



Texas Trauma Coordinators Forum

TTCF BOARD MEETING MINUTES

February 12, 2018
Wyndham Garden, Austin, TX

Board Members Present: Sherry Jennings, Robin Garza, Jacky Betts, Brett Dodwell, Danielle Sherar, Kathy Rodgers, Lori Robb, Tracy Cotner-Pouncy, Sheila Lopez, Melanie Leonard, Janice Markwardt, Joy Henry, Jennifer Northway, Kelsie Reeh, Jenny Oliver, Jessica Vickers, Marvin Cloud, Christa Delagarza, Christi Reeves, Cassandra Onofre, Lauren Ernst, Garrett Hall, Rebecca Crocker, Melanie Martin

Call to Order – The meeting was called to order by President Jennings at 18:02. A sign in sheet was utilized, hardcopy agendas were provided, and a quorum was established.

January 2018 Strategic Planning Meeting Minutes – There was a motion to approve the published January 5, 2018 meeting minutes by Christi Reeves; there was a second by Lauren Ernst. There were no objections, dissents, or discussion and the motion was passed.

Presidents Announcements – *Sherry Jennings*

Workgroup: Flash Drive Revision – The Board was reminded that individual flash drives populated with the TTCF resource documents were distributed to inaugural TTCF members at the November 2017 meeting and that flash drives are scheduled for distribution to same for tomorrow. Mr. Dodwell reminded the Board that the flashdrive is available for download via the password protected resource section of the website.

Workgroup: TPM Manual – Ms. Sherar reported that she received chapter revisions from Mr. Dodwell and that work continues on the project with a projected completion date of May 2018.

Ask the Surveyors – Ms. Reeves and Ms. Markwardt agreed to supply questions for the panel at tomorrow's meeting.

2018 Budgets and Goals – Submitted budgets are as follows:

Education Workgroup - \$4000

Finance Workgroup - \$1500

Injury Prevention Committee - \$3000

Special Populations Committee - \$0

Membership Committee - \$150

Registry Committee - \$2000

PR/Legislative Workgroup - \$2300

Level I/II - \$0

Level III - \$0

Level IV - \$0

Treasurer/Secretary budget - \$500

Website Updates – Committee/Workgroup leadership was reminded to continue updates to their website pages via submissions to Mr. Dodwell

Vendors for tomorrow's meeting include CroFab and KCentra.

STB Course – The Board agreed to support and conduct a Stop The Bleed course for the hotel staff on May 7, 2018 in conjunction with the May meetings. Instructors who are interested were asked to contact Mr. Dodwell who agreed to POC the course.

STN TraumaCon attendance – The Board agreed to support 2 TTCF members to attend the conference who will operate a vendor booth to promote the organization and sell TTCF flash drives. Interested members were asked to contact Ms. Jennings.

Harris Health COS attendance – Ms. Garza offered TTCF a vendor booth at no cost for their symposium in Houston on May 23, 2018. The Board expressed gratitude and interested members were asked to contact Ms. Jennings and/or Ms. Garza.

Leadership Vacancies – The Board was informed of Ms. Lohrman's resignation as Level I/II Co-Chair. Chair Lopez will solicit a replacement Co Chair asap.

Officer Reports

Immediate Past President – *Robin Garza*

No report offered.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell announced the requested revisions to the TTCF Promotional Flier have been completed and the document is available for download and use via the 'Resources' tab on the website. He also announced there are currently 71 paid members for 2018 and that the electronic membership process has greatly improved the efficiency and compliance of the processing of annual dues. It was also announced that the committee/workgroup meeting forms have been revised to include sections for budgets and goals. Lastly Mr. Dodwell reported that he will be unable to attend the scheduled April 19 Board meeting. Ms. Cotner-Pouncy agreed to assume Secretary duties for the April 19, 2018 meeting.

Treasurer's Report – Jacky Betts

Mr. Betts presented an itemized written report reflecting CY17 Income of \$38,485.28 minus Total Expense of \$36,131.91 for a Net Income of \$2,353.37 for the year. Total current Liabilities & Equity are \$22,500.03. Mr. Betts submitted a Treasurer expense budget of \$500 for CY18. There was discussion of the TTCF November 2018 meeting date conflicting with the annual TQIP conference, with numerous options reviewed. It was agreed to poll the General Membership at tomorrow's meeting to formalize the November 2018 meeting date. There was a motion by Mr. Betts to offer the membership the option of conducting the November 2018 meetings on Friday November 2nd or Monday November 5th, with a second by Sheila Lopez. There were no objections or dissent and the motion passed.

Director At Large Reports – DAL #1 Lori Robb, DAL #2 Tracy Cotner-Pouncy

No reports offered.

Parliamentarian Report – Danielle Sherar

Ms. Sherar announced that she will be unable to attend the May meetings. Ms. Garza and Ms. Cotner-Pouncy agreed to assume the Parliamentarian duties for May.

Historian – Kathy Rogers

No report offered.

Committee Reports

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

Ms. Crocker reported that the committee's goals will be submitted shortly and that the New Member Orientation books have been revised to include current Board Officers. A working lunch is scheduled for tomorrow's meeting with breakout meeting space confirmed.

Trauma Registry – Irene Lopez, Garrett Hall

Mr. Hall announced the committee is finalizing Lunch N Learn webinar dates for 2018 and solicited desired subject topics. There is a scheduled TETAF DMC for March 22-23 in the Plano area. He also announced that the ACS has officially recognized the TETAF DMC as education credit hours.

Special Populations – Jenny Oliver, Jessica Vickers

Ms. Oliver reported that there will be a review of journal articles discussed at tomorrow's meeting and that crisis management and stress management will be a focus.

Injury Prevention – Jennifer Northway, Kelsie Reeh

Ms. Northway reported that the IP goals will be forthcoming and that the committee plans to offer numerous webinars in 2018. It was also announced that the 2018 scholarship monies will be increased this year.

Level I / II – Sheila Lopez, vacant

Ms. Lopez reported that the committee will review member's survey reports at tomorrow's meeting; to include PTSD screening best practices and documentation of consult times. Ms. Lopez will solicit leadership for the vacant Co-Chair position.

Level III – Melanie Leonard, Ginger Cunningham

Ms. Leonard announced that the committee will discuss tools, networking, and PI at tomorrow's meeting. She also announced plans to populate the committee's webpage.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt reported that the 2018 goals will be discussed tomorrow and that the committee will continue the open forum Q/A format which continues to be applauded by attendees.

Workgroup Reports

Public Relations / Legislative – Marvin Cloud, Christa Delagarza

Mr. Cloud reported that the e-newsletter will be published for the 2Q18 with a legislative focus and that preparations have begun for the 2019 Capitol Day relating to the 86th State Legislature. Mr. Cloud led a discussion on the TTCF Board purchasing 100 copies of the "Eat The Frog" book that is referenced in the TTDEC Course, at \$10 per copy. The intention is to hand out the books, free of charge, to inaugural TTCF members at the quarterly meetings. There was a motion by Mr. Cloud for the Board to purchase 100 copies of the book at \$10 per, for distribution at the May 2018 meeting. There was a second to the motion by Lori Robb. There was one dissention, no objections, and the motion passed. Mr. Cloud further reported that the workgroup agreed to discontinue adoption of a formal Acute Disaster Award and that the workgroup will continue to pursue the feasibility of developing a TTCF Board endorsed support card process to recognize acute disaster facilities in concurrent timeframes. Mr. Cloud reminded the Board that the STN TCRN Champion award nomination process will soon be closing and to consider Rosie Bolenbaucher for nomination.

Education – Angie Juracek, Lauren Ernst

Ms. Ernst announced that speakers have been confirmed for tomorrow's meeting. There was a proposal for legislative focused education for the August meeting. Ms. Ernst announced that the presenters for the TTDEC Course have been finalized and the slides have been reformatted. The TTDEC Course agenda will be released shortly.

Fund Raising / Finance – Christi Reeves, Cassandra Onofre

Ms. Reeves announced that TTCF merchandize will be available to purchase at tomorrow's meeting and that the workgroup's 2018 goals will be finalized soon. She solicited the Board for silent auction items for the upcoming May 2018 meeting and that TTCF marked tourniquets are being researched. There was a discussion to develop a Board sanctioned donation request letter to obtain significant silent auction items. Ms. Northway agreed to assist Ms. Reeves with development of the letter for Board approval. In closing Ms. Reeves reported that research into card stock for TTCF follow ups to new members will cost \$0.50.

Open Forum – ALL

Ms. Garza announced that the 2018 Needs Assessment Survey was completed by two members.

Mr. Hall announced the Registry Lunch N Learn dates are established as July 11, September 12, and December 12 with registration to follow.

Adjournment – There being no further business presented for Board attention, the meeting was adjourned by President Jennings at 1930. The next scheduled TTCF Board Meeting is Thursday April 19th @ 13:00 via conference call.

Recorded by,

*Brett Dodwell
TTCF Secretary*