



Texas Trauma Coordinators Forum

## BOARD MEETING MINUTES

**February 25, 2019**  
**Wyndham Garden Hotel, Austin, Texas**

**Board Members Present:** Sherry Jennings, Lori Robb, Brett Dodwell, Courtney Edwards, Garrett Hall, Janice Markwardt, Joy Henry, Jennifer Northway, Jessica Vickers, Christi Reeves, Dawn Koepp, Melanie Martin

**Members Present:** Julie Hollan, Trey Babino, John Coley, Emily Onofre, Rob Terry, Shelbea Comer, Paula Jones, Karen Pollard, Rosa Dilley, Ashley Kopech

The meeting was called to order by President Jennings @ 18:03 with agendas and sign-in sheet provided. A quorum was established.

There was a motion to approve the published January 11, 2019 TTCF Board Meeting minutes by Jennifer Northway with a second had by Garrett Hall. There were no suggested revisions or discussions and the motion passed unanimously.

### **Presidents Announcements – Sherry Jennings**

2019 TTCF Member Needs Assessment – Ms. Jennings reported that additional membership input since the January Strategic Planning meeting is minimal and that this will be addressed to the general membership tomorrow.

Strategic Planning Meeting (Jan 2019) – The 2019 meeting dates were reiterated by President Jennings. It was further stated that TTCF has excellent representation in leadership positions of all major trauma organizations. The decision to use the GoToMeeting tool for all 2019 Board meetings was reiterated, as was the June 24, 2019 date for the TTDEC course offering. There was a reminder for TTDEC presenters to return any module revisions to Ms. Prouty by March 2019. There was a challenge to the board to solicit substantial silent auction items for the June auction with a reminder that donation and thank you letters can be downloaded from the TTCF website. It was also announced that the 2018 Trauma Champion Award and the 2018 Trauma Lifetime Achievement award will be deferred to the June 25, 2019 meeting.

Bylaws / SOPs – Courtney Edwards reported that revised draft documents have been completed. There was significant discussion related to the repeated suggestion that term limits be adopted for all elected Executive Board and appointed Committee/Workgroup leadership positions. There was concern expressed for the significant turnover rate of leadership positions and how the potential inability of Executive Board members to fulfill a complete election term could detrimentally affect the organization. The unique duties and logistical specifics of the Secretary and Treasurer positions were discussed in reference to website operations, list server operations, domain name operations, banking accounts, financial ledgers, notary operations,

and contract coordination. Several options were explored to ensure the operational health of the organization while adopting term limits. A consensus was reached to formulate two new positions; Secretary Elect and Treasurer Elect. A newly elected Secretary and a newly elected Treasurer would serve a one year orientation period consecutively with the existing Secretary and/or Treasurer to ensure the complete transition of all duties, and to exhibit the sustained commitment and ability to serve the tenure of the Executive Board positions. It was further agreed that nomination eligibility criteria would be established for all Executive Director Positions. A nominee would have to demonstrate four years of experience in a TTCF leadership position, such as Committee/Workgroup Chair or Co-Chair. It was further agreed that maximum tenure would be defined as two consecutive terms, would not be retroactive to the adoption of new Bylaws/SOPs, and would not be lifetime limited. An ad hoc Board meeting was scheduled for March 28, 2019 to review the additions to the Bylaws/SOPs prior to publishing to the TTCF website for general membership review.

Scholarships - There was also discussion relating to TTCF scholarship criteria which resulted in the determination that all scholarship awardees must be a current TTCF member and meet the current meeting attendance qualifier.

### **Officer/Board Reports**

#### **President-Elect** – *Lori Robb*

No report offered.

#### **Secretary Report** – *Brett Dodwell*

Mr. Dodwell reported there are 64 current 2019 paid TTCF members and that 65% of the TTCF Board are lacking current memberships. It was reported that 59 members paid electronic meeting fees for tomorrow's meeting. Mr. Dodwell agreed to reposition the electronic membership hyperlink higher up on the TTCF homepage to facilitate membership sign ups.

#### **Treasurer Report** – *Jacky Betts*

In absentia Mr. Betts produced a written itemized financial report reflecting a CY2018 P&L of: Total Income \$32,407.96 minus Total Expenses \$31,202.19 for a Net Income of \$1,205.77  
A current total liabilities & equity statement dated December 31, 2018 reflects a current balance of \$24,455.80

There was a motion to accept the presented financial report by Brett Dodwell with a second had by Sherry Jennings. There were no further discussions or objections and the motion passed. An itemized organizational proposed 2019 budget report was presented for Board adoption which included committee and workgroup budgets. There was a request to move the Capitol Day bus expenses out of the PR/Legislative budget for next year and also a discussion to itemize scholarship budgets into their own line item moving forward. There was a motion to approve the 2019 budget, with changes to the bus expense, by Lori Robb and a second was had by Courtney Edwards. There were no dissensions or objections and the motion passed.

**Director At Large Report** – *Garrett Hall, Tracy Cotner-Pouncy*

Mr. Hall requested any documents needed for the next GoToMeeting format, be email to him prior to the next Board meeting. It was announced that the official TTCF Twitter account is @texasa trauma and has been established by Mr. Hall. It was also announced that the twitter format will be used to communicate at tomorrow's Capitol Day.

**Parliamentarian Report** – *Courtney Edwards*

Ms. Edwards reminded the Board that HB 496 has been filed in the 86<sup>th</sup> Legislature and pertains to STB training for public and private state high schools.

**Historian** – *Kathy Rodgers*

No report offered.

## Committee Reports

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

Ms. Martin reported no updates.

Trauma Registry – *Irene Lopez, Michael Shiels*

Ms. Lopez reported there is movement to schedule a AIS (2005 with 2008 updates) course at STRAC and a TARP course for CSTR exam preparation. There is a ATS Trauma Registry Course scheduled for March 30-31 in Houston hosted by Texas Children's Hospital. Mr. Shiels was introduced as the Committee's new Co-Chair.

Special Populations – *Jenny Oliver, Jessica Vickers*

No reported updates.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

No reported updates.

Level I / II – *Sheila Lopez, Danielle Sherar*

Ms. Robb will lead tomorrow's meeting in absence of the committee's Chair and Co-Chair.

Level III – *Melanie Leonard, Ginger Cunningham*

The Level III and Level IV Committees will conduct a joint meeting tomorrow in absence of the Level III Chair and Co-Chair

Level IV – *Janice Markwardt, Joy Henry*

The Level IV Chair will lead a joint meeting during tomorrow's timeslot.

## Workgroup Reports

### Public Relations / Legislative – Marvin Cloud, Vacant

Mr. Cloud discussed TTCF specific talking points for tomorrow's Capital Day visits and distributed the TTCF produced 86<sup>th</sup> Legislature handbook. Greeting bags were also produced for TTCF members to distribute at their meetings with legislators tomorrow. Mr. Cloud also announced the workgroup's Co-Chair vacancy. Mr. Cloud also presented the Board the completed conference promotion banner and was recognized for his formative leadership in getting the banner created and produced.

### Education – Lauren Ernst, Dawn Koepf

Ms. Koepf announced the CE presenters for the June 25<sup>th</sup> meeting have been secured and that work continues on the task of recording the TTDEC course for CE offering.

### Fund Raising / Finance – Christi Reeves, Cassandra Onofre

Ms. Reeves reported that TTCF polo shirts and fleece jackets are available for purchase to wear at tomorrow's Capitol Day visit. New TTCF merchandize items continue to be developed.

**Ad Hoc Board Meeting** – it was ordered that a Ad Hoc TTCF Board meeting be conducted at 13:00 on March 28, 2019 to review the latest revisions to the TTCF Bylaws and SOPs. Mr. Dodwell agreed to send Outlook invite reminders to the Board.

### **Open Forum – All**

The Board was relayed the sincere gratitude that the Wanda Wiktorik family expressed for TTCF's condolences and participation in her 'celebration of life.'

It was also announced that there is an ATS Injury Prevention Course available in Houston on April 6-7, 2019 that will be hosted by SETRAC.

There was a motion to adjourn the meeting by Marvin Cloud with a second by Jessica Vickers. There were no further items presented for the Board's attention and the meeting was adjourned without objection.

The next scheduled TTCF Board meeting is via telco at 13:00 on March 28, 2019. The next scheduled 'in person' TTCF Board meeting is at 18:00 in Austin on June 24, 2019.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***