



Texas Trauma Coordinators Forum

**2022 Strategic Planning Meeting Minutes
November 18, 2021
North Austin Medical Center**

Board Members in Attendance: Lori Robb, Kathy Rodgers, Jacky Betts, Brett Dodwell, Tamara Connell, Rhonda Manor-Coombes, Danielle Sherar, Sheryl Cloud, James Stephen, Janice Markwardt, Michael Shiels, Ashley Kopech, Rebecca Crocker, Terri Rowden, Dawn Koepp, Jessica Vickers, Melanie Vanderford, Cathy Glenn.

Members Present: Brenda Putz, Christine Campbell

The meeting was called to order by President Robb at 14:02. A quorum was established, and agendas provided.

Outgoing President report – Lori Robb

Ms. Robb expressed her gratitude to the leadership for the support and persistence during her term which was conducted during the Covid pandemic.

2022 Meeting Dates & Location – Kathy Rodgers

Incoming TTCF President Kathy Rodgers led a discussion relating to the 2022 meeting dates and locations. Thoughts included: potential rotating meeting sites twice a year outside of Austin, conducting meetings using RAC space in lieu of hotel conference rooms, and offering hybrid in-person/remote attendance. It was decided to attempt one rotating meeting for 2022. Ms. Rodgers agreed to create a survey monkey to poll the membership for input. It was further agreed that all regularly scheduled TTCF Board Meeting would be conducted using the zoom platform.

TTCF Smart goals for organization – Kathy Rodgers

Ms. Rodgers listed her TTCF organizational 2022 SMART goals as:

Support the mission of the TTCF organization through:

- 1) education, mentoring, and networking
- 2) increase membership and participation by 5%
- 3) ensure continued organizational financial stability
- 4) increase stakeholder access through quarterly meetings outside the Austin area
- 5) advocate for legislative initiatives in support of our mission of improved patient outcomes

Proposed Structure of meetings – Kathy Rodgers

Ms. Rodgers also led a discussion relating to proposed changes in the TTCF General Meeting format with overall structure taking a basic to advanced approach. Points included: getting back to basics with education and offerings, conducting rapid fire presentations, offering case study formats (audit filters, documentation, development of PI minutes, loop closure, Injury Prevention integration), Registry/IP/Special Populations standing rapid fire presentations, and having a TETAF surveyor at all Level III and Level IV committee meetings.

Board Conference Call Future Dates – The specific dates for Board zoom meetings were belated until the GETAC meetings have been formalized. It is anticipated that the meetings will follow the current schedule of the 3rd Thursday of the month prior to General Membership meetings from 1300 to 1400.

Budgets and SMART Goals – The Committee and Workgroup leaders were reminded that their 2022 SMART goals and budgets are due by the end of the calendar year. Hardcopy worksheets were provided for use.

TTCF Representation from other organizations

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

GETAC Injury Prevention – Ashley Kopech

GETAC Pediatrics – Rebecca Crocker

GETAC Disaster / Emergency Preparedness – Lori Robb

TETAF – Brenda Putz

ENA – Courtney Edwards

STN – Courtney Edwards

ATS – Brett Dodwell

TTDEC Course – There was discussion to offer the Texas Trauma Designation Education Course twice in 2022 via virtual platform. Target dates were March and October. Ms. Koepf agreed to begin organizational work for the course to include potential new presenters and back-ups. There was also agreement to revise the course to align with attendee feedback input.

DSHS Trauma Rule Revisions Update – Ms. Putz agreed to offer an update via rapid fire presentation at the May 2022 General Membership meeting.

Legislative Session Planning – Ms. Glenn led a discussion relating to 'Capitol Day' for 2023. There was wide support to consider cancelling the traditional physical presence of TTCF at the State Capitol for the February 2023 meeting.

Bylaw Revisions – Potential revisions will be updated by Parliamentarian Edwards.

Annual Awards – It was agreed that Ms. Edwards would POC the nominations for next year's awards, to include a survey monkey nomination tool with previous awardees and criteria listed.

Officer / Board Reports:

President-Elect – *Kathy Rodgers*

See above

Secretary – *Brett Dodwell*

Mr. Dodwell reminded the attendees that the annual membership term expires on December 31, 2021 and that a new password will be included in the 2022 membership processing. He also reminded the leadership that 2022 will be the 30th anniversary of the TTCF organization and suggested a celebratory recognition during the May General Membership meeting.

Treasurer - *Jacky Betts*

Mr. Betts produced a written report that reflected a current balance of \$15,602.93 and stated that the balance reflects an unusually low amount. Current L&E is \$14,852.93 It was noted that expenditures for General Membership meetings, (especially at the November EMS Conference hotel and GETAC meeting hotels) is significant in relation to the organizations budget. There was general support to not conduct future meetings at these establishments to reduce expenditures. Charging a General Membership meeting fee for virtual attendance was also supported. In closing, Mr. Betts suggested that the organization change banking institutions from the current account at Bank of America to enhance banking opportunities. Mr. Betts agreed to provide a 'pro/con' report and suggested new institution at the next Board meeting.

Director at Large #1 & #2 - *Sherry Jennings / Rhonda Manor-Coombes*

Ms. Manor-Coombes reported that she is looking forward to supporting the organization in the DAL#2 position.

Parliamentarian - *Courtney Edwards*

No report offered.

Historian - *Tamara Connell*

Ms. Connell solicited the attendees for any old pictures or documents from the organization and agreed to begin work on a revised archive.

Committee / Workgroup Reports

Public Relations / Legislative - *Cathy Glenn / Vacant*

Ms. Glenn reported her new appointment to the Chair position and solicited the attendees for Co-Chair nominations.

Education – *Dawn Koepp / Rosie Bolenbaucher*

Ms. Koepp reported that work will commence on the TTDEC course and agreed to confirm the status of the Co-Chair position.

Fundraising / Finance – *Jessica Vickers / Melanie Vanderford*

Ms. Vickers and Ms. Vanderford reported that they are still working on obtaining the TTCF merchandize from the previous Chair and that work continues on the creation of a new long-sleeve TTCF shirt. It was also reported that the silent auction is on track to be conducted at tomorrow's General Membership meeting.

Injury Prevention – *Ashley Kopech / Vacant*

Ms. Kopech reported that plans for the build out of the IP TTCF webpage are in progress and announced the vacancy of the Co-Chair position.

Level I / II – Danielle Sherar / Sheryl Cloud

Ms. Sherar reported that finishing work on the Registrar survey project is wrapping up and that planning on next year's goals and projects is in progress.

Level III – James Stephens / Vacant

Mr. Stephens reported that he is excited to lead the Committee and announced the Co-Chair vacancy.

Level IV – Janice Markwardt / Joy Henry

Ms. Markwardt reported that formatting for the 2022 meetings will remain consistent with 2021 and that a standing TETAF surveyor Q/A session will be a agenda item. She also agreed to confirm the Co-Chair position.

Special Populations – Vacant / Vacant

No report offered. Leadership vacancies were announced.

Registry – Michael Shiels / Irene Lopez

Mr. Shiels announced the Committee's intention to build out its webpage on the TTCF website and to retire the Texas Trauma Registrars webpage. Mr. Shiels also announced the intention to develop both CSTR and CAISS coins for applicable presentations to members who have obtained certification status. Mr. Shiels also agreed to confirm the leadership's Co-Chair position.

Open Forum – All

There were no subjects brought for attention or discussion.

Adjournment – There being no further business brought for consideration, the meeting was adjourned without dissent at 16:45.

Recorded by,

***Brett Dodwell
TTCF Secretary***