



Texas Trauma Coordinators Forum

## **BOARD MEETING MINUTES** **January 20, 2022** **Zoom Teleconference**

**Board Members Present:** Kathy Rodgers, Jacky Betts, Brett Dodwell, Courtney Edwards, Tamara Connell, Sherry Jennings, Rhonda Manor-Coombes, Danielle Sherar, Sheryl Cloud, Jamie Stephens, Janice Markwardt, Joy Henry, Michael Shiels, Christine Campbell, Ashley Kopech, Rebecca Crocker, Terri Rowden, Dawn Koepp, Melanie Martin.

**Call to Order** – The meeting was called to order by Kathy Rodgers at 13:02. Attendance was compiled, the published agenda was noted, and a quorum was established.

**Approval of Minutes** - There was a motion to approve the published October 21, 2021 Board Meeting minutes by Terri Rowden. There was a second by Jacky Betts. There were no suggested revisions or discussion and the motion passed.

**TTCF 2022 Organizational Goals** - President Rodgers reviewed the TTCF 2022 Goals with the Board: 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

### **President Announcements** – *Kathy Rodgers*

2022 General Assembly Meeting dates were established as: February 8, May 24, August 16, and November 18.

General Assembly Meetings - The inaugural 'hybrid' February 8, 2022, meeting was discussed including logistics, location (CATRAC office), and nearby hotels. Ms. Manor-Coombs agreed to assist with virtual support for the hybrid meeting. The meeting fees were established as \$25 for virtual attendance and \$50 for in-person attendance. Mr. Betts agreed to finalize lunch options of in-person attendees. Ms. Rodgers agreed to pursue a possible location for the May 24 meeting at the ESO Domain Austin location in a hybrid platform. There was discussion to consider conducting the August 16 meeting in Corpus Christy. The November 18 meeting location will be in Austin re the State EMS Conference.

TTCF 30<sup>th</sup> Anniversary – Historian Connell was tasked with leading the planning for the TTCF 30<sup>th</sup> Anniversary recognition and celebration in conjunction with the May 2022 General Assembly Meeting.

TTDEC Course - There was discussion to conduct the virtual TTDEC Course on March 21, 2022, with Mr. Betts and Ms. Edwards agreeing to be primary tech support. Ms. Koepp agreed to begin a planning list and ad hoc committee for the revised course presenters, format, and CEU credits. There was also discussion to conduct a second TTDEC Course on October 17, 2022, with details to follow.

Membership Updates – President Rodgers informed the Board that a TTCF President’s Letter was distributed to the membership on January 10, 2022 as well as a input request survey relating to TTCF 2022 focus on January 13, 2022. Also reported was an increase in TTCF Facebook membership and Ms. Rodger’s desire for Board leaders to begin use of the Kahoot tool in 2022.

2022 General Assembly Meeting Agenda Format. The 2022 agenda format was reviewed per below, with revisions to the starting time (0800), and conduction of the committee breakout meetings to occur immediately following lunch.

### **General Assembly agenda format**

0830-0900 Registration

0900-0910 Call to order / Prayer/ Pledge

0900-0945 President report

Approval of Minutes

TCRN recognition

Board reports: Secretary, Treasurer, Historian, Parliamentarian

0945-1015 Registry presentation

1015-1045 Injury prevention/Special populations presentations

1045-1145 Educational Topic: TETAF Documentation

1145-1215 Ask the Experts

1215-1315 Lunch / Mentorship meeting

1315-1345 Case study debrief

1345-1415 Level I / II, III, and IV breakout meetings

1415 – 1445 Committee / Workgroup reports / External reports

1445-1500 Adjournment

### **Officer/Board Reports:**

#### **Past President Report – *Lori Robb***

No report offered.

#### **Secretary Report – *Brett Dodwell***

Mr. Dodwell reported 17 current 2022 TTCF memberships have been paid and reminded the Board to submit an annual membership application. There was also a reminder for Committee/Workgroup SMART goals, budgets, and Conflict of Interest forms to be submitted. In closing Mr. Dodwell reported that the TTCF website has been 2022 updated and asked the Board to communicate any further needed revisions discovered.

**Treasurer Report – Jacky Betts**

Mr. Betts announced that there are two confirmed vendors for the February 8, 2022 meeting and challenged the leadership to solicit additional potential vendors. Mr. Betts also reported that he will produce the TTDEC registration link for publication as soon as possible.

**At-Large Report - #1 Sherry Jennings, #2 Rhonda Manor-Coombes**

No report offered although Ms. Manor-Coombes announced she is eager to support the organization in her DAL role.

**Parliamentarian Report – Courtney Edwards**

Ms. Edwards reported there are valid nominations for the annual awards and requested any leadership that wants to participate in the finalizing of nominees please contact her in the immediate future as she will deliver the award winners within the next several days.

**Historian Report – Tamara Connell**

Ms. Connell announced that she continues to collect historical organization material and asked the Board to send her any relevant documents to include minutes and pictures.

**Committee Reports**

Membership/Mentorship –Rebecca Crocker, Terri Rowden

Ms. Crocker and Ms. Rowden announced that the new members booklet has been updated and is ready for electronic distribution at the February 8, 2022 meeting.

Trauma Registry – Michael Shiels / Christine Campbell

Mr. Shiels introduced Christine Campbell as the newly appointed Co-Chair. He further reported that the registry presentation for the February 8, 2022 meeting is in development and investigative research continues on the production of TTCF CSTR and TTCF CAISS challenge coins.

Special Populations – Vacant, Vacant

No report offered. President Rodgers reported there has been contact with interested leadership personnel.

Injury Prevention – Ashley Kopech / Vacant

Ms. Kopech announced the publication of the Spring 2022 newsletter which can be located on the TTCF homepage. She also reported that work continues on the IP 'Rapid Fire' presentation for the February meeting to include the use of the Kahoot tool.

Level I / II –Danielle Sherar, Sheryl Cloud

Ms. Sherar and Ms. Cloud announced that closing work continues on the Registrar Survey project and that progress is being made on the other committee goals.

Level III – James Stephens / Vacant

Mr. Stephens reported to the Board that he is eager to progress the committee's fellowship and that additions and revisions to the committee's member list is in progress. He also committed that the committee's 2022 SMART goals will be communicated in the near future and asked for anyone interested in the Co-Chair position contact him.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt announced that the committee is ready to conduct its breakout meeting at the February 8, 2022 Assembly meeting. She requested that any TETAF surveyors join the breakout meeting as Mr. Murry from DSHS will not be in his usual attendance relating to his retirement.

### **Workgroup Reports**

Fund Raising / Finance – Jessica Vickers, Melanie Martin

Ms. Martin announced that the workgroup leadership has physically obtained most of the TTCF merchandize from the workgroup's previous Chair and that an inventory is scheduled for the near future. She solicited new t-shirt ideas from the Board and announced plans to move to t-shirt production in the near future.

Public Relations / Legislative – Cathy Glenn, Vacant

No report offered.

Education – Dawn Koepp, Rosie Bolenbaucher

Ms. Koepp reported that coordination work has begun for the scheduled March 21, 2022 TTDEC Course and that she will send out planning workgroup meeting dates very shortly. Ms. Koepp also announced that Ms. Rowden will present her CEU credited TETAF presentation on trauma documentation for the educational offering at the February 8, 2022 meeting.

**Open Forum – ALL**

No offerings were presented.

**Adjournment – Kathy Rodgers**

There being no further items presented for Board attention, the meeting was adjourned by President Rodgers at 14:12.

The next scheduled TTCF Board Meeting is April 21, 2022.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***