



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES

October 21, 2021

Zoom Teleconference

Board Members Present: Lori Robb, Jacky Betts, Brett Dodwell, Courtney Edwards, Tamara Connell, Rhonda Manor-Coombs, Danielle Sherar, Sheryl Cloud, Janice Markwardt, Michael Shiels, Cathy Glenn, Ashley Kopech, Rebecca Crocker, Terri Rowden, Dawn Koepp, Melanie Martin

Call to Order – The meeting was called to order at 13:00 by President Robb. A roll call was conducted, and a forum was established. Agendas were distributed prior to the meeting.

Approval of Minutes – There was a motion to approve the published July 15, 2021 TTCF Board Meeting minutes by Tamara Connell. There was a second to the motion by Rhonda Manor-Coombs. There were no suggested revisions or discussion and the motion passed without dissent.

President Announcements/Agenda items – Lori Robb

Update from the strategic planning meeting – Ms. Robb reminded the Board of the 2022 Strategic Planning meeting which will take place on November 18, 2021 at North Austin Medical Center and reported information has been posted to the TTCF website. There was a reminder for the committee and workgroup leadership to submit their SMART goals and budgets at the meeting.

November Meeting fee/Silent Auction/Education/Vendors – Ms. Robb lead a discussion relating to the return of 'in-person' meeting structure for the November 19, 2021 General Membership meeting. Points included: reminder of the \$50 member meeting fee and necessity to register for the meeting online. The Board was solicited for basket items for the scheduled silent auction. It was also noted that there is no currently scheduled CE offering but Education Chair Koepp and Parliamentarian Edwards would meet to discuss options. It was also noted that no scheduled vendors have been confirmed for the meeting. Ms. Robb agreed to ask Ms. Stevenson of DSHS to send out notice of the 'in person' TTCF November General meeting and the requirement for pre-registration.

Leadership Vacancies – Current leadership vacancies were noted as: Level III Chair and Co-Chair, Injury Prevention Co Chair (Ms. Kopech assumed the Chair position), Special Populations Chair and Co-Chair, and Public Relations Co Chair (Ms. Glenn agreed to move to the PR Chair position).

COI disclosures – It was noted that all Board members are required to submit a 'Conflict of Interest' form to the secretary at the beginning of the calendar year. Mr. Dodwell agreed to electronically send the document to the Board and to have hard copies on hand at the November meetings.

Texas Coalition for STB – Mr. Dodwell informed the Board of the StopTheBleed Texas Coalition's structure and encouraged the Board to complete the short tourniquet survey and to disseminate it for completion to all interested parties. <https://www.surveymonkey.com/r/STBTXData>

CY22 meeting schedule – The Board was informed that meeting dates for CY22 will be finalized at the November 18, 2021 Strategic Planning meeting.

Officer/Board Reports:

President-Elect – *Kathy Rogers*
No report offered

Secretary's Report – *Brett Dodwell*
Mr. Dodwell informed the Board that there are 110 paid members for CY21 and that annual paid memberships have decreased the past 1.5 years. Decreased memberships were contributed to the pandemic with meetings not being held in an 'in person' platform. Mr. Dodwell reminded the committee and workgroup leadership that their 2022 SMART goals and budgets are due at the November 18, 2021 meeting. There was also a reminder that memberships run through the calendar year and that the annual website password will be changing on January 1, 2022.

Treasurer's Report – *Jacky Betts*
Mr. Betts reported a current balance of \$18,018.23 and also noted that prior registration for the November 19, 2021 General Membership meeting is critical for meeting logistics and encouraged the Board to share the need for preregistration via the TTCF website to all members. He also asked the Board to send him contact information of any potential vendors that may be interested in the November and/or 2022 meetings.

At-Large Report - *#1 Sherry Jennings, #2 Rhonda Manor-Coombes*
No report offered

Parliamentarian's Report – *Courtney Edwards*
Ms. Edwards announced she will work with Ms. Koepp on potential educational offering for the November 19, 2022 meeting.

Historian's Report – *Tamara Connell*
No report offered

Committee Reports

Membership/Mentorship – *Rebecca Crocker, Terri Rowden*

Ms. Crocker reported that consideration is being given to not distributing new member booklets until the February 2022 meeting to incorporate the annual booklet updates.

Trauma Registry – *Michael Shiels, Irene Lopez*

Mr. Shiels reported that planning is ensuing for educational opportunities for CY22 and the November 19, 2021 meeting.

Special Populations – *Vacant, Vacant*

No report offered

Injury Prevention – *Cathy Glenn, Ashley Kopech*

Ms. Glenn and Ms. Kopech announced the publication of the IP Fall 2021 newsletter. Mr. Dodwell agreed to publish the newsletter to the TTCF homepage. The leadership reminded the Board of available IP scholarships. In closing Ms. Glenn agreed to transition to the Public Relations/Legislative workgroup Chair position, with Ms. Kopech assuming the IP Chair position.

Level I / II – *Danielle Sherar, Sheryl Cloud*

Ms. Sherar announced that the committee's leadership is focused on returning to the 'in person' meeting platform and projects. She also announced her facility is involved in a ACS verification pilot program for emergency general surgery and will keep the Board informed on developments. Ms. Edwards noted that the Committee's trauma registrar survey project is working its way through her facility's IRB process and may possibly be available for the November 2021 meeting timeframe.

Level III – *Vacant, Vacant*

No report offered

Level IV – *Janice Markwardt, Joy Henry*

Ms. Markwardt reported the Committee is looking forward to returning to 'in person' platform meetings and will continue to work closely with the Level III Committee in that regard.

Workgroup Reports

Fund Raising / Finance – *Jessica Vickers, Melanie Martin*

Ms. Martin reported that the workgroup is searching for shirt vendors to begin production of new shirt designs. She solicited the Board for shirt design ideas and production vendors. The Board was asked to sponsor silent auction baskets for the November General meeting. It was noted that the preexisting TTCF merchandise has still not transitioned to the new workgroup leadership and remains in the possession of the previous workgroup Chair in the San Antonio area. Ms. Koepp agreed to attempt facilitation of the merchandise as she lives in the San Antonio area.

Public Relations / Legislative – Vacant (Cathy Glenn), Vacant

No report offered. Ms. Glenn has moved positions from the IP Chair to the PR Chair with Ms. Kopech ascending to the IP Chair position. The Board thanked Ms. Glenn for her willingness to move leadership positions.

Education – Dawn Koepp, Rosie Bolenbaucher

Ms. Koepp thanked the Board for accepting her absence related to personal leave. She announced her intention to progress with educational offerings to include CE certifications. It was noted that TETAF would be contacted to sponsor 'in person' meeting CEUs. In closing, Ms. Koepp confirmed that she has possession of the TTCF education laptop computer.

Open Forum - ALL

Ms. Edwards reiterated the Level I/II trauma registrar survey project is moving through her facility's IRB process and could possibly be completed for the TTCF November General meeting.

Adjournment – Lori Robb

There being no further business presented for the Board's attention, the meeting was adjourned without dissent by President Robb at 13:48.

The next meeting of the Board will be conducted at the Strategic Planning meeting on November 18, 2021 at North Austin Medical Center.

Recorded by,

***Brett Dodwell
TTCF Secretary***