



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

**November 17, 2017
Fort Worth Hilton**

Board Members Present: Robin Garza, Sherry Jennings, Jacky Betts, Brett Dodwell, Danielle Sherar, Kathy Rodgers, Lori Robb, Tracy Cotner-Pouncy, Janice Markwardt, Joy Henry, Jennifer Northway, Kelsie Reeh, Jenny Oliver, Marvin Cloud, Amy Schopperth, Cassandra Onofre, Angie Juracek, Lauren Ernst, Irene Lopez, Rebecca Crocker, Rosie Bolenbaucher.

Call to Order – The meeting was called to order by President Garza at 08:08. A quorum was established, a sign-in sheet was utilized, and introductions were conducted.

October Board Minutes – There was motion by Jenny Oliver to accept TTCF Board Minutes from the October 19, 2017 meeting as published to the TTCF website. There was a second by Jennifer Northway. There was no discussion or objections and the motion passed.

President's Announcements – *Robin Garza*

Flashdrive Workgroup – Ms. Jennings reported that the 242 documents have been loaded onto 158 TTCF flash drives for distribution to paid TTCF members. Mr. Dodwell will load the drive to the 'members only' section of the website. There was a discussion resulting in a motion by Kathy Rodgers to distribute the flash drives today to current 2017 paid TTCF members, a second was had by Ms. Cotner-Pouncy. Without objections the motion passed.

TPM Manual Workgroup – Ms. Sherar reported that she continues to work on the project and is aware of the support offered by Mr. Betts, Mr. Dodwell, Ms. Garza, and Ms. Reeves.

Committee/Workgroup Budgets and Goals – Ms. Garza reminded the leadership to distribute their completed budgets to Mr. Betts today, and their 2018 goals to Mr. Dodwell for finalization at the January 2018 meeting

Annual Awards – Ms. Garza informed the Board that the Trauma Champion and Lifetime Achievement awards are scheduled for finalization at the January 2018 meeting. Mr. Dodwell will publish the award hyperlinks to the website and push out via the distribution list.

2018 Strategic Planning Meeting – A discussion was conducted resulting in the decision to have the meeting in Bryan/College Station on January 5th from 10:00 to 16:00 with Ms. Jennings to finalize a specific location.

Committee Leadership – The Board was informed by President Garza that the Level III committee has vacancies in the Chair and Co-Chair positions. Ms. Cotner-Pouncy will lead today's meeting. Ms. Lauren Ernst was announced as the new Education Workgroup Co-Chair. Mr. Cloud informed the Board that he will solicit a Co-Chair for the Legislative/PR workgroup in relation to Ms. Kraatz's resignation.

Officer / Board Reports

President Elect – *Sherry Jennings*

Ms. Jennings reported that the flashdrive project is complete and that she looks forward to her term as President beginning on January 1, 2018.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell supplied the Board with a proposal for a new award entitled 'Acute Disaster'. There was a lengthy discussion on the purpose, criteria, and designation of the award with the agreement to proceed with finalizing the award at the January 2018 meeting. Mr. Dodwell requested that award input be sent to him prior to the January meeting. Mr. Dodwell further reported that the 2017 paid membership count is 188 and that the 2018 meeting dates have been posted to the website with registration and lodging links to follow soon. Lastly there was a discussion related to the development of a TTCF 'postcard / flier' to showcase the organization in full page and postcard size formats. Mr. Dodwell will present a final version at the January 2018 meeting.

Financial Report – *Jacky Betts*

Mr. Betts presented an January 1, 2017 through November 15, 2017 itemized, written report reflecting Total Income \$33,237.81 minus Total Expense \$29,008.93 for a current Net Income of \$4,288.88. There was no discussion or objections to the report. Mr. Betts announced that the Wyndham Garden has decreased the lodging fee for TTCF in 2018. There was a suggestion and discussion to offer a 'Stop The Bleed' course to the hotel employees during the May meeting dates; the suggestion was greeted with support. There was also a suggestion to offer a STB course in conjunction with the quarterly meeting dates for the TTCF membership with agreement to poll the membership for input. There was a discussion to eliminate the TTCF hardcopy annual membership applications related to difficult logistics and the success of the electronic membership application process. There was a motion by Mr. Dodwell to remove the hardcopy membership application process, with a second had by Marvin Cloud. There were no objections and the motion passed. The general membership will be informed at today's meeting.

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

No report offered.

Parliamentarian Report – Danielle Sherar

Ms. Sherar reported that the annual bylaw revisions are in progress.

Historian Report– Kathy Rodgers

Ms. Rodgers reported that she sent Mr. Dodwell pictures from the last meeting for website publication.

Committee Reports

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

No report offered.

Trauma Registry – *Irene Lopez, Garrett Hall*

No report offered.

Special Populations – *Jenny Oliver, Jessica Vickers* –

Ms. Oliver announced that the committee is soliciting for focus topics and that the TQIP Palative Care Guidelines are posted on the committee page of the TTCF website.

Injury Prevention – *Jennifer Northway, Kelsie Reeh* –

Ms. Northway announced that the IP scholarship is still available related to minimal applications.

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

No report offered. Ms. Robb will lead today's breakout meeting session.

Level III – *Vacant, Vacant*

No report offered. Ms. Cotner-Pouncy will lead today's breakout meeting session.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt announced that the committee will discuss trauma surveys at today's meeting.

Workgroup Reports

Public Relations / Legislative – *Marvin Cloud, Vacant*

Mr. Cloud reported that Co-Chair Kraatz has resigned her position and that a replacement search is in progress. Mr. Cloud stated that the 4th quarter TTCF newsletter has been created and is being transitioned from Ms. Kraatz for website publication. He announced that Capitol Day planning for the 86th Legislative Session is beginning and the workgroup is reaching out to Austin area high schools for newsletter creation assistance.

Education – *Angie Juracek, Lauren Ernst*

Ms. Juracek introduced Lauren Ernst as the newly appointed Co-Chair and asked the Board to input any educational offering ideas to the workgroup leadership.

Fund Raising / Finance – Christi Reeves, Cassandra Onofre –

Ms. Schopperth reiterated her resignation from the Chair position related to her pending move out of state. The Board thanked Ms. Schopperth for her service and leadership. Ms. Reeves will take delivery of the TTCF merchandize and itemized inventory from Ms. Schopperth. Ms. Schopperth stated that polo shirts have been ordered to re-stock inventory and will be delivered from the manufacturer to Ms. Reeves. It was announced that merchandize will be available for sale at today's membership meeting.

Open Forum – All

No items recognized or discussed.

Action Items Review – Robin Garza

Ms. Garza charged the committee/workgroup leadership to continue to populate their web pages and to submit their budgets and 2018 goals for finalization at the January 2018 meeting. Mr. Dodwell will present a finalized structure for the inaugural 'Acute Disaster' award at the January 2018 meeting.

Adjournment – There being no further items presented to the TTCF Board for attention, the meeting was adjourned by President Garza.

The next scheduled TTCF Board Meeting is January 5, 2018 at 10:00 in Bryan/College Station with a specific location TBA.

Recorded by,

***Brett Dodwell
TTCF Secretary***