



Texas Trauma Coordinators Forum

Strategic Planning Minutes January 5, 2018 BVRAC Bryan, TX

Board Members present: Sherry Jennings, Robin Garza, Brett Dodwell, Danielle Sherar, Tracy Cotner-Pouncy, Melanie Leonard, Marvin Cloud, Christa Delagarza, Angie Juracek, Lauren Ernst, Garrett Hall, Rebecca Crocker, Rosie Bolenbaucher, and Christi Reeves.

Board Members present via dial-in: Lori Robb, Kelsie Reeh, Jenny Oliver, Jessica Vickers, Irene Lopez, and Melanie Martin.

The meeting was called to order by President Jennings at 10:10. A dial in number was provided, a sign in roster utilized, hardcopy agendas were provided, and a quorum was established.

The 2018 Board and General Meeting Dates were established as: February 12/13, May 7/8, August 20/21. The November date is TBD relating to a conflict with the TQIP National Conference. Meeting Dates & Location – TQIP conflict identified for Nov 16, will revisit by Board in future.

The 2018 Board telco meeting dates were established as: April 19 at 13:00, July 19 at 13:00, and October 18 at 13:00. Mr. Dodwell will publish all dates to the website calendar.

TTCF Representation to other organizations were established as:

GETAC Trauma – Lori Robb

GETAC Injury Prevention – Jennifer Northway

GETAC Pediatrics – Jenny Oliver, Christi Reeves

GETAC Disaster/Emergency Preparedness – none

TETAF – Lori Robb

ENA – Rosie Bolenbaucher

STN – Tracy Cotner-Pouncy

ATS – Tracy Cotner-Pouncy, Garrett Hall

GETAC Trauma Registry Workgroup – Garrett Hall, Irene Lopez

Executive Officer Reports

Immediate Past President - *Robin Garza*

Ms. Garza reported to the Board that the opportunity exists for TTCF to purchase a booth at the STN Conference on March 23-24 in Portland, Oregon and that an approximate expense would be \$1425 for booth space and \$2125 for two TTCF representatives travel and per diem which would give the project an approximate \$3,500 cost. There was discussion relating to pros/cons of tasking members that are already scheduled to attend the conference and the logistics, strategy, and fiscal benefits of selling the flash drive at the conference. Ms. Garza reported that Treasurer Betts confirmed the funding is available for the project. It was agreed that the Board would reach out to members to discover STN Conference attendance plans and that a designated POC member would need to be assigned to the project.

Secretary - *Brett Dodwell*

Mr. Dodwell reminded the Board that the TTCF membership term now runs from January through December and that the annual website password has been changed to reflect the 2018 membership term.

Mr. Dodwell presented the Board with the revised TTCF Promotion Flier per request. There were further suggestions for revision. The suggested changes will be incorporated, and a final version presented to the Board at the February meeting.

Mr. Dodwell also presented the Board with a draft relating to the creation of a new TTCF 'Acute Disaster' award. There was discussion relating to the need, timeliness, and focus of the award. There was a motion for the project to include an acute and a post-event focus with the PR workgroup to continue to development by Robin Garza, there was a second had by Tracy Cotner-Pouncy. There was no opposition and the motion passed.

Treasurer - *Jacky Betts*

Mr. Betts had an excused absence and was not present. There was no report offered, however the Committee/Workgroup leadership was reminded that the 2018 budgets are due.

Director at Large - *#1 Lori Robb, #2 Tracy Cotner-Pouncy*

No report offered.

Parliamentarian - *Danielle Sherar*

Ms. Sherar invited all interested Board members for input relating to the annual bylaw and SOP revisions. Ms. Sherar anticipates presenting the final revisions to the Board for adoption at the April 2018 meeting.

Historian - *Kathy Rodgers*

No report offered.

Committee / Workgroup Reports

Level I / II - *Sheila Lopez, Vacant*

Co-Chair Lohrman's resignation was reported to the Board. The committee's 2017 goal #1 'development of the committee website page' and 2017 goal #5 'creation and publication of a committee distribution list' were reported as completed. The remaining 2017 goals 'complete a research project', 'complete a TQIP abstract', and 'develop education on a best practice session' are scheduled for revision and continuation for the 2018 goals.

Level III - *Melanie Leonard, Ginger Cunningham*

Ms. Leonard announced that the committee's new leadership is planning on meeting with the membership to determine a needs assessment and 2018 focus. She also announced that the committee will discuss loop closure and best practices at the February meeting.

Level IV - *Janice Markwardt / Joy Henry*

The Board was informed that Ms. Markwardt is temporarily ill and no report was offered.

Special Populations - *Jenny Oliver, Jessica Vickers*

Ms. Oliver informed the Board that mental health will be a primary focus for the committee in 2018. She further reported that the 2017 TTCF committee meeting format has significantly contributed to the growth and participation of the committee.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez reported that the next TETAF Data Management Course is scheduled for March in the Dallas area. Mr. Dodwell agreed to publish the specifics on the TTCF calendar. There was a discussion relating to the absence of specific procedure codes for tourniquet use in abstracting ICD10 PCS codes. It was reported that this is a continuing statewide debate and the suggestion to consult with military registrars was offered. Mr. Hall agreed to report back to the Board after consulting military contacts. Submersion submissions were also discussed. There was a suggestion for the committee to offer an educational opportunity focusing on data validation at one of the quarterly 2018 meetings. Mr. Hall solicited ideas for the committee's quarterly meetings and Lunch N Learn opportunities.

Public Relations / Legislative - *Marvin Cloud, Christa Delagarza*

Mr. Cloud announced that the workgroup is planning on expanding social media and production work in 2018 to include collaboration with high school media groups to create a TTCF promotional video. There was discussion relating to video publication consent and image usage. Mr. Cloud also stated that legislative focus and electronic newsletter creation will continue for 2018.

Education - *Angie Juracek, Lauren Ernst*

Ms. Juracek announced that the 2017 goals have been reviewed and the 2018 goals have been submitted to Mr. Dodwell for webpage publication. It was announced that increased meetings via GoToMeeting will be scheduled in 2018 and that the same number of CEs per general membership meeting are planned. The educational focus for the February will include presentations relating to the use of service dogs, and snakebite injuries.

Fundraising / Finance - *Christi Reeves, Cassandra Onofre*

Ms. Reeves reported that she has received merchandise from outgoing Chair Schopperth. She reported the 2018 goals and a current merchandise inventory will be forthcoming.

Injury Prevention - *Jennifer Northway, Kelsie Reeh*

Ms. Northway announced that the committee's scholarship process will be revisited in the near future and that the 2018 goals and budget will be submitted shortly. The committee's robust website page was lauded.

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

Ms. Crocker reported that the new membership booklet will be revised to include updates relating to the TTCF Board positions. There was a discussion relating to beneficial avenues to reach out to new TPMS. Ms. Reeves and Ms. Garza agreed to look into purchasing card stock for personalized new member follow-up. There was a suggestion to rotate the new member follow-ups between the Executive Board members per quarter. It was also noted that 19 members were annotated on the annual membership applications in 2017 and that significantly more new members attended the Membership meetings indicating that many new members do not sign up for annual memberships. The Board agreed that support for new members should be increased via all possible venues. In closing it was reported that the 2018 budget has been submitted to Mr. Betts.

Organization Reports

TETAF – It was announced that the organization has implemented a new board structure with significant representation by RACs. The first meeting of the new Board is scheduled for January 26, 2018.

ENA – It was announced that the only two current TNCC written examinations authorized are 'E' and 'F'.

STN – The annual conference is scheduled for March 23-24 in Portland Oregon. It was also noted that the ATCN skills station is being revised and the ATLS update is scheduled for this year.

TTDEC Course Status – Ms. Juracek announced that the course slide deck needs to be formatted into the presentation data. Ms. Juracek further stated that presenters need to have their final presentations turned in to her on time and that creating a primary and secondary presenter for each subject is highly recommended. The 2018 offering of the course is scheduled for May 7. Ms. Juracek agreed to use the official TTCF slide deck located on the TTCF website to format the presentation revisions. In closing, the Board was reminded that the TTDEC course is parented by TTCF.

Standing Operating Procedures – Ms. Sherar announced that the revisions are scheduled for presentation to the Board at the April meeting and adoption at the May meeting.

By-law revisions – see above.

Needs Assessment Survey – Ms. Jennings reported that she will build and distribute the survey in the near future.

TCRN Recognition – The Board agreed to continue the practice of recognizing members who obtain TCRN certification with a celebrative coin. Ms. Bolenbaucher agreed to order additional coin stock.

Vendor Support – The Board was informed of the significant revenue contributions from offering vendor opportunities. There was a reminder that the vendor form is located on the resources tab of the webpage for specific opportunities and pricing.

Annual Awards – Ms. Sherar announced that there have been nominations via the hyperlink on the webpage and that she will lead a nominations workgroup to determine awardees.

Trauma Program Manual – Ms. Sherar has agreed to POC this project and asked Mr. Dodwell to provide the 'word' version of the STRAC document to her. Ms. Garza agreed to collaborate with Ms. Putz of TETAF on the project.

Open Forum

Stop The Bleed – The discussion continued relating to TTCF STB instructors offering the course to the Wyndham Garden hotel staff at the May meeting. It was agreed to solicit the hotel staff at the February meeting to determine the feasibility of conducting the course in May.

There was a suggestion for TTCF to operate a vendor booth at the annual Harris Health Trauma Symposium in Houston in May. Ms. Garza and Mr. Hall agreed to report back to the Board on the cost of a booth. It was suggested that the TTCF flash drive would be a good item for purchase offering.

Approval of Minutes – Mr. Dodwell proposed a motion to approve the November 17, 2017 TTCF Board Meeting minutes that have been published on the webpage. There was a second by Ms. Bolenbaucher. There was no discussion or opposition and the motion was passed.

TTCF Tourniquets – Ms. Reeves agreed to research the prospect of creating and purchasing tourniquets with the TTCF logo.

Adjournment – With no further business presented for the TTCF Board attention, the meeting was adjourned by President Jennings at 14:30. The next scheduled TTCF Board Meeting is February 12, 2018 in Austin.

Recorded by,

***Brett Dodwell
TTCF Secretary***