



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

October 19, 2017
Telco Meeting

Board Members Present: Robin Garza, Sherry Jennings, Jacky Betts, Brett Dodwell, Danielle Sherar, Tracy Cotner-Pouncy, Jo-ell Lohrman, Janice Markwardt, Joy Henry, Jennifer Northway, Jenny Oliver, Marvin Cloud, Jennifer Kraatz, Amy Schopperth, Christi Reeves, Irene Lopez, Garrett Hall, and Rebecca Crocker.

Call to Order – The meeting was called to order by President Garza at 10:00. A roll-call was conducted and a quorum was established.

There was a motion by Mr. Cloud to accept the August 14, 2017 Board minutes as published to the TTCF website; there was a second to the motion by Christi Reeves. The motion passed and the minutes were accepted.

Presidents Announcements – *Robin Garza*

Action Items

Workgroup: Flash Drive revision – Ms. Jennings reported that the drives are being populated. Mr. Dodwell requested that a copy of the drive be delivered to him for publication on the website. The anticipated completion date is November 2017.

Workgroup: TPM Manual – Ms. Sherar will lead the project per Ms. Markwardt's request to step down as the workgroup leader. Ms. Sherar will collaborate with TETAF and as needed, volunteers Mr. Betts, Mr. Dodwell, Ms. Reeves, and Ms. Garza.

Ask the Surveyors – canned questions – Ms. Garza asked the Board to formulate questions for the November panel offering.

Items for Discussion

Swearing in of Officers – Ms. Garza and Ms. Sherar will oversee the oath of office at the November meeting for President Elect Jennings, Treasurer Elect Betts, Historian Elect Rodgers, and DAL #2 Elect Cotner-Pouncy.

Members' best practices posters/articles – There was a reminder to display items at the November meeting.

Vendors – There are two table-display vendors scheduled for the November meeting: Belmont and Plano Burn.

Trauma Champion Award 2017/Lifetime Achievement Award – Ms. Garza reminded the Board that nominations will be collected at the November meeting, and agreed to send the link to Mr. Dodwell for publication on the website and list server.

Committee/Workgroup Chair and Co-Chair positions – Recent resignations and needs were discussed by the Board.

Level III – Chair and Co-Chair needed

Education – Co-Chair needed with Ms. Reeves transfer to Fund/Finance Chair.

Fundraising/Finance – Ms. Reeves appointed as new Chair related to Ms. Schopperth's resignation. Outgoing and Incoming Chairs will coordinate merchandize transfer.

Officer/Board Reports

President Elect – *Sherry Jennings*

Ms. Jennings reported she is looking forward to assuming her office on January 1, 2018.

Secretary's Report – *Brett Dodwell*

Mr. Dodwell announced there are 186 current TTCF members and reminded the Board that the new membership term is January to January. He reported that research continues on an appropriate business texting app for Board notices. Mr. Dodwell proposed the creation of a new award "Acute Disaster" and agreed to present a white paper to the Board at the November meeting.

Financial Report – *Jacky Betts*

Mr. Betts announced that there are only 17 current registrations for the November meeting and encouraged the Board to support registration via the website. He also stated that the Wyndham Austin is the most cost effective meeting hotel for the 2018 year. The TTCF 2018 meeting dates were announced as: February 13, May 8, August 21, November TBD. Mr. Betts also reminded the Board of the significance of vendor's fees related to the budget. Mr. Betts announced the Executive Board's decision and disbursement of \$2000 in funds that were promptly delivered to a current TTCF member who was significantly adversely affected by Hurricane Harvey. The donation button has been closed on the website and there will be an additional \$500 in funds distributed from that resource to the same TTCF member.

At-Large Reports - *DAL #1 Lori Boyett, DAL #2 Tracy Cotner-Pouncy*

Ms. Cotner-Pouncy agreed to lead the Level III Committee meeting in November.

Parliamentarian Report – *Danielle Sherar*

Ms. Sherar reiterated her lead role in the Flash Drive project and agreed to construct the annual award links.

Historian – Kathy Rogers

No report offered.

Committee Reports

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

No report offered.

Trauma Registry – Irene Lopez, Garrett Hall

Ms. Lopez announced a TETAF DMC will be conducted in Houston on November 29-30 and that the October offering in South Padre was successful. It was also announced that the scheduled December Lunch N Learn will be cancelled.

Special Populations – Jenny Oliver, Jessica Vickers

Ms. Oliver announced that the committee is narrowing down a 2018 focus subject.

Injury Prevention – Jennifer Northway, Kelsie Reeh

Ms. Northway informed the Board that the TTCF IP scholarship is still open for applicants.

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

Ms. Lohrman reported that the Committee's webpage continues to be populated with resources. A committee list is also available on the webpage.

Level III – Sandi Williams, Drew Seelman

Ms. Garza announced that Ms. Williams has resigned for the Chair position. Ms. Cotner-Pouncy agreed to lead the Committee's November meeting.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt reported that the Committee will continue to collaborate with the Level III Committee in 2018.

Workgroup Reports

Public Relations / Legislative – Marvin Cloud, Jennifer Kraatz

Mr. Cloud asked the Board to submit all newsletter articles to him by November 9 to make the electronic publication deadline. Mr. Cloud also requested articles from 'outgoing' President Garza and 'incoming' President Jennings for the November newsletter. He also announced that the workgroup will conduct a webinar meeting at 10:00 on November 2, 2017.

Education – Angie Juracek, Christi Reeves

Ms. Reeves reported that the November meeting education focus will be on sports injuries and that the workgroup's October webinar was cancelled.

Fund Raising / Finance –*Amy Schopperth, Cassandra Onofre*

Ms. Schopperth announced her resignation related to her upcoming out-of-state move and agreed to coordinate the transfer of TTCF merchandize with Ms. Reeves. The Board applauded Ms. Schopperth’s work in TTCF and her commitment to the Texas Trauma System. There was a suggestion to create a TTCF info postcard itemizing the organizations resources and capabilities to be used for promotional distribution. Ms. Schopperth agreed to work with Mr. Dodwell on a prototype.

Open Forum – *ALL*

President Garza reminded the leadership that their 2017 goals assessment reports are due to the Board at the November 17th meeting. She agreed to create and distribute a goals assessment form. There was also a reminder to the committees/workgroups leadership that their 2018 budgets are due at the November meeting for approval at the January 2018 Strategic Planning Meeting. Ms. Jennings asked the Board to send suggestions for the January 2018 meeting dates and locations which will be finalized at the November 17, 2017 meeting.

Adjournment – There being no further business for the Board’s attention, the meeting was adjourned without dissent by President Garza at 10:57. The next scheduled TTCF Board Meeting is at 08:00 November 17, 2017 Fort Worth Downtown Hilton.

Recorded by,

*Brett Dodwell
TTCF Secretary*