



Texas Trauma Coordinators Forum

2017 Strategic Planning Meeting Minutes

Friday, January 6, 2017 Clear Lake Regional Medical Center

Board Member attendance: Robin Garza, Jacky Betts, Brett Dodwell, Sherry Jennings, Kathy Rodgers, Danielle Sherar, Tracy Cotner-Pouncy, Irene Lopez (phone in), Jo-ell Lohrman, Sandie Williams, Janice Markwardt (phone in), Jennifer Northway, Kelsie Reeh, Jenny Oliver, Jessica Vickers, Marvin Cloud, Angie Juracek, Garrett Hall, Rebecca Crocker, Melanie Martin, Rosie Bolenbaucher, and Amy Schopperth.

General Member attendance: Courtney Edwards (phone in) and Rich Tidwell (phone in).

The meeting was called to order by President Garza at 0905. A sign-in sheet was utilized, agendas were distributed, and a quorum was established.

The 2017 TTCF Meeting dates were announced as:

February 20 Board meeting
February 21 General Membership meeting
May 8 Board meeting
May 9 General Membership meeting
August 14 Board meeting
August 15 General Membership meeting
November 17 Board meeting
November 17 General Membership meeting

It was noted that Board conference calls will be conducted one month prior to scheduled in-person Board meetings. President Garza will send out electronic meeting invitations.

TTCF Representation to Other Organizations Noted:

GETAC – various members
TETAF – Robin Garza, Kathy Rodgers
ENA – Courtney Edwards
STN – Tracy Cotner-Pouncy, Jorie Klein, Rosie Bolenbaucher

Reports

Executive Board Reports

Secretary's Report – Brett Dodwell

Mr. Dodwell requested a motion to accept the November 18, 2016 Board Meeting minutes posted to the TTCF website. There was a motion by Marvin Cloud to accept the minutes as posted, and a second by Jacky Betts. There were no suggested amendments or dissent and the motion was passed. Mr. Dodwell notified the Board that the new TTCF website was launched 2 days ago and is now published on the internet. He informed the Board that the new hosting entity is GoDaddy and that the domain name is also in the process of being moved to GoDaddy. It was noted that this will give the Board more autonomy and control over the website, decrease outsourced website fees, and consolidate website operations. He informed the Board that the hosting fees have been paid in advance for the next 3 years. He presented the Board with a live walk-through of the new website and discussed capabilities to include individual committee/workshop page editing, minutes/newsletter archives, FAQ section, and purchasing merchandise through the store page. Password protected pages and documents were also discussed in addition to membership passwords being distributed when annual memberships are processed.

Treasurer's Report – Jacky Betts

Mr. Betts presented an itemized financial report reflecting CY16 Total Income \$38,196.53 minus Total Expenses of \$37,088.81 for a Net Income of \$1,107.72. Total Liabilities & Equity as of December 31, 2016 reflect a balance of \$20,898.81. The net income was below the federal maximum for Not-For-Profit status. There was a motion by Brett Dodwell to accept the written report as presented, and a second by Kathy Rodgers. There were no objections or dissents and the motion passed. Mr. Betts reported that meeting fees are the predominant expense and that vendor fee revenue continues to remain impactful for the organization's financial health. It was also announced that the payment of meeting fees, annual memberships, and hotel reservations will be selectable in mass via the new TTCF website in the near future.

Parliamentarian Report – Danielle Sherar

Ms. Sherar reported that work will begin on the annual SOP & bylaws revisions. Social media operations will be added and assigned to the PR/Legislative workgroup for operational responsibility.

Historian – Kathy Rodgers

Ms. Rodgers reported that TTCF pictures are being chronicled and have been showing during meeting breaks beginning with the November 2016 meeting. Ms. Rodgers will work with President Garza on the 2016 year-end report which will be presented to the Board at the February Board meeting. There was a suggestion to produce a year-end newsletter also.

Director at Large #1 – Lori Boyett

No report offered

Director at Large #2 – Tracy Cotner-Pouncy

No report offered

Workgroup Reports / Goals for 2017

Education – *Angie Juracek / Christi Reeves*

Ms. Juracek was given the organization needs assessment results concerning education subjects. It was noted that one of the educational offerings at each meeting will be clinical focused, and one will be leadership focused. PI remains the predominant needs assessment request from the membership and will be incorporated into educational offerings where applicable. The Board voiced support for the workgroup to build out their page on the new website relating to resources and information. Additionally, the workgroup leadership was encouraged to use the GoToWebinar/Meeting tools for the upcoming year. The TTDEC course is set for offering on May 8, 2017 with a revision prior to the offering. There was also discussion on the feasibility of conducting a 4 hour education day sometime in 2017. Reported 2016 goals included: conducting the TTDEC course, creating a PI course, and offering one leadership CNE and one clinical CNE at each quarterly meeting.

Finance – *Amy Schopperth / Robin Gage*

Ms. Schopperth reported that the workgroup is planning for a robust year for merchandise sells related to the new TTCF website on-line store. Potential new products are being compiled to include Yeti cups and tee shirts. It was announced that Ms. Gage will be resigning from the workgroup at the February meeting and will bring the entire merchandise inventory she possesses for handover to Ms. Schopperth.

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

Mr. Cloud reported that the TTCF legislative agenda packet is in final revisions and will be distributed for the February Capitol Day. The packet will include newly elected legislators and pictures. He also announced that the legislator appointment spreadsheet will continue to be distributed for members to annotate appointment settings. The Board agreed that the suggested attire for the meeting will be TTCF polo shirts and dress pants. Buses will be secured for movement from the hotel to the capitol and return. Further meeting logistics will be forthcoming and communicated via the listserver.

Committee Reports / Goals for 2017

Injury Prevention – *Jennifer Northway / Kelsie Reeh*

Ms. Northway reported the 2016 committee goals and status as follows:

Create IP resource catalog on TTCF website by August – delayed for development of publication of new website, Launch TTCF Stop The Bleed initiative by December 2016 – abandoned relating to duplicating the efforts of TETAF/GETAC.

The 2017 goals were reported as follows:

Add IP resources to the new TTCF website by April 1, 2017, add IP training opportunities to the new TTCF website by April 1, 2017, update the IP website page within one month of each quarterly meeting, and provide a minimum of two scholarships to the membership in support of IP training by January 1, 2018.

Membership / Mentorship - Rebecca Crocker / Melanie Martin / Rosie Bolenbaucher

There was discussion and Board agreement to restructure the workgroup to include two Co-Chair positions related to the uniqueness and workload of the workgroup. Parliamentarian Sherar will incorporate the structure changes in the new SOP/Bylaw revision. Ms. Crocker reported that there is a proposal to extend the committee meeting time by having lunch as a committee during the quarterly meetings. There was discussion surrounding the idea of publishing the new members packet to the new website, offering a new member discount on TTCF merchandise, and supplying new members by facility level to current members of the Level III and Level IV committees. Ms. Crocker requested she be notified when a new member application is processed and will work with Mr. Dodwell in the process. Lastly it was reported that the new membership packet is scheduled for a revision.

Special Populations – Jenny Oliver / Jessica Vickers

Ms. Oliver announced that the committee is looking into the potential effects of the new neonatal facility designation as it relates to trauma and that obstetric trauma will be the committees 2017 focus.

Registry – Irene Lopez / Garrett Hall

Ms. Lopez and Mr. Hall announced that the Texas Trauma Registrars website has been revised and all hyperlinks are functional. It was also announced that the Lunch N Learn webinars will be offered in 2017 on a quarterly basis. The leadership asked that webinar topic suggestions be communicated through the website and that the website's directory of members will be updated and disseminated soon. There was a short discussion on CSTR certification and the ability to use the GoToMeeting/Webinar tools for committee communication.

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

Ms. Lohrman announced that the 2017 focus will revolve around the ACS "Orange" book operations and updates and also National and Texas TQIP initiatives to include process improvement developments. Continuing group sharing and discussion of Level I/II survey results from member facilities and discussions on best practices used by members based on their TQIP data will also be supported.

Level III – Sandie Williams / Drew Seelman

Ms. Williams announced that the committee is building a distribution list and the focus of 2017 will revolve around PI development including event resolution, as well as multilevel networking including EMS.

Level IV – Janice Markwardt / Joy Henry

Ms. Markwardt reported that the committee 2017 goals are to provide education and support to Level IV facilities. An open format will be used for committee meetings and DSHS will continue to be invited to address the committee meetings. Ms. Markwardt stated that discovering methods of measuring the retention of Level IV trauma leaders at the facility level is also a 2017 goal.

Organization Reports

TETAF – Brenda Putz

Ms. Rodgers reported that TETAF remains financially sound related to increased neonatal designation opportunities and that the TETAF Board is scheduled for restructuring in November of 2017 related to a recently conducted organizational assessment survey. – KR reports financially sound r/t neonatal designation; board to change in Nov 2017 r/t assessment survey, growth continues.

ENA – no report offered.

STN – no report offered.

TTDEC Course – The next offering of the Texas Trauma Designation Education Course is set for May 8, 2016 with an assessment and revision of speakers and material to be conducted by the Education Workgroup leadership prior to the course offering. There was discussion by the Board to consider offering the course biannually with a target date of November for the second offering. Mr. Betts was asked to research if the hotel space is available to conduct the course around the November meeting in Fort Worth.

Standing Operating Procedures Revision – The SOP is due for annual revision and Ms. Sherar will lead the workgroup related to revisions. The Board charged that the revisions be presented to the Board in April 2016 for review. If approved by the Board, the revisions will be published on the TTCF website 30 days prior to the May 2017 meeting for general membership review prior to adoption.

By-laws Revision – see above.

Needs Assessment Survey – President Garza charged the Board with three initiatives that were correlated from review of the survey.

1. Increase Education – through creation of an “education day”
2. Year Round Collaboration of New Members – through follow up phone calls and/or notes, build out of the FAQ section of the new TTCF website, assigning specific Level III / IV members as support to new members, and use of the GoToMeeting/Webinar tools.
3. Each Committee and Workgroup Chair was charged to use the GoToMeeting/Webinar tools a minimum of two times during 2017.

There was a motion by Kathy Rodgers to move forward with the three 2017 initiatives presented by President Garza. There was a second by Marvin Cloud. There were no objections or dissents and the motion passed. Ms. Juracek agreed to lead a workgroup related to the creation of a half-day “Education Day.”

Update on 2016 Initiatives – The recently charged workgroup to revise the STRAC Trauma Program Manager Orientation Manual was placed on hold. Ms. Garza agreed to meet with Ms. Putz of TETAF to discuss moving forward with the TTCF workgroup. The Board agreed to continue the support of displaying members poster boards related to best practices and quality improvement projects at the General Membership meetings. Ms. Jennings agreed to communicate what documents she has and what documents are still needed by subject matter to the Board to complete the flashdrive revision project. There was a suggestion for Ms.

Jennings to send out another telco invite to discuss the documents as this avenue resulted in significant process when it was last used.

There was significant discussion related to increased membership deliverables, including further expansion of deliverables scheduled for 2017 in relation to the current annual membership fee of \$25. There was agreement to place the scheduled revised flashdrive information on the 'members only' side of the new TTCF website. There was a motion by Jacky Betts to provide all new members that process a paid-in-full membership application, a free copy of the documents via a flashdrive. There was a second to the motion by Rosie Bolenbaucher. There was no dissent or objections and the motion was passed as stated. There was also a motion to increase the annual TTCF membership fee from the current \$25 charge to a \$50 charge by Sandie Williams. The Board reflected on the increased deliverables and there was extensive discussion related to the minimal current membership fee of \$25. There was a second to the motion by Jacky Betts. There were no objections or dissensions and the motion passed. The new fee of \$50 will be effective on February 1, 2017. All membership forms and payment processes will be revised to reflect the increase fee schedule.

2017 Focus – The Board discussed the continued issuance of a TTCF/TCRN recognition coin for members who obtain TCRN certification. Numerous recognition attributes were discussed and the Board agreed to continue production and support for the coin gift as the exclusive recognition token.

Vendor Support – The Board recognized the financial impact of obtaining vendors at the \$500 and \$1500 levels. There was a discussion of potential vendors that may offer CEs for trauma related presentations. The Board agreed to charge the Education Workgroup Chair with the scrutiny and approval of any vendor CE presentations for relevance and appropriateness.

Poster Presentations – The Board voiced continued support for the project.

Annual Awards – President Garza announced that she has received several nominations for both awards. It was agreed that Ms. Garza would lead a small selection committee to pick the award winners and communicate the selections to the Board in the near future.

Open Forum – President Garza charge the leadership Chairs with communicating meaningful and measurable 2017 goals.

Visitors from the trauma fellowship program at UMC gave a short presentation of the program to the Board.

Action Items Recap –

Bylaw/SOP revision due to Board by April 2017 meeting

TTCF representative for STN conference tabled related to budget availability

Committee/Workgroup 2017 goals to be submitted to Ms. Garza/Mr. Dodwell NLT January 20, 2017

Leadership Chairs to populate their respective pages on the new TTCF website

Create on-line option for membership application

Create on-line option for registration of all quarterly meetings

Use 'canned' questions to expand Ask The Surveyor agenda item at meetings

Leadership Chairs to increase the use of the GoToWebinar/Meeting tools

February 21, 2017 “Capitol Day” meeting attire is TTCF polo shirt and business slacks
Send suggestions for TTCF store merchandise products to Amy Schopperth
Obtain hotel lunch space to facilitate new members eating lunch together
Send personal outreach cards to new members
Revise membership application to reflect increased fee of \$50

Adjournment – there being no further business brought forward for the TTCF Board’s attention, the meeting was adjourned by President Garza at 14:45. The next scheduled TTCF Board meeting is February 20, 2017 in Austin.

Recorded by,

*Brett Dodwell
TTCF Secretary*