



Texas Trauma Coordinators Forum

## **BOARD MEETING MINUTES**

**June 24, 2019**

**Wyndham Garden Hotel, Austin, Texas**

**Board Members Present:** Sherry Jennings, Lori Robb, Brett Dodwell, Jacky Betts, Courtney Edwards, Kathy Rodgers, Garrett Hall, Tracy Cotner-Pouncy, Sheila Lopez, Danielle Sherar, Melanie Leonard, Janice Markwardt, Joy Henry, Jennifer Northway, Kelsie Reeh, Marvin Cloud, Christi Reeves, Cassandra Onofre, Lauren Prouty, Dawn Koepp, Irene Lopez, Michael Shiels, Rosie Bolenbaucher.

**Members Present:** Trey Babino, John Coley, Julie Hollan

The meeting was called to order by President Jennings @ 18:05 with agendas and sign-in sheet provided. A quorum was established.

There was a motion to approve the published May 16, 2019 TTCF Board Meeting minutes by Christi Reeves, with a second had by Jacky Betts. There were no suggested revisions or discussions and the motion passed unanimously.

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

Bylaws / SOP Approval – Ms. Jennings announced that the Board approved the Bylaw and SOP revisions at the May 2019 meeting and that an overview of the revisions has been posted to the website for review, in addition to the posting of all revised documents. Voting ballots have been created and will be distributed at tomorrow's General Meeting.

Silent Auction – Board members were solicited for auction item contributions at tomorrow's meeting.

TTCF vendor booth at TQIP – There was an in-depth discussion on funding a TTCF vendor booth at the 2019 Dallas TQIP conference, including fees, expenses, and operational manpower. The intent and purpose of the booth from a TTCF perspective was also discussed. The early registration fee for the booth was quoted as \$1650 and there was also a suggestion to fund the 'banner fee' additional option at \$375. There was a motion to fund and operate a booth at the Dallas TQIP conference including the banner fee by Courtney Edwards with a second had by Melanie Leonard. There was no opposition or dissent and the motion passed. Operational hours and manpower for the booth was set to be formalized by the 3<sup>rd</sup> TTCF quarterly meeting.

## Officer/Board Reports

### **President-Elect** – *Lori Robb*

No report offered.

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

Mr. Dodwell reported there are 105 current paid TTCF members and that all Board members have paid CY2019 memberships. He announced that the annual awards have been created and are ready for distribution at tomorrow's meeting. It was also noted that 30 new member booklets have been purchased for tomorrow's meeting. There was acknowledgement that the minutes and newsletter archives page of the website are not functioning and a solution is in progress.

### **Financial Report** – *Jacky Betts*

Mr. Betts presented a written itemized financial report reflecting a CY2019 P&L of: Total Income \$8,426.96 minus Total Expenses \$7,180.31 for a Net Income of \$1,246.65

A current total liabilities & equity statement dated June 21, 2019 reflects a current balance of \$24,952.45

It was noted that 38 paid fees for the TTDEC course were collected, with 36 participants attending today's course.

There was a short discussion related to the number of vendors TTCF was willing to accept per meeting to forgo oversaturation of physical space during meetings with the agreed upon maximum limit of three per quarterly meeting.

Mr. Betts also suggested that it might be beneficial to relocate the hotel location for the CY20 TTCF meetings related to the space availability and amenities of the current hotel. He agreed to collect bids and to report back to the Board.

In closing, Mr. Betts announced that the location for the November 2019 TTCF meetings will likely be at the Downtown Fort Worth Hilton with confirmation to be determined.

### **Director At-Large Report** - *#1 Garrett Hall, #2 Tracy Cotner-Pouncy*

No report offered.

### **Parliamentarian Report** – *Courtney Edwards*

Mr. Edwards confirmed the voting logistics are in place for tomorrow's Bylaw/SOPs revision vote. It was also announced that the nomination link for Board positions has been distributed via the list-server and that nominations will also be accepted at the 3<sup>rd</sup> quarterly meeting prior to Board position elections.

### **Historian** – *Kathy Rodgers*

Ms. Rodgers announced that photos continue to be taken and uploaded to the TTCF Facebook page.

## Committee Reports

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

Ms. Bolenbaucher announced tomorrow's meeting has been prepared.

### Trauma Registry – *Irene Lopez, Michael Shiels*

Ms. Lopez announced that the next LunchNLearn dates will be confirmed and announced in the near future. It was also noted that the 1Q19 TQIP submission deadline has been extended to July 10<sup>th</sup>.

### Special Populations – *Jenny Oliver, Jessica Vickers*

*No report offered.*

### Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Northway announced there has been an increase in the number of scholarship applications, although there have not yet been any applications that have qualified for the awards.

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

Ms. Lopez announced that the committee will conduct tomorrow's meeting in the usual format and focus.

### Level III – *Melanie Leonard, VACANT*

Ms. Leonard reported that tomorrow's meeting will utilize an open meeting format that is consistently supported by the attendees. Ms. Leonard announced there has been interest expressed for the committee's vacant Co-Chair positions and a confirmation is expected in the near future.

### Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt reported that an open format is scheduled for tomorrow's committee meeting.

## Workgroup Reports

### Public Relations / Legislative – *Marvin Cloud, VACANT*

Mr. Cloud thanked the Board for its support and effort in assisting with Capitol Day and the continued financial support of the state trauma system by the 86<sup>th</sup> State Legislature. He also announced that the quarterly newsletter has been created and published to the TTCF website.

### Education – *Lauren Ernst, Dawn Koepf*

Ms. Prouty reported that the online confirmation link for the awarding of CEs will significantly reduce the current cumbersome process of obtaining CE certificates.

Fund Raising / Finance – Christi Reeves, Cassandra Onofre

Ms. Reeves announced the creation of a new store merchandise item, a TTCF spiral notepad with pen and business card holder. The Board agreed to the suggested retail pricing of \$10 per notepad. Ms. Reeves also announced that additional acquisitions of the red polo shirt are in progress and that work continues on a potential TTCF T-shirt for sale. Ms. Northway agreed to provide bid sheets for tomorrow's silent auction items.

**Open Forum – ALL**

Rosie Bolenbaucher requested permission from the Board to support a moment of silence for her local project 'Asher's Avengers' during tomorrow's meeting. Ms. Jennings agreed to hold a general moment of silence at tomorrow's meeting.

**Adjournment** – There being no other business brought for the Board's attention, the meeting was adjourned by President Jennings at 19:15. The next scheduled TTCF Board meeting is via telco at 13:00 on August 15, 2019.

*Recorded by,*

*Brett Dodwell  
TTCF Secretary*