



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

November 18, 2016
Hyatt Regency Dallas

Board Members in Attendance: Robin Garza, Jacky Betts, Brett Dodwell, Daniel Sherar, Kathy Rodgers, Lori Boyett, Jo-ell Lohrman, Janice Markwardt, Joy Henry, Kelsie Reeh, Jenny Oliver, Sandie Williams, Christi Reeves, Tracy Cotner-Pouncy, Rebecca Crocker

Members in Attendance: Elena Guajardo, Melanie Martin, Jessica Vickers, Amy Schopperth

Call to Order – The meeting was called to order by President Garza at 0800 and a quorum was established.

October Board Meeting Minutes – There was a motion to correct one typographical error and approve the TTCF October 20, 2016 Board meeting minutes by Rosie Bolenbaucher with a second by Christi Reeves. There was no dissent and the motion was passed.

Presidents Announcements – Robin Garza

Workgroup: Flash Drive revision – Ms. Crocker reported that the workgroup had received submissions since the October 20 meeting. There was a suggestion to send out specific subjects that are still lacking documents by subject matter.

Workgroup: Organizational Membership Deliverables – Ms. Rodgers reported there were a total of 64 responses by the membership; 77% reported the fee structure as 'fair' and 50% reported they would be willing to pay increased fees for additional deliverables. There was a suggestion to offer color specific shirts based on facility designation level and a additional suggestion to provide 'new member' buttons for members attending their first meeting.

Members' best practices posters/articles – It was reported that Ms. Edwards would bring today's display.

Swearing in of new board members – it was reported that the oath of office would be conducted at the end of today's General Membership Meeting.

Strategic Planning Meeting – It was announced that the meeting date is set for January 6, 2017 in the metro Houston area with a specific location TBA.

Vendors – Mr. Dodwell reported that AHC has expressed an interest in scheduling an annual offering at the May meetings and that the Plano Burn Center has a display booth at today's meeting registration table.

TTCF 2016 Awards – It was announced that nomination ballots for the awards will be distributed via survey monkey prior to the January 2017 meeting. There was a suggestion to supply previous award winners on the ballot announcement.

Officer/Board Reports

Immediate Past President Report – *Courtney Edwards*

No report offered.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell reported that the 'go live' date of January 2017 is on track for the publishing of the new TTCF website.

Financial Report – *Jacky Betts*

Mr. Betts supplied an itemized written report reflecting a P&L statement from January 1, 2016 through November 16, 2016 Total Income \$33,478.83 minus Total Expenses \$31,031.58 for a Net Income of \$2,447.25. Current Balance statement reflecting Total Liabilities & Equity Balance of \$22,238.34 The 2017 meeting dates were announced as:

February 21

May 9

August 15

November 17

At-Large Report - *#1 Lori Boyett, #2 Sherry Jennings*

Ms. Cotner-Pouncy was appointed to the DAL #2 position by President Garza in relation to Ms. Jennings movement to the President-Elect position. There will be a DAL #2 special election at the February 2017 meeting per bylaws.

Parliamentarian Report – *vacant*

Ms. Sherar will be taking the Oath of Office at today's General Meeting.

Historian – *Kathy Rogers*

Ms. Rodgers reported that the flash drive contains 56 pictures and will be shown during breaks at today's meeting. She also solicited the Board for old TTCF pictures.

Committee Reports

Membership / Mentorship – *Tracy Cotner-Pouncy, Rebecca Crocker*

Ms. Crocker has been appointed to the Chair position with a Co-Chair scheduled to be selected today. Ms. Crocker announced that she will provide TTCF stickers for new member packets and entertained a suggestion for new members to eat lunch together to further inaugural meeting orientation.

Trauma Registry – *Irene Lopez, Garrett Hall*

No report offered.

Special Populations – *Jenny Oliver, Jessica Vickers*

Ms. Oliver announced that Jessica Vickers has been appointed to the Co-Chair position. She further stated that the gerontology focus of the committee for 2016 has been completed and the 2017 focus will be obstetrics and special needs populations.

Injury Prevention – *Jennifer Northway, Kelsie Reeh*

Ms. Reeh reported the committee will solicit subjects for their 2017 focus.

Level I / II – vacant / Jo-ell Lohrman

Ms. Lohrman reported that a decision on the nominees for the Chair position will be reached today.

Level III – Drew Seelman, Sandie Williams

Mr. Seelman reported that Sandie Williams has been appointed to the Chair position and that he will occupy the Co-Chair position. Ms. Williams announced that the recently completed STRAC TPM manual is available via the STRAC website. The manual is intentional generally focused with the intent of users to customize the manual to specific situations, including a Texas focus. There was a recommendation for TTCF to form a workgroup to customize the document and possibly offer the customization in the TTDEC course. Ms. Williams will lead the workgroup and interested members were asked to contact her for workgroup scheduling.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt announced that today's meeting focus will be related to the re-designation survey process.

Workgroup Reports

Public Relations / Legislative – Jennifer Kraatz, vacant

No report offered.

Education – Rosie Bolenbaucher, Christi Reeves

Ms. Bolenbaucher announced her resignation as Chair, effective January 2017. A replacement Chair is expected to be appointed after today's meeting. Ms. Bolenbaucher was thanked by the Board for her leadership and support. It was announced that Ms. Jorie Klein will offer the Level IV focused TOPIC course on the night before all 2017 General Membership Meetings. There was a reminder that the STN TOPIC course is a prerequisite to the Level IV focused course. Ms. Bolenbaucher announced there are 12 TCRN coins for distribution at today's meeting.

Fund Raising / Finance –Robin Gage, Delores Londerholm

No report offered. The Board discussed the potential increased workload of the Chair position in relation to merchandise being offered for purchase on the upcoming new TTCF website.

Open Forum – All

There was a discussion of offering new members discounted merchandise from the website. The Board will reconvene the discussion at the January 2017 Strategic Planning Meeting.

The GETAC Injury Prevention packet will be available to members at today's meeting via hardcopy.

There was recognition that use of the Eventbrite registration tool has greatly increased efficiency prior to and during the General Membership meetings. The Board voiced strong support to continue the use of the tool.

Adjournment – Robin Garza

There being no further matters for the Board's attention, the meeting was adjourned without dissent by President Garza at 0910. The next scheduled TTCF Board Meeting is January 6, 2017.

Recorded By

Brett Dodwell

