



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

July 19, 2018

Board Members Present: Sherry Jennings, Jacky Betts, Robin Garza, Brett Dodwell, Courtney Edwards, Lori Robb, Tracy Cotner-Pouncy, Sheila Lopez, Danielle Sherar, Melanie Leonard, Ginger Cunningham, Janice Markwardt, Jennifer Northway, Jessica Vickers, Marvin Cloud, Christa Delagarza, Christi Reeves, Irene Lopez, Rebecca Crocker, Rosie Bolenbaucher, and Melanie Martin.

Call to Order – The meeting was called to order by President Jennings at 13:01, role was taken and a quorum was established.

Minutes Approval – There was a motion to approve the posted May 7, 2018 TTCF Board Meeting minutes by Melanie Leonard with a second by Jessica Vickers. There were no objections or suggested revisions and the motion passed.

Presidents Announcements – *Sherry Jennings*

Workgroup: TPM Manual – Ms. Sherar announced that the manual has been completed and will be forwarded to Mr. Dodwell for logo application, reference listing attachments, and publication to the TTCF website.

SOP/Bylaw Revisions – It was announced that the documents have been published to the website and will be voted for adoption at the August 21st General Meeting.

2018 Budgets and Goals – Mr. Dodwell informed the Board that all Committee and Workgroup 2018 goals have been submitted and published. Mr. Betts confirmed that all Committee and Workgroup budgets have been submitted.

Member Best Practice - Posters/Articles – Ms. Garza agreed to supply poster presentations for the August meeting.

Vendors - CSL Behring and BTG Crofab – Mr. Betts confirmed vendors for the August meeting.

November Meeting Times / Location – Ms. Jennings reminded the Board that the November Board and General meetings are scheduled for Friday November 2, 2018 in Austin.

Committee/Workgroup Open Position: Education Co-Chair – Ms. Jennings informed the Board that Co-Chair Ernst has assumed the Chair position and the Workgroup has a Co-Chair vacancy.

DSHS – TTDEC – There was an in-depth discussion relating to DSHS’s participation in the TTDEC course. It was reported to the Board that DSHS expressed concern about the accuracy of disseminated information in the course, although no specifics of inaccuracy or itemized discrepancies could be provided. The Board discussed the reported DSHS suggestions of eliminating the DSHS related presentation of the course, as well as DSHS personnel presenting the said presentation module. It was noted that there have been scheduling and attendance issues when DSHS personnel have presented this module in the past. It was also noted that removing the DSHS module from the course could be interpreted as undervaluing the importance of DSHS concerning a facility trauma program operations. The Board agreed to revisit the situation at the August 7, 2018 meeting.

August Elections – The Board was reminded of the scheduled August 21, 2018 elections for the following positions: President Elect, Parliamentarian, Secretary, Director At Large #1. Per Ms. Garza’s suggestion, Ms. Jennings agreed to send out a survey monkey to the list server for position nominations.

Officer/Board Reports

Immediate Past President – *Robin Garza*

No report offered.

Secretary’s Report – *Brett Dodwell*

Mr. Dodwell informed the Board that there are currently 145 paid 2018 TTCF members and that the electronic membership process remains efficient. He also noted that the suggested revisions to the SOP/Bylaws have been posted to the website, and announced that the DSHS FY16 dispro funding disbursement documents have been published on the DSHS website.

Treasurer’s Report – *Jacky Betts*

Mr. Betts informed the Board that registration for the August 21st meeting has been minimal but there is a trend for registrations to increase immediately prior to the meetings. He also stated that registration and lodging links for all 2018 meetings are available on the TTCF website.

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

No report offered.

Parliamentarian Report – *Courtney Edwards*

No report offered.

Historian Report– *Kathy Rogers*

Ms. Rodgers had an excused absence and there was no report offered.

Committee Reports

Membership/Mentorship – *Rebecca Crocker, Melanie Martin, Rosie Bolenbaucher*
No report offered.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez reported that the Committee conducted a Lunch N Learn offering on July 11 and the next scheduled offering is September 12. She also noted that there will be an ICD10 course offering in San Antonio on September 20-21, 2018.

Special Populations – *Jenny Oliver, Jessica Vickers*
No report offered.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Northway announced that the IP scholarship offerings are still available and that no applications have yet been received for 2018.

Level I II – *Sheila Lopez, Danielle Sherar*

Ms. Lopez informed the Board that the Committee conducted a phone meeting on July 17th and discussed a potential research project.

Level III – *Melanie Leonard, Ginger Cunningham*

No report offered.

Level IV – *Janice Markwardt, Joy Henry*

No report offered.

Workgroup Reports

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

Mr. Cloud announced that the Board will be presented with a mock-up TTCF display to be used at conferences at the August 20th meeting, per the Board's instruction for the workgroup to research display options. He also noted that preparation for the February 2019 Capitol Day continues and reminded the Board of the State November 2018 elections. Ms. Delagarza noted that the August electronic newsletter is on track for publication.

Education – *Lauren Ernst, vacant*

No report offered.

Fund Raising / Finance – Christi Reeves, Cassandra Onofre

Ms. Reeves announced that additional tourniquets have been ordered and that ideas for the creation of a TTCF T-shirt have been discussed. There was a supported suggestion to poll the membership for T-shirt ideas and conduct a T-shirt design contest.

Open Forum - ALL

Mr. Dodwell informed the Board that the DSHS has scheduled TAC 157.125 Trauma Rule Revisions meetings in El Paso (July 12), Lubbock (July 23), Amarillo (July 25), and Temple (August 2). Ms. Crocker noted that additional locations will also be scheduled by DSHS.

Adjournment – There being no further business brought forth for the Board’s attention, the meeting was adjourned by President Jennings at 13:56. The next scheduled TTCF Board meeting is August 20, 2018 at 18:00 in Austin.

Recorded by,

***Brett Dodwell
TTCF Secretary***