



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

May 7, 2018
Wyndham Garden Austin
Austin, TX

Board Members Present: Sherry Jennings, Robin Garza, Jacky Betts, Brett Dodwell, Kathy Rodgers, Tracy Cotner-Pouncy, Sheila Lopez, Melanie Leonard, Janice Markwardt, Jennifer Northway, Kelsie Reeh, Jenny Oliver, Jessica Vickers, Marvin Cloud, Christa Delagarza, Angie Juracek, Lauren Ernst, Irene Lopez, Garrett Hall, Rebecca Crocker, Rosie Bolenbaucher, Melanie Martin.

Members Present: Courtney Edwards, Tracy Nytra

Call to Order – The meeting was called to order by Sherry Jennings at 1806. Written agendas were distributed, introductions were conducted, a sign-in roster was utilized, and a quorum was established.

Presidents Announcements – Sherry Jennings

Workgroup: TPM Manual – Ms. Jennings reported for Ms. Sherar that all workgroup submissions have been collected with one exception. Ms. Sherar to keep the Board informed of the project status.

SOP/Bylaw Revisions – Ms. Jennings reported that the revisions are close to completion and will be communicated to Mr. Dodwell for posting on the website 30 days prior to a vote at the August General Meeting.

2018 Budgets and Goals – Mr. Dodwell reported that all committee and workgroup budgets have been submitted and all committee and workgroup 2018 goals have been published on the website.

Member Best Practice - Posters/Articles – Ms. Cotner-Pouncy will display at tomorrow's meeting.

Vendors - CSL Behring and BTG Crofab will be in attendance at tomorrow's meeting with vendor fees paid.

STB for Wyndham Employees – Mr. Dodwell reported that 22 hotel employees attended and were awarded STB provider certificates at today's offering. TTCF instructors included: Mr. Dodwell, Ms. Monica Sanders, Ms. Rebecca Crocker, and Ms. Christi Reeves. There was a discussion to offer TTCF tourniquets at a discount price to hotel employees through the IP Committee budget, and the possibility of pursuing the purchase of a vendor sponsored BCon station for the hotel. The Board voiced support to offer the STB training on an annual basis. Ms. Reeves and Ms. Northway agreed to research options and report back to the Board on the subject.

Parliamentarian Opening – Ms. Jennings announced the resignation of Ms. Sherar as Parliamentarian. Ms. Courtney Edwards was appointed to the position for the remainder of the term with unanimous Board approval. The position is scheduled for election this calendar year.

November Meeting Times / Location – The Board was reminded that the TTCF Board and General meetings are set for November 2 with registration available on the website.

Officer/Board Reports

Immediate Past President – *Robin Garza*

No report offered.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell solicited a motion to approve the April Board minutes. There was a motion by to approve the April 18, 2018 minutes that are posted on the website by Ms. Northway, a second was had by Ms. Vickers. There were no objections and the motion passed. Mr. Dodwell reported that there are 124 paid 2018 TTCF members, of which 32 are inaugural members. He also communicated that one Co-Chair has not paid 2018 dues and that person will be informed of such by the applicable Chair. Mr. Dodwell also reported that the May 2018 TTCF newsletter has been published to the website homepage.

Financial Report – *Jacky Betts*

Mr. Betts submitted an itemized written P&L report for the period of January 1 2018 through May 4, 2018 reflecting a deficit of \$-1,372.77 totaling current equity of \$21,127.26. The deficit was attributed to the expense of sending a member to the STN conference this year. Mr. Betts reminded the Board that hotel meeting block rates expire 3 weeks prior to the meetings. Ms. Juracek stated that there was a misprint in the TTDEC course books and she will follow up on necessary revisions. Mr. Betts lauded the electronic meeting registration process and its increased efficiency for accounting and meeting check in purposes.

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

No report offered.

Parliamentarian Report – *Vacant*

No report offered. See appointment of Ms. Edwards above.

Historian – Kathy Rogers

Ms. Rodgers reported that pictures from the last meeting have been uploaded to the website.

Committee Reports

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

Ms. Crocker reported that a new member working lunch is scheduled for tomorrow.

Trauma Registry – Irene Lopez, Garrett Hall

Ms. Lopez announced that she is attempting to have the DSHS registry manager address the membership at tomorrow's meeting. It was also reported that the committee has Lunch N Learn offerings scheduled for July 11, September 12, and December 12.

Special Populations – Jenny Oliver, Jessica Vickers

Ms. Oliver solicited the Board for future meeting ideas and announced that there will be a discussion of coping skills literature at tomorrow's meeting. Ms. Oliver recognized the desire for PTSD education from the 2018 Needs Assessment Survey.

Injury Prevention – Jennifer Northway, Kelsie Reeh

Ms. Northway announced that she will be absent for tomorrow's meeting and that Ms. Reeh will provide leadership. The leadership announced that it is firming up plans to offer webinars between the quarterly meetings. There was a discussion of Texas ranking 5th nationally in STB educational statistics and that there is a Texas STB Coalition meeting scheduled for tomorrow from 16:30 to 17:30. In closing, Ms. Northway reminded the Board of the committee's 3 scholarships still available.

Level I / II – Sheila Lopez, Danielle Sherar

Ms. Lopez announced that the committee will discuss recent facility surveys and ACS webinars at tomorrow's meeting.

Level III – Melanie Leonard, Ginger Cunningham

Ms. Leonard reported that the committee will utilize a round table format at tomorrow's meeting and will discuss electronic verses paper charting.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt reported the committee will use an open forum format with state trauma coordinators addressing the committee tomorrow.

Workgroup Reports

Public Relations / Legislative – Marvin Cloud, Christa Delagarza

Mr. Cloud announced that the State run-off elections scheduled for May 22nd remain a key area of focus for the workgroup and reminded the Board to contact applicable representatives that may be involved. He reported that Capitol Day packets are in construction for the February 2019 meeting. The e-newsletter creation and publication was announced with the goal of producing a minimum of 3 per calendar year. Mr. Cloud announced that he did not purchase

the budgeted and Board approved 100 'Frog' books for the TTDEC course related to the lack of hard cover availability. Mr. Cloud reported that his TTCF sponsored travel to the STN TraumaCon was successful and expressed his gratitude for the organizations financial support. He did express the need for TTCF to purchase professional marketing display to operate at future conference booths. There was Board discussion of the expressed need with the suggestion to use the allotted 'Frog' book monies for the project. Mr. Cloud was tasked with conducting further research and reporting back to the Board relating to display booth options. There was also a short discussion relating to the workgroup's desire to collaborate with high-school media clubs to produce a TTCF promotional video; Mr. Cloud expressed the lack of current TTCF video material for the project.

Education – Angie Juracek, Lauren Ernst

Ms. Juracek discussed the input from the 2018 Needs Assessment Survey to include PTSD, burnout prevention, ICD-10 coding, and MTP education. It was stated that the August CE offerings will include trauma registry and legislative focus. Ms. Juracek reported there were 40 attendees at today's TTDEC course. There was a discussion on the expressed desire to formulate a TMD related course similar to the TTDEC course.

Fund Raising / Finance – Christi Reeves, Cassandra Onofre

Ms. Reeves announced that 10 TTCF labeled tourniquets have been procured for purchasing offering at tomorrow's meeting and that the hotel STB course today was well attended and successful. The Board established the sales price for the tourniquets at \$30 each. Ms. Reeves reported that the silent auction is on track for tomorrow and reminded the Board of the importance of the TTCF leadership to contribute auction items. There was also a reminder that a TTCF auction item request letter has been published on the Resource tab of the website.

Open Forum - ALL

There was a discussion relating to operating the TTCF booth at Harris Health's 'Circle of Survival' conference on May 23rd with Mr. Dodwell, Ms. Lopez, Ms. Reeves all volunteering to spend time in the booth.

The 2018 TTCF Needs Assessment Survey was discussed with specific points addressed.

Adjournment - There being no further matters presented for the Board's attention, the meeting was adjourned by President Jennings at 19:25. The next scheduled TTCF Board Meeting is via conference call at 13:00 on July 19, 2018.

Recorded by,

***Brett Dodwell
TTCF Secretary***