



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

April 27, 2017
Telco

Board Attendance: Robin Garza, Sherry Jennings, Jacky Betts, Brett Dodwell, Danielle Sherar, Kathy Rodgers, Tracy Cotner-Pouncy, Irene Lopez, Garrett Hall, Janice Markwardt, Jennifer Northway, Kelsie Reeh, Jennifer Kraatz, Angie Juracek, Christi Reeves, Rosie Bolenbaucher, Jo-ell Lohrman.

The meeting was called to order at 10:00 by President Garza, and a quorum was established.

There was a motion to accept the February 2017 Board Meeting minutes, as published on the TTCF website, by Jacky Betts. A second was had by Jennifer Northway. There were no objections and the motion passed without dissent.

Presidents Announcements – Robin Garza

Workgroup: Flash Drive revision – Sherry Jennings reported that final work is in progress including redactions of sensitive information. She asked that final submissions be communicated to her by March 31st. Brett Dodwell agreed to develop a folder on the website that is password protected to publish the final product.

Committee 2017 Goals – Legislation and Membership groups remain.

Workgroup: By-laws / SOP – Danielle Sherar announced that the documents have been posted to the website for review. It was noted that the Injury Prevention Committee needs to create a scholarship registration document for the SOP. President Garza expressed a desire to have an electronic nomination for upcoming Board elections. Mr. Dodwell will publish the document, password protected, on the TTCF website. It was also noted that the revisions included committee/workgroup budgets will be due at the 4th quarter meeting instead of the 3rd quarter meeting.

Ask The Surveyor – There was a reminder to bring canned questions for the panel to the May meeting.

Members Best Practices posters/articles – There was continued Board support for members to display at general membership meetings.

Vendors – There are 3 confirmed paid vendors for the May meeting.

Reports

President Elect – *Sherry Jennings*

No report offered.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell reported there are currently 114 paid 2017 members. He expressed his desire to build out the website calendar for a primary source for trauma events and happenings. He also announced that the TTCF account with PrismNet has been paid in full and closed. It was discovered that there was a TTDEC document produced that annotated the cost of the course as \$150, when the actual website published registration lists the course for \$175. The Board agreed to accept the \$150 cost for the specific registrant that produced the document. Mr. Betts will coordinate the fee in the specific case that was discussed.

Financial Report – *Jacky Betts*

Mr. Betts reported that there are 3 paid vendors for the May meeting. He also noted that the hotel for the November meeting has been formalized as the Fort Worth Downtown Hilton and that room blocks for lodging can be obtained through DSHS. Mr. Betts also confirmed that he obtained a lunch meeting room for the Membership Committee for the May meeting.

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

No report offered.

Parliamentarian Report – *Danielle Sherar*

See SOP / By-law above.

Historian Report – *Kathy Rogers*

Ms. Rodgers reported that there is support for a colored name badge system related to trauma facility level for general membership meetings. She also announced that pictures will be sent to Mr. Dodwell for website publication.

Committee/Workgroup Reports

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

Ms. Bolenbaucher announced that the new membership booklet has been revised and will be distributed at the May meeting. She also reported that she will order more TCRN recognition coins.

Fund Raising / Finance – *Amy Schopperth, vacant*

Ms. Reeh reported that the silent auction is scheduled for the May meeting and reminded the Board to bring items for same. She reported that the merchandise inventory contains 20 blank flash drives and more will be ordered for the new membership resource document.

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

Ms. Lohrman reported that the committee discussed colored shirts related to facility designation level and there was not much support for the shirt idea; however the committee did support a colored badge idea for same.

Level III – *Sandie Williams, Drew Seelman*

No report offered.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt reported that the committee will meet in an open forum agenda for the May meeting and that there has been no significant response to the colored shirt idea.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez reported the Data Management Course has been successfully completed. There was feedback from the evaluations regarding the lack of printed material and that a solution for the next course is being considered. She also reported that the next Lunch N Learn is scheduled for June 16th.

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

No report offered.

Special Populations – *Jenny Oliver, Jessica Vickers*

No report was offered.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Northway reported that work continues on the committee webpage and that documents will soon be sent to Mr. Dodwell for publication to same. Work also continues on the creation of a IP scholarship application.

Education – *Angie Juracek, Christi Reeves*

Ms. Juracek announced that there have been issues working with TETAF related to formalizing CE offerings for TTCF presentations. Ms. Garza agreed to reach out to TETAF for resolutions.

Ms. Juracek announced the 2017 workgroup goals as:

1. Offering 2 CE presentations during the last three quarter of 2017, one offering relating to clinical practice and one offering relating to leadership.
2. 2. Uploading all educational presentations (as allowed by presenters) to the website.
3. 3. Grow the educational workgroup to incorporate at least 6 permanent members to discuss and assist with educational activities.
4. 4. Update the slides for TDEC and offer the class twice in the year 2017.

Open Forum – *ALL*

The Trauma Program Manual workgroup, headed by Janice Markwardt will present a status update to the Board at the May meeting.

Ms. Edwards has begun work on the review and revision of the TTCF SOP/Bylaws documents and solicited the assistance of any interested Board members.

Adjournment – The meeting was adjourned by President Garza at 11:08. The next scheduled TTCF Board meeting is May 8, 2017 in Austin.

Recorded by,

Brett Dodwell
TTCF Secretary