



Texas Trauma Coordinators Forum

**2020 Strategic Planning Meeting Minutes
Baylor Scott & White Hillcrest - Waco
Friday, January 10, 2020**

Board members present: Lori Robb, Sherry Jennings, Jacky Betts, Brett Dodwell, Kathy Rodgers (dial-in), Garrett Hall (dial-in), Tracy Cotner-Pouncy (dial-in), Melanie Leonard (dial-in), Heather Hill, Janice Markwardt, Cathy Glenn, Jessica Vickers (dial-in), Rebecca Callaway, Kelsie Reeh (dial-in), Leanne Beaudet, Dawn Koepp (dial-in), Michael Shiels (dial-in), Rebecca Crocker (dial-in), Rosie Bolenbaucher (dial-in).

Call to Order – The meeting was called to order at 10:04 by President Robb. Roll was called, a sign-in sheet was utilized, a GoToMeeting was utilized, agendas were provided, and a quorum was established.

TTCF 2020 Meeting Dates - The TTCF 2020 Meeting Dates and Locations were finalized as February 17 Board February 18 General, May 18 Board May 19 General, August 17 Board August 18 General with all meeting locations at the Embassy Suites Central Austin. The November meetings were finalized for November 20 Board and General in Fort Worth with specific location TBD. There was discussion and support for the November meetings to be held at a TTCF member facility in the Fort Worth area to reduce meeting fees. There was a charge to the Board to solicit applicable facility hosting for the meeting.

Board Conference Call Future Dates – There was discussion and support to continue Board telco meetings one month prior to General meetings at 13:00 on April 16, July 16, and October 15. There was also discussion to conduct the 2021 Strategic Planning Meeting from 12:00 to 18:00 on Thursday November 19, 2020 in Fort Worth. President Robb agreed to submit the proposal at the Board meeting on February 17, 2020.

TTCF Representation from Other Organizations – Noted TTCF members to external organizations were confirmed as follows -

GETAC - Trauma Systems – Lori Robb, Rebecca Crocker, Kathy Rodgers

GETAC - Injury Prevention – Courtney Edwards

GETAC - Pediatrics – Rebecca Crocker

GETAC - Disaster / Emergency Preparedness – Angie Gentry, Rebecca Callaway

TETAF – Jacky Betts, Lori Robb

ENA – Courtney Edwards

STN – Courtney Edwards

ATS – Brett Dodwell, Rosie Bolenbaucher, Garrett Hall, Tracy Cotner-Pouncy

Organization Reports

TETAF – The newly appointed Board members were discussed. There was concern expressed that trauma specific representation could be waning from the organization and it was noted that Kathy Perkins will chair the survey committee and that Angie Gentry and Craig Ryan remain in leadership positions.

ENA – There was discussion relating to the expressed concern that rural/smaller trauma facilities are having difficulty getting their staff to TNCC courses. There was a suggestion to communicate this point to the ENA State Chair and Chapter leaders. There was a further suggestion to relay the point to the GETAC RAC Chair committee.

STN – There was a discussion for TTCF to sponsor a TCRN examination through a voucher. Ms. Bolenbaucher agreed to investigate the voucher and group discount opportunity with STN and report back to the Board.

ATS – Mr. Dodwell reported there is a Trauma Registry Course scheduled for April 27-28, 2020 in Austin which is the only currently scheduled Texas offering for 2020. The TSN program was also discussed.

TTDEC Course

The date was finalized as May 18, 2020 at the Embassy Suites Central in Austin with registration currently available via the TTCF homepage. Mr. Cloud's resignation from TTCF in relation to his TTDEC presenter position was discussed. Ms. Koepp has been appointed as the new Education Workgroup Chair and agreed to reach out to the past TTDEC presenters for organizing the 2020 course. Ms. Bolenbaucher was appointed as the Education Co-Chair and will support the TTDEC 2020 effort. It was pointed out that the evaluations of last year's course need to be incorporated into the 2020 course. Securing commitments for 'back up' presenters was also supported.

Standing Operating Procedures (SOP) – All committee and workgroup Chairs were charged with reviewing the SOPs and Bylaws and reporting any suggested changes back to the Board at the February 17, 2020 meeting. The Parliamentarian will lead any necessary revisions.

Needs Assessment Survey – Ms. Robb and Ms. Jennings agreed to create a survey in a 'Kahoot' format and to present it at the February 18, 2020 General Membership meeting. The Board discussed the disappointing input from past surveys using the 'Survey Monkey' method.

Registry Committee Structure Change – There was a lengthy discussion related to restructuring the Registry Committee meeting format. There was Board support for the importance of registry issues being communicated to the membership via an hour long format, with the Board charging the Registry Committee leadership to develop a more structured process and agenda for dissemination of registry developments, registry education, and registry operational issues. There was also support to investigate the possibility of offering registry related CEUs. The Registry Committee leadership agreed with the Board's sentiment and charges.

Trauma Rule 157 Revision (Legislative Workgroup) – There was no new input offered relating to the DSHS TAC 157-125 rule revision status.

TCRN Recognition – The Board agreed to continue offering recognition coins for members that obtain TCRN certification. Ms. Bolenbaucher agreed to investigate the possibility of offering vouchers and/or group discounts for the exam through STN and report back her findings to the Board.

Vendor Support – The financial importance of vendor support was reviewed and discussed. Mr. Betts reported that there are currently no vendors scheduled for 2020 and charged the Board to solicit vendor interest.

Officer / Board Reports

Immediate Past President – *Sherry Jennings*

No report offered.

Secretary – *Brett Dodwell*

Mr. Dodwell announced that the TTCF website has been updated for 2020 including: meeting dates, meeting registration links, hotel lodging links, TTDEC registration link, Board member positions, and calendar updates. He reminded the Board that the membership term is the calendar year and charged the leadership to submit 2020 membership applications. There was also a reminder that the annual website password was changed on January 1, 2020. In closing Mr. Dodwell distributed committee/workgroup strategic meeting worksheets to assist with 2020 budgets, 2020 goals, and plans. The committee/workgroup leadership was charged with submitting budgets and goals no later than the scheduled February 17, 2020 Board meeting.

Treasurer – *Jacky Betts*

Mr. Betts reported a current financial balance of \$20,140.00 for the organization. He reminded the leadership that budgets need to be submitted at the February 17, 2020 meeting.

Director at Large - *#1 Garrett Hall / #2 Tracy Cotner-Pouncy*

Mr. Hall reported that the Registry Committee leadership has been given access to the Trauma Registrars webpage and announced the ATS has developed and is offering a trauma specific ICD10 Course.

Parliamentarian - *Courtney Edwards*

No report offered.

Historian – *Kathy Rodgers*

No report offered.

Committee / Workgroup Reports

Public Relations/Legislative – *Kelsie Reeh, Leanne Beaudet*

Ms. Reeh and Ms. Beaudet reported that the workgroup is formulating the 2002 goals and will continue production of the electronic quarterly newsletter and will also begin work on Capitol Day 2021 preparations. The leadership also has plans to increase the TTCF footprint in social media.

Education – *Dawn Koepp, Rosie Bolenbaucher*

Ms. Koepp was appointed to the Chair position in relation to Ms. Prouty's resignation, and Ms. Bolenbaucher was appointed to the Co-Chair position. Ms. Bolenbaucher reported that members are not fully obtaining their CEU certificates and that other processes for certificate distribution will be investigated. The leadership reported their immediate focus will be on the TTDEC course.

Fundraising / Finance – *Cassandra Dubose, Vacant*

No report offered.

Injury Prevention – *Cathy Glenn, Vacant*

Ms. Glenn announced that the committee will focus on the challenges and impact of Injury Prevention at the Level III and Level IV facility levels.

Level I/II – *Danielle Sherar, Monica Sanders*

No report offered.

Level III – *Melanie Leonard, Heather Hill*

Ms. Hill was appointed to the Co-Chair position and reported that the committee's 2020 goals and budget will be presented at the next Board meeting.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt reported that the committee will conduct business in a similar format and focus for 2020 and that the budget and goals will be presented at the next Board meeting.

Membership / Mentorship – *Rebecca Crocker, Melanie Martin*

Ms. Crocker reported that the new member booklet will be updated and that alternatives to fully hardcopy printing of the booklet will be investigated. She also reported that the committee's budget and goals will be presented at the next Board meeting, as well as a recommendation for the permanent dissolving of the committee's second Co-Chair position.

Special Populations – *Jessica Vickers, Rebecca Callaway*

Ms. Vickers was appointed to the Chair position. Ms. Callaway was appointed to the Co-Chair position and reported that the committee's worksheet for 2020 goals and budget will be presented at the next Board meeting.

Registry – *Irene Lopez, Michael Shiels*

Mr. Shiels supported the sentiment and charges expressed by the Board in relation to presenting a more organized agenda and structure for the committee's meeting with the General membership. Refer to above minutes.

Meeting Structure – Ms. Robb lead a discussion on the General Meeting structure with a proposal to enact the educational offerings earlier in the day and committee breakout sessions later in the day. In addition, adding the Injury Prevention and Special Populations sessions into the Level III and Level IV breakouts, and conducting the DSHS reports at 13:00. There was agreement to enact the new meeting structure for a trial period and to also conduct the Membership/Mentorship at the conclusion of the General meeting for a trial period at the February 18, 2020 meeting.

Annual Awards – There was discussion to add past award recipients to the website for archival purposes. Mr. Dodwell agreed to add the past award recipients to the nomination hyperlink and send the link out via the list server prior to the February 2020 meetings.

Open Forum – *All*

Ms. Leonard suggested looking into offering scholarships for TTCF General meeting attendance. There was also a suggestion to offer a TTCF General meeting scholarship via raffle ticket for auction at the May 2020 silent auction. The Board was also charged with soliciting significant auction items for the May 2020 auction and was advised that tax exempt and applicable forms are located on the Resource page of the TTCF website to aid in obtaining major corporate and business auction items.

Adjournment – Without objection or dissent, the 2020 Strategic Planning meeting was adjourned by President Robb at 14:00.

Recorded by,

*Brett Dodwell
TTCF Secretary*