



Texas Trauma Coordinators Forum

EXECUTIVE BOARD MEETING MINUTES

August 16, 2010

18:30 – 20:30

Embassy Suites Austin Central

5901 North IH 35, Austin, Texas

Call to Order

Scott Christopher called the meeting to order at 1835. Carie Albury from Nacogdoches Memorial Hospital was introduced as a first-time attendee to TTCF.

May 2010 Board Meeting Minutes Review and Approval

The minutes from the last meeting were reviewed and approved as written with a motion by Brenda Putz and a second from Earvin Baker.

President Announcements

- Nomination for President-Elect, Secretary, Director-at-Large #2, Parliamentarian
Scott discussed the elections of members into expiring positions. Robin Garza reported that she has printed ballots for tomorrow. The positions up for re-election and those nominated at the May meetings are as follows:
President Elect - Tracy Cotner-Pouncy, Marvin Cloud, Lisa Price, Jerri Pendarvis
Secretary - Brett Dodwell
Director at Large # 2 - Lori Boyett, Marilyn McFarland, Terri Christy
Parliamentarian - Robin Garza
The committee discussed scenarios where a current Board member would hold two positions simultaneously. The Board members affected by this potential scenario can consider declining their nomination for the new position.
- Silent Auction
The Silent auction crew is busy planning for a successful event. They have many nice items. Various forms have been created to facilitate the process. Jacky Betts confirmed that monetary change would be available. The Board discussed and agreed that the proceeds of this silent auction will go to Ram Perez for his medical expenses. The group agreed to raffle off the EZ-IO kit donated. The committee also discussed the idea of raffling off the two TTCF laptop computers.
- ACS State Survey Report
President Christopher encouraged all to read the survey report. There are lots of recommendations.
- Follow-up on Letter Supporting Pediatric Level III Designation
President Christopher shared the position statement for level 3 pediatric facilities and TDSHS response. Janet Pointer shared her experience with her recent consultation survey. Her report is pending.

- EMS & Trauma Funding Coalition Meeting
President Christopher encouraged all to attend the Trauma Funding Coalition Meeting tomorrow at 3:00 pm.
- Meeting Dates
Jacky reported the November 2010 meeting will be at the Courtyard Marriott on 4th street. The GETAC meeting dates for 2011 were provided by President Christopher. The TTCF meetings for 2011 will be February 22, May 10, August 16 & November 19. Jacky is working on a hotel for next year. He is looking at Embassy Suites downtown, this Embassy Suites and the Omni South. A date was set for the TTCF Strategic Planning in Corpus Christi on 1-7-10. Jacky Betts made the motion to approve the date and location with a second by Marvin Cloud.

Financial Report

Jacky Betts presented the Financial Report. See Attached. We currently have a balance of \$24,931.41. Our profit loss statement reveals that we have spent more than we take in (-\$3,353). Janet Pointer made a motion to accept the Treasurer's Report with a second from Terri Christy. The committee discussed ways to save money; such as getting vendors to come to the meetings and having the meetings at a location that does not charge for meeting space. Brenda Putz pointed out that we do not make any money and incur expenses related to the 1-day nursing tract at the EMS conference.

Bylaw Revisions Review

We will vote on the bylaws tomorrow as they have been on the website for over 30 days for review. Robin Garza discussed the changes.

Institutional Memberships

Institutional membership was discussed and a survey monkey will be sent out to determine if this is something facilities would prefer. This would enable facilities to purchase a membership for the entire facility so if the trauma coordinator left the facility would still be in the loop. Other information to include on the survey will be what would your facility pay and what benefit(s) is expected. The group discussed issues related to a hospital 'system' enrolling. The idea of charging per bed was briefly entertained.

Board Member Shirts

Janet Pointer found some V-neck shirts that were about \$28.00 each that were designed for women. Cheryl Dykes brought in a moisture wicking shirt that was very nice. Janet will get bids on this type of shirt.

TTDEC Evaluations Report

We received the evaluation report from the TDEC course last May and the results were very good with very few negative comments.

Emergency Nurses Association Partnerships

- Continuing Education – Texas Childrens Hospital will not provide TTCF nursing CE in 2011. The ENA offers CE for \$25/hour. After lengthy discussion, the Board agreed to look to a facility within the organizational membership to provide CE for 2011.
- Representative / Liaison Travel – We have 2 members that have offered to be official liaisons. TTCF appreciates our members attending other organizations and bringing back the information, however, the committee does not feel that TTCF can support their expenses to attend these meetings.

Committee Reports and Mid-Year Review of 2010 Goals

Committee chairs were reminded by Jacky Betts that their 2011 budgets are due this week.

1. Membership / Mentorship – *Wendi McNabb, Tracy Cotner-Pouncy*
Tracy reported that membership cards will be handed out tomorrow.
2. Fund Raising / Finance – *Cheryl Dykes, Barbara Dillingham*
New Board shirts will be discussed and we will vote for color and sleeve length. Cheryl discussed a new pad-folio that we will be ordering. The suggestion of selling a suitcase with the TTCF logo was mentioned. We have an EZ IO Drill that was donated that we will raffle off tomorrow. The secretary laptop will be placed in the silent auction.
3. Level 3 – *Jerri Pendarvis, Lori Boyett*
Jerri reported “Presenting Cases with Critical Discussion at PI” will be tomorrow’s topic.
4. Level 4 – *Lisa McClammy, _____*
Lisa reported that her committee will discuss the bylaws and that she needs a co-chair.
5. Trauma Registry – *Tammy Morgan, TJ McDowell*
Tammy reported that her committee will discuss the Trauma Registry and designation. President Christopher will also speak to the group on surveyor expectations.
6. Public Relations / Legislative – *Earvin Baker, Terri Christy, Jose Espinoza*
Earvin apologized for not getting the newsletter done. He has had staffing issues at his facility. He is working on articles for the next newsletter and asked all to submit information and articles early for the next one. Terri discussed support of the Trauma Funding Coalition and the meeting tomorrow.
7. Pediatrics – *Janet Pointer, Brad Goettl*
Janet reported that the Pedi Pearls are done and just need to be printed. They will be distributed in November at no charge. Janet is not sure if Brad will stay on a co-chair since he has changed jobs, so we may need a new co-chair.
8. Injury Prevention – *Kara Tapley, Tammy Hanson*
Kara reported that her committee is looking for some new articles. The next TIPS course will be held on 2-21-11. This committee would like to add events to the TTCF calendar on the website. Jacky mentioned a concussion program named ZEST available by the football helmet manufacturer. He will get the information to this committee.
9. Education – *Courtney Edwards, Cindy Jenkins*
The CEU’s for the Nursing Track of the Texas EMS Conference will be provided by Parkland. Lisa Price reported that the education for tomorrow meeting will be SBIRT Alcohol Intervention. All of the education topics for the EMS Conference are lined up.

Open Forum

- President Christopher presented the current inventory which will be turned over to Cheryl Dykes tomorrow.
- The November Board meeting will be held on Saturday, November 20, 2010. This meeting will be held at a restaurant, location to be announced.
- The extra add on education for the next year is as follows: February-TIPS, May TEDEC, August-possible TNCC Instructor class. The TNCC Instructor Course will require more discussion.

Adjourn

The next Board meeting will be during lunch on November 20th, with the location TBA. The meeting was adjourned at 2025 after a motion to adjourn by Janet Pointer and a second by Terri Christy.

Respectfully,
Wanda Wiktorik, TTCF Secretary