



Texas Trauma Coordinators Forum

TTCF BOARD MEETING MINUTES

August 14, 2017

Wyndham Garden Hotel Austin, Texas

Board Members present: Robin Garza, Sherry Jennings, Jacky Betts, Brett Dodwell, Danielle Sherar, Kathy Rodgers, Lori Boyett-Robb, Tracy Cotner-Pouncy, Sheila Lopez, Joy Henry, Jennifer Northway, Kelsie Reeh, Jessica Vickers, Marvin Cloud, Jennifer Kraatz, Amy Schopperth, Angie Juracek, Christi Reeves, Irene Lopez, Garrett Hall, Rebecca Crocker, Rosie Bolenbaucher, and Melanie Martin.

Members present: Matt Richards, Cassandra Onofre.

The meeting was called to order at 1803 by President Garza. A sign-in sheet was utilized and agendas were distributed.

Wyndham Garden Hotel staff (Jennifer Schlabach and Jessica Wolf) addressed the Board per request and thanked the leadership for using the hotel for TTCF meetings for the past 2 years and additionally expressed the desire to handle any suggestions for improvement with TTCF operations.

There was a motion by Marvin Cloud to accept the July 20, 2017 TTCF Board meeting minutes as posted on the website. There was a second by Christi Reeves. There was no discussion or dissent and the motion passed.

Presidents Announcements – Robin Garza

Action Items

Workgroup: Flash Drive revision project. Ms. Jennings reported that she has received 160 blank flash drives from Ms. Schopperth. Ms. Jennings will continue to work with Mr. Dodwell to populate the flash drives with the 242 revision documents and to populate the documents for password protected website member access. Dropbox and zip file avenues are being researched. A project completion date was set for the November 2017 meeting.

Workgroup: Organizational Membership Deliverables. Ms. Rodgers reported that facility designation level name badges will be utilized at tomorrow's meeting. This action item is now designated complete.

Workgroup: TPM Manual. Ms. Garza continues to dialog with Ms. Putz of TETAF for TTCF/TETAF collaboration. An available workgroup consisting of Mr. Betts, Mr. Dodwell, Ms. Markwardt, Ms. Williams, and Ms. Reeves remains active in the project.

Ask the Surveyors – Ms. Garza assigned 5 board members to supply questions for tomorrow's general membership meeting.

Items for Discussion

Office Nominations – The Board was reminded that electronic nominations for tomorrow’s election of Treasurer, Historian, and Director At Large #2 have been available to the membership since the May 2017 meetings. Ms. Garza reported that all positions have received nominations and the election will be held tomorrow.

Members’ best practices posters/articles – The Board was solicited to showcase and disseminate the need for members submissions.

Vendors – It was reported that three vendors have paid for presentations at tomorrow’s general membership meeting, with Z-Medica presenting a 15-minute address to the membership. CSL Behring, North America Rescue, Z-Medica

Newsletter – Ms. Garza led a discussion relating to the continuation of the quarterly TTCF newsletter. The Board is scheduled to receive general membership feedback at tomorrow’s meeting. Mr. Cloud presented a newsletter workgroup report to the Board and hardcopies of the August newsletter, which has also been available on the website. Submissions and participation by TTCF leadership was reiterated as critical support to produce the newsletter.

Officer/Board Reports

President Elect – *Sherry Jennings*

No report offered.

Secretary’s Report – *Brett Dodwell*

Mr. Dodwell reported there are currently 173 paid annual members, of which 67 are inaugural members. He also reminded the Board that the official TTCF PowerPoint format is posted on the Resources tab of the website under ‘Administrative Archives’. Mr. Dodwell solicited a motion to remove the hardcopy TTCF annual membership application from the website. There was discussion related to the cumbersome and legibility difficulty of processing handwritten membership applications. There was agreement to continue to offer handwritten applications for in-person registration at the quarterly meetings. There was a motion to remove the hardcopy application from the website by Jennifer Northway with a second by Jacky Betts. There was no dissent and the motion passed. Mr. Dodwell also solicited a motion to change the annual membership term from the current February to February timeframe, to a January to January timeframe. The motion was voiced by Sheila Lopez and a second was had by Christi Reeves. There was no dissent and the motion passed. Mr. Dodwell will make the necessary changes to the website and forms. The subject of institutional memberships was briefly discussed with the Board agreeing to discuss in further detail at a future board meeting.

Financial Report – *Jacky Betts*

Mr. Betts presented an itemized written report dated August 10, 2017 reflecting Total Liabilities & Equity of \$20,833.13 Mr. Betts also informed the Board that there are a few rooms remaining for the November meeting block at the Fort Worth Hilton. Lastly he reported that the DSHS GETAC dates and locations have yet to be finalized. There was a brief discussion of the projected TTCF meeting locations.

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

No report offered.

Parliamentarian Report – *Danielle Sherar*

Ms. Sherar reported that the election logistics are on track for tomorrow’s election.

Historian Report – *Kathy Rogers*

No report offered.

Committee Reports

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

Ms. Crocker reported that a 'working lunch' session is planned for the breakout meeting tomorrow.

Trauma Registry – *Irene Lopez, Garrett Hall*

Ms. Lopez reported that the committee 'Lunch N Learn' offerings continue and referred viewing the TTCF webpage calendar for details. It was also announced that DSHS registry validation reports will be discussed at tomorrow's meeting.

Special Populations – *Jenny Oliver, Jessica Vickers*

No report offered.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

JN reports scholarship application published on website

Level I / II – *Sheila Lopez, Jo-ell Lohrman*

No report offered.

Level III – *Sandy Williams, Drew Seelman*

Mr. Betts reported that the committee leadership will not be available for tomorrow's meeting. DAL #2 Cotner-Pouncy will lead the committee's breakout meeting tomorrow.

Level IV – *Janice Markwardt, Joy Henry*

No report offered.

Workgroup Reports

Public Relations / Legislative – *Marvin Cloud, Jennifer Kraatz*

Mr. Cloud provided a written report to the Board and led a discussion on the future of the quarterly newsletter, reminding the Board that committee leadership support and submissions for the newsletter are critical to its production. Mr. Cloud also reported that the workgroup continues to closely track the 85th State Legislature special session in progress. Ms. Kraatz also discussed the newsletter and a potential dedicated budget for its production and hardcopy distribution.

Education – *Angie Juracek, Christi Reeves*

Ms. Juracek reported that the recent workgroup webinar meeting was successful, however the attendance was minimal. It was announced that the webinar meeting presentation has been published on the workgroup page of the TTCF website. The workgroup leadership also solicited the Board for future CE offering presentation speakers and subjects.

Fund Raising / Finance – *Amy Schopperth, vacant*

Ms. Schopperth announced that the workgroup has selected a new Co-Chair, Ms. Cassandra Onofre of Frio Regional Hospital. Ms. Schopperth also announced the acquisition and website store publication of several new merchandise items including umbrellas and thermal cups. She encouraged the Board to visit the website store and to disseminate the store offerings to the general membership.

Open Forum – ALL

Ms. Garza encouraged the committee and workgroup leadership to populate their website webpages. The leadership was requested to send desired publication documents to Mr. Dodwell for webpage population.

Ms. Jennings requested that research be conducted into the possibility of sending out meeting reminders via electronic tool(s), i.e. 'Remind 101', etc. Mr. Dodwell agreed to report back to the Board on this suggestion.

Ms. Garza reminded the committee and workgroup leadership that annual goal assessments are due at the November meeting, including a report to the Board related to same.

Adjournment – There being no further business presented to the Board for consideration, the meeting was adjourned without dissent by President Garza at 19:25.

The next scheduled TTCF Board meeting is October 19, 2017 via webinar and November 17, 2017 at 0800 Downtown Fort Worth Hilton.

Recorded by

***Brett Dodwell,
TTCF Secretary***