, Amy Schopperth, Angie Juracek, Irene Lopez, Garrett Hall, Rebecca Crocker, Melanie Martin, Rosie Bolenbaucher.

**Members Present:** Courtney Edwards, Terry Valentino.

**Call to Order** – The meeting was called to order by President Garza at 1805. A sign-in sheet was utilized, agendas were provided, and a quorum was established.

**April 2017 Board Meeting Minutes** – Adoption was deferred until the minutes are completed and published for review.

**Presidents Announcements** – *Robin Garza*

Action Items

Workgroup: Flash Drive revision – Mr. Dodwell shared the website location where the flash drive will be listed when received from Ms. Jennings. There was a suggestion to title the document “TTCF Resource Manual.”

Workgroup: Organizational Membership Deliverables – Ms. Rodgers reported that there is support for a colored name badge for members to wear at general meetings. Mr. Betts agreed to supply the disposable name badges for the next meeting.

Workgroup: TPM Manual – Ms. Markwardt reported that the first draft of the document is complete and will be sent to the workgroup (Jacky Betts, Brett Dodwell, Sandie Williams, Christi Reeves) next week for finalization. The current version is 31 pages.

Committee goals – Ms. Garza defined meaningful and measurable goals to the board and asked for the Chairs to confirm that these are submitted to her for overview. Mr. Dodwell supplied the Chairs with a current listing of their 2017 goals.

By-laws/SOP revisions – Ms. Sherar reported the revisions have been posted to the website for review. There was discussion related to the IP scholarship application and process. The Board agreed that the scholarship funds will be awarded when proof of successful completion of the listed course is supplied to the IP Chair and/or Co-Chair.

Ask the Surveyors – The Board produced canned questions for the panel discussion at tomorrow's meeting to include: What is formal education relating to physicians? Can your trauma committee meet with other committees? Can your trauma committee be 'owned' by a Quality committee? How do you want charts set up for review?

Items for Discussion

Members' best practices posters/articles – Ms. Cotner-Pouncy will provide a display for tomorrow's meeting and their were solicitations for materials for the August meeting.

Vendors – There are 2 confirmed vendors (Prytime Medical Devices, Inc. and St. Joseph Still Burn Centers) for tomorrow's meeting.

2016 Year End Report – Ms. Garza announced that the report continues to be developed and asked for the Board to send her 2016 milestones and projects that have been completed. Mr. Dodwell will upload to report to the TTCF website when it is complete.

Silent Auction – Ms. Schopperth reported the auction is on track for tomorrow and includes numerous items and packages. She also reported that 20oz TTCF cups are in the process of production for a new merchandize item for the TTCF shop.

Officer Nominations – The new electronic nomination process will be shown to the membership at tomorrow's meeting.

## **Officer / Board Reports**

**President Elect** – *Sherry Jennings*  
No report offered.

**Treasurer's Report** – *Jacky Betts*

Mr. Betts presented an itemized written report dated May 5, 2017 which annotated Opening Balance Equity of \$30,902.92 minus Retained Earnings of \$10,756.26 minus Net Income of \$2,223.91, for a current Liabilities & Equity balance of \$17,922.75. He stated that meeting fees remain the top expense and added that vendor fees have been beneficial to the financial health of TTCF. It was further noted that the February meeting taxed the funds but that revenue from the TTDEC course should offset the balance.

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

Mr. Dodwell showed the Board a variety of PowerPoint formats for adoption for an official TTCF sanctioned format for future projects. The Board agreed to a format consisting of the TTCF logo in the lower right corner and a blue line banner on the lower left with 'www.ttcf.org' annotated. There was a motion by Ms. Markwardt to accept the described PowerPoint format as the official TTCF format. There was a second to the motion by Ms. Crocker. There were no

objections and the motion passed. Mr. Dodwell will finalize the format and post to the website for reference.

**Parliamentarian's Report** – *Danielle Sherar*

The Board was reminded that the SOP / By-laws have been posted for adoption voting at tomorrow's meeting.

**Historian's Report** – *Kathy Rodgers*

Ms. Rodgers announced that the pictures from Capitol Day will be shown at tomorrow's meeting.

**Director At Large Reports** - #1 *Lori Boyett*, #2 *Tracy Cotner-Pouncy*

No report offered.

### **Committee Reports**

Membership / Mentorship – *Rebecca Crocker, Melanie Martin, Rosie Bolenbaucher*

Ms. Crocker distributed the revised new membership booklet to the Board and announced they will be distributed at tomorrow's meeting. There was concern related to the amount of work/cost of producing the 55 page book in the future. The committee and Mr. Hall agreed to collaborate for possibly producing the book via a professional source such as Kinko's, etc.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez reported that the next Lunch N Learn on June 16, 2017 will focus on ICD10 training and Excel reporting. She also stated the need for a TTCF CE certificate format to be developed. There was a request for Mr. Dowell to send the TTCF membership list to Mr. Hall for distribution as Outlook calendar invitations to the webinars. Suggested questions for tomorrow's meeting included: How do I submit to DSHS? What ICD10 resources do you recommend? How do I validate records I've submitted to DSHS? What patients need to go into my registry?

Special Populations – *Jenny Oliver, Jessica Vickers*

Ms. Oliver announced that Trauma in Pregnancy will be discussed at tomorrow's meeting and also the impact of neonatal facility designation.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Reeh discussed the build-out of the IP Committee webpage on the TTCF website. The Board was shown a live layout of the page and its contents.

Level I/II– *Sheila Lopez/Jo-ell Lohrman*

Ms. Lopez reported that the committee will focus on its leadership, Texas TQIP, ACS developments, and recent surveys at tomorrow's meeting.

Level III – *Sandy Williams/Drew Seelman*

Ms. Williams reported that the committee will discuss EMS integration into the facility trauma program and tactics to better integrate communication with EMS agencies.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt announced that measureable goals will be discussed at tomorrow's meeting, in addition to development of a FAQ resource, and an update for the orientation manual.

### **Workgroup Reports**

Public Relations / Legislative – *Marvin Cloud, Jennifer Kraatz*

No report offered. Mr. Dodwell informed the Board of Chair Cloud's recent health issues and that Mr. Cloud is expected to return to full duty very shortly. The Board thanked the workgroup leadership in absentee for their work prior to and during February's Capitol Day.

Education – *Angie Juracek, Christi Reeves*

Ms. Juracek reported that the TTDEC course offered today was a success and that a second offering of the course in 2017 is impractical at this time. There is movement to offer the course twice during CY18. There are two CE offerings for tomorrow and the workgroup will attempt another meeting via the GoToMeeting tool prior to the August meeting. There was a suggestion for future educational presentations to include Uncompensated and Disproportional trauma funding. Feedback from trauma transfers was also discussed, and Ms. Sheila Lopez agreed to collaborate with Ms. Juracek on the transfer follow-up education.

Fund Raising / Finance – *Amy Schopperth, Vacant*

Ms. Schopperth announced that a 20oz TTCF cup is in development for new merchandize and that the silent auction is ready for tomorrow's meeting.

**Open Forum** – *All*

Ms. Garza reminded the Board that the standing Board Meeting on the day prior to the General Meeting has been moved from 18:30 to 18:00. Mr. Dodwell will update the website calendar.

Ms. Bolenbaucher made a suggestion to add "Rural Trauma Development Course" as a 10 minute agenda item for the August Board Meeting.

There was a suggestion to develop an accountability process for the distribution of the TCRN gift coins.

**Adjournment** – There being no further business produced for the Board's attention, the meeting was adjourned by President Garza at 1940. The next TTCF Board meeting is scheduled for July 20, 2017 at 10:00 via telco, and August 14, 2017 in Austin.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***