



Texas Trauma Coordinators Forum

2019 Strategic Planning Meeting Minutes January 11, 2019 Clear Lake Regional

Board Members Present:

Sherry Jennings, Jacky Betts (via phone), Brett Dodwell, Courtney Edwards (via phone), Lori Robb (via phone), Tracy Cotner-Pouncy (via phone), Sheila Lopez, Melanie Leonard (via phone), Janice Markwardt (via phone), Jennifer Northway (via phone), Kelsie Reeh, Jenny Oliver (via phone), Jessica Vickers, Marvin Cloud, Lauren Prouty, Dawn Koepp (via phone), Irene Lopez (via phone), Garrett Hall, Rebecca Crocker, Melanie Martin, Christi Reeves, Cassandra Onofre.

Members Present: Robin Garza

The meeting was called to order by President Jennings @ 10:10. Sign-in and agendas were provided, role was taken and a quorum was established.

The 2019 meeting dates were confirmed as:

February 25, Austin – Board
February 26, Austin – General
June 24, Austin – Board
June 25, Austin – General
September 23, Austin – Board
September 24, Austin – General
November 22, Fort Worth – Board
November 22, Fort Worth – General

There was agreement to use the GoToMeeting tool for the telco Board Meetings which were established for 13:00 on:

May 16, 2019
August 15, 2019
October 17, 2019

TTCF Representation with Other Organizations was confirmed as:

GETAC Trauma – Lori Robb, Monica Sanders, Angela Gentry

GETAC Injury Prevention – Jennifer Northway, Courtney Edwards

GETAC Pediatrics – Jenny Oliver, Christi Reeves

GETAC Emergency Preparedness – Angela Gentry, Chillion Montgomery, Irene Lopez

TETAF – Lori Robb, Courtney Edwards, Garrett Hall, Angela Gentry, Marvin Cloud, Brett Dodwell, Dawn Koepp, Jacky Betts, Robin Garza

ENA – Courtney Edwards, Kathy Campbell

STN – Courtney Edwards

ATS – Brett Dodwell, Garrett Hall, Rosie Bolenbaucher, Tracy Cotner-Pouncy, Jennifer Northway

TCAA – Jennifer Northway

PTS – Christi Reeves

Organization Reports

TETAF – Mr. Dodwell reported that the Legislative Workgroup will conduct a telephone meeting at 15:30 today and suggestions for revenue was voiced from the 5111 fund disbursement as RAC 1% to 5% and EMS 2% to 10%. It was also noted that legislation has been filed to mandate the StopTheBleed course for Texas High School graduation requirements. The TETAF DMC is scheduled for March in Corpus Christi.

ENA- Ms. Edwards reported updates to the TNCC and ENPC courses are in progress. There was a suggestion to consider allyi9ng with the ENA for future projects and a reminder that the ENA National Conference is September 29 through October 4 in Austin this year. There was also a reminder that ATLS certifications must be renewed by September 2019 before the 10th edition is required

STN – Ms. Edwards announced the 8th edition of the ATCN is concurrent with the on-line capability resource.

ATS – Mr. Dodwell noted the focus of the May 2019 Trauma Month is firearm injury prevention and that the ATS website will be updated with resource material soon. Injury Prevention, Trauma Registry, and Trauma Program Management courses were noted; see TTCF website for listings.

TTDEC Course

There was a discussion relating to the date for conducting this year's course with the Board agreeing to offer the course on June 24, 2019 in Austin. Ms. Ernst/Prouty asked that previous instructors contact her with presentation revisions asap. There was a suggestion to have a back-up presenter for each module which was supported. There was also discussion of offering the course on-line and relation of CEs. It was noted that a consent form would be needed and Ms. Prouty agreed to develop same.

Standing Operating Procedures (SOP) / Bylaws

Ms. Prouty and Ms. Jennings agreed to assist Ms. Edwards with the annual revisions of the TTCF SOPs and Bylaws. Revisions will be distributed to the Board for review prior to adoption.

Needs Assessment Survey

The survey results were reviewed and it was noted that the membership input was minimal. Mr. Dodwell was tasked with resending the survey to the membership via the list server prior to the February General Meeting. Current review of results indicated:

Registry Committee Structure Change – results show 74% agree with current structure

Committee Workgroup – Tenure – 'term limits' support showed 50/50%, discussion on rollover of leadership ensured with distinction of elected Board verses appointed Committee/Workgroup leadership discussed. There was agreement to continue the tenure discussion at future Board meetings.

Capturing TPM Turnover Rates – there was a suggestion to involve RAC with assisting in harvesting this data, also a possible interface with THA, as well as a suggestion to develop TPM registry and a suggestion to bounce DSHS hospital list with TTCF membership list and find voids. Mr. Cloud agreed to chair an investigative workgroup with assistance from Mr. Dodwell, Ms. Crocker, Mr. Hall, Ms. Oliver, Ms. Vickers, and Ms. Martin.

Position Paper RE: 157 Trauma Rule Revisions (Legislative Workgroup)

Mr. Cloud reported that work continues with this task and that he has received the TTCF compiled feedback from previous meetings.

TCRN Recognition

There was agreed support to continue the coin recognition award for members that obtain TCRN certification.

Vendor Support

Mr. Betts stated that the two vendors from last year have committed to attending all 2019 quarterly meetings, including February's Capitol Day meeting.

Officer / Board Reports

Immediate Past President - *Robin Garza*

No report offered

President-Elect - *Lori Robb*

No report offered

Secretary - *Brett Dodwell*

Mr. Dodwell reported the total 2018 paid membership at 185. He announced the 2018 website update summary as; mission statement, electronic membership, memoriam module, committee/workgroup pages, on-line store including tourniquets, and concurrent calendar. He charged the Board with increasing the support for the June 2019 silent auction by soliciting more significant donation items and included the website donation letter has been updated for 2019. There was also a request for updated Board Member pictures with the suggestion to use the newly purchased TTCF display banner as a uniform background for all pictures.

Treasurer -*Jacky Betts*

Mr. Betts announced the 2019 meeting logistics have been secured with the exception of the November 2019 date. There was a discussion with agreement to lease 2 buses for the Capitol Day meeting to provide travel from the hotel at 0900

and a return at 14:30. There was agreement to reconvene the General Meeting at 15:00 for a short debriefing and wrap up from the Capitol visits. Mr. Betts reminded the leadership that budgets must be submitted by today.

Director at Large #1 and #2 – Garrett Hall / Tracy Cotner-Pouncy

Mr. Hall suggested creating a TTCF twitter page and linking same to Facebook and Instagram. Mr. Hall agreed to spearhead the initiative. The created twitter feed was established as @texasa trauma. There was also agreement to use the GoToMeeting tool for 2019 Board Meeting telco calls.

Parliamentarian - Courtney Edwards

Ms. Edwards agreed to lead the workgroup for annual SOP/Bylaw revisions and solicited assistance. She also voiced that the needs assessment survey indicated a 50/50 support for tenure and suggested a non-lifetime term limit. Discussion ensued relating to consecutive term limits and Board versus Committee tenure. There were no decisions made and the item was tabled for future Board review.

Historian - Kathy Rodgers

No report offered

Committee / Workgroup Reports

Public Relations/Legislative - Marvin Cloud / Vacant

Mr. Cloud submitted a written budget and report including 2019 goals. It was reported that Co-Chair Delagarza has resigned and the position is vacant. He reported that Capitol Day organization continues and displayed the newly purchased TTCF conference booth banner.

Education - Lauren Ernst-Prouty / Dawn Koepp

Ms. Prouty announced that work is being done to make the CE sign-in process more efficient at General Membership meetings and that another venue for CE awarding is being researched. The workgroup plans to use the GoToMeeting tool for 2019. Ms. Prouty submitted a written budget and goal sheet for 2019.

Fundraising / Finance - *Christi Reeves / Cassandra Onofre*

Ms. Reeves reported that total 2018 sales amounted to \$1,222.50. She provided a PowerPoint presentation related to potential T-shirts that included four design options. She was charged with sending the designs to the membership for input and feedback. There were suggestions for new merchandise that included: phone stands, journal books, and writing pens. There was voiced support to purchase the journal books @ \$6.57 each.

Injury Prevention - *Jennifer Northway / Kelsie Reeh*

Ms. Northway announced that a report including 2019 budget and goals was submitted. There was a discussion related to the Committee's scholarships and the voiced need to clearly annotate the scholarship requirements. Ms. Northway agreed to revise the scholarship form.

Level I/II - *Sheila Lopez / Danielle Sherar*

Ms. Lopez reported that the goals will be submitted prior to the next meeting.

Level III - *Melanie Leonard / Ginger Cunningham*

Ms. Leonard submitted a written 2019 budget and goal report.

Level IV - *Janice Markwardt / Joy Henry*

Ms. Markwardt agreed to email Mr. Dodwell a 2019 budget and goal report.

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

Ms. Crocker submitted a 2019 budget and goal report and announced that the TTCF membership book will not be distributed at the February meeting but will be at the remaining 3 quarterly meetings. It was announced that the books will be revised only once per year for efficiency and that hyperlinks to resources will be distributed within the books to reflect frequent changes. It was announced that Ms. Bolenbaucher will create hand-written notes to each new member in 2019. There are also plans to publish new members in the quarterly E-newsletter.

Special Populations - *Jenny Oliver / Jessica Vickers*

Ms. Oliver submitted a 2019 budget and goal report and announced recent TQIP best practice guidelines for pediatric imaging.

Registry - Irene Lopez / open

Ms. Lopez reported that meeting presentations will focus on small amounts of information distribution. There was a suggestion to conduct a macro grand overview of trauma registries at one of the meetings. Ms. Cotner-Pouncy nominated Michael Shiels as the Committee Co-Chair.

Annual Awards

Ms. Jennings announced that an ad hoc group will meet to determine award designations for TTCF Lifetime Achievement Award, and TTCF Trauma Champion Award.

Open Forum

Mr. Dodwell announced that the Texas TQIP Coalition announced at the Anaheim meeting that a new Vice Chair position will be created and that nominations and elections will be conducted at the February Austin meeting.

Adjournment

The meeting was adjourned without dissent by President Jennings at 15:00. The next scheduled TTCF Board Meeting is February 25, 2019 in Austin.

Recorded by,

*Brett Dodwell
TTCF Secretary*