



Texas Trauma Coordinators Forum

## **BOARD MEETING MINUTES**

**February 20, 2017  
Wyndham Garden Hotel  
Austin, Texas**

**Board Members Present:** Robin Garza, Sherry Jennings, Jacky Betts, Brett Dodwell, Kathy Rodgers, Irene Lopez, Jo-ell Lohrman, Janice Markwardt, Jennifer Northway, Kelsie Reeh, Jenny Oliver, Marvin Cloud, Jennifer Kraatz, Amy Schopperth, Robin Gage, Angie Juracek, Christi Reeves, Rebecca Crocker, Melanie Martin

**Members Present:** Blake Lynch

The meeting was called to order at 1810 by President Garza, a quorum was established, a sign-in sheet was utilized, and agendas were distributed.

There was a motion by Jacky Betts to accept the published minutes from the January 6, 2017 Strategic Planning meeting. There was a second by Marvin Cloud. There was no discussion or opposition and the motion was passed.

### **Presidents Announcements – Robin Garza**

Strategic Planning Meeting Update – Ms. Garza updated the Board on the Strategic Planning meeting and announced that work on the Year End Report continues by President Garza and Historian Rodgers.

Workgroup: Flash Drive Revision – Ms. Jennings reported that she received additional documents from Board Members since the last meeting. She reported that documents still needed are: job descriptions, injury prevention, registry policies/guidelines, audit filters, and budget planning tools. There was discussion that most of the submitted documents have been submitted from a small number of facilities and that the Board agreed to give free flash drives to new members this calendar year. The Board set a deadline for submissions to Ms. Jennings by March 31, 2017. Ms. Schopperth agreed to order blank flash drives by next week.

Workgroup: Organizational Membership Deliverables – Ms. Rodgers led a discussion to produce TTCF tee shirts for the membership. The Committee/Workgroup Chairs were charged with soliciting membership input for the idea at tomorrow's meetings.

Committee/Workgroup Goals – Ms. Garza charged the Chairs to submit meaningful and measurable goals to her and Mr. Dodwell for publication to each Committee/Workgroup webpage and to measure each group's 2017 progress. Committees/Workgroups that have submitted 2017 Goals are Education, Injury Prevention, Level I/II, Level IV, and Registry.

By-laws/SOP Revisions – Parliamentarian Sherar continues revision work to include the addition of social media subjects and is charged with producing the revision by the April Board Meeting.

Ask the Surveyors – There was discussion and agreement for the Board to produce 'canned' questions for the Panel Q/A on the night before General Membership Meetings.

Members' best practices posters/articles – The Board voiced continued support for the presentation of posters/articles for display at the quarterly meetings.

Vendors- It was noted that several vendors are projected for the May meeting. It was further agreed that Mr. Betts would organize the vendor scheduling and that all interested vendors be referred to Mr. Betts for optimal scheduling.

TTCF Trauma Champion Award – The Board bestowed the 2016 award to Rosie Bolenbaucher. Mr. Dodwell produced the award which will be presented to Ms. Bolenbaucher by President Garza at tomorrow's meeting.

TTCF Lifetime Achievement Award – The Board bestowed the 20116 award to Sally Snow. Mr. Dodwell produced the award which was given to President Garza for presentation to Ms. Snow as soon as possible.

STRAC/TETAF/TTCF TPM – Ms. Garza reported to the Board that collaborative work on the development of a TPM manual is to be renewed. A Board discussion resulted in the appointment of Janice Markwardt to lead the TTCP portion of the collaboration. Mr. Dodwell, Ms. Williams, Mr. Betts, Ms. Reeves, and Ms. Jennings agreed to participate in the workgroup. Ms. Markwardt was charged to send out an email invite for the scheduling of tasks.

Ms. Garza informed the Board that this year is the 50<sup>th</sup> anniversary of the Las Vegas Trauma Conference and requested the membership participate in a short video tomorrow to congratulate Dr. Ken Mattox for the celebratory anniversary.

## Officer/Board Reports

### **President Elect** – *Sherry Jennings*

Ms. Jennings reiterated the work on the Flashdrive Project and expressed encouragement for her presidential appointment on January 2018.

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

Mr. Dodwell gave a short report on the website development and requested the Board send him calendar events for publication.

### **Financial Report** – *Jacky Betts*

Mr. Betts produced an itemized written financial report reflecting February 15, 2017 Total Liabilities & Equity of \$17,989.49. There was a motion by Mr. Dodwell with a second by Ms. Reeves to accept the report as offered. There was no discussion or objection and the motion was passed. Mr. Betts reported that the cost for Capitol Day buses is \$2060.

### **At-Large Report** – *DAL #1 Lori Boyett, DAL #2 Tracy Cotner-Pouncy*

No reports offered.

### **Parliamentarian Report** – *Danielle Sherar*

No report offered.

### **Historian Report** – *Kathy Rogers*

No report offered.

## Committee Reports

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

Ms. Crocker informed the Board that a new member's book is being produced and that a new member working lunch is being perused. Ms. Crocker also reported that she is receiving an electronic copy new member welcome emails from Mr. Dodwell. Ms. Garza requested she be 'cc'd' on the emails also.

### Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez announced that the Committee will offer the first of three Lunch N Learn opportunities on March 10, 2017 and that the TTCF presenters for the April Data Management Course have been finalized.

### Special Populations – *Jenny Oliver, Jessica Vickers*

Ms. Oliver announced that the Committee will focus on OB trauma and the impact of the new State neonatal designation requirement.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Northway announced that the Committee has communicated its 2017 goals to Secretary Dodwell and President Garza and that she will communicate with Mr. Dodwell regarding the build out of the committee page on the website. She also announced that the Board will be informed of the committee scholarship process for the ATS IP conference at the May meeting.

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

Ms. Lohrman reported that the ACS Orange book will continue to be the Committee's predominate focus in 2017. Additional work will be directed at how facilities use their TQIP report data and how that data is used at the facility level for various projects and reports.

Level III – *Sandy Williams / Drew Seelman*

No report offered.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt announced that Capitol Day logistics and information will be the focus of tomorrow's meeting. She also announced there will be a short Q/A session and a tee shirt discussion for the meeting.

## **Workgroup Reports**

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

Mr. Cloud produced a hardcopy legislative packet with legislator offices, pictures, and committee appointments for membership use at tomorrow's visit to the Capitol. There was in depth discussion on tomorrow's events and purposes. Mr. Cloud and Ms. Kraatz will address the general membership at tomorrow's meeting related to same. The Board thanked the workgroup leadership for the packet production and amount of work that was done in preparation of tomorrow's events.

Education – *Angie Juracek, Christi Reeves*

Ms. Juracek reported that speaker invites for the TTDEC course are in progress and that a workgroup Google Groups listserver is being created which will be hyperlinked from the TTCF website page. She also announced that future educational speakers for the quarterly meetings are being solicited for all levels of trauma designation facility focus. Ms. Juracek announced robust plans for the workgroup's TTCF website page build out.

Fund Raising / Finance –Amy Schopperth, Robin Gage

Ms. Schopperth provided red TTCF polo shirts for purchase by Board members to be worn at tomorrow's event. She announced that the shirts will also be available for purchase during registration at the General Membership Meeting. She announced that development and production of additional merchandize items continues. She solicited items for the May silent auction from the Board. Ms. Gage was recognized by the Board for her many years of leadership and service as she announced her resignation from the workgroup and TTCF membership.

**Open Forum – A//**

There were no further items brought forth for attention.

**Adjournment** – The meeting was adjourned by President Garza at 2005. The next scheduled TTCF Board Meeting is via conference call on Thursday April 20, 2017 at 1000.

*Recorded by,*

*Brett Dodwell  
TTCF Secretary*