



Texas Trauma Coordinators Forum

GENERAL ASSEMBLY MEETING MINUTES (hybrid platform)

**February 8, 2022
CATRAC Office Austin Texas**

Registration Opened at 07:30 – There were 14 in-person and 45 virtual attendees for the inaugural hybrid meeting.

The meeting was called to order by President Rodgers at 08:03 with an opening prayer and the Pledge of Allegiance

Approval of 2022 Strategic Planning Meeting minutes – There was a motion by Mr. Stephens to approve the published 2022 Strategic Planning Meeting minutes with a second had by Ms. Manor-Coombes. There were no suggested revisions or discussion and the motion passed.

Approval of November 19, 2021 General Assembly Meeting minutes - There was a motion by Ms. Manor-Coombes to approve the published 2022 Strategic Planning Meeting minutes with a second had by Mr. Stephens. There were no suggested revisions or discussion and the motion passed.

Presidents Announcements – Kathy Rodgers

Updates – Ms. Rodgers informed the attendees of the website updates to include SSI security. She also presented the graphed results of the latest meeting format survey that was sent to the general membership. The survey reflected strong member support for the hybrid meeting platform. The next General Assembly Meeting was noted as May 24, 2022 with specific Austin location TBA.

Vendors – Ms. Rodgers encouraged the membership to visit the BTG (CroFab) booth in the meeting lobby.

TTDEC Course – It was noted that there are plans to offer the course twice in 2022, once in Spring and once in Fall with information TBA.

TTCF 30th Anniversary Celebration – President Rodgers informed the membership that TTCF is 30 years old this year and that plans for a anniversary celebration during the May 2022 meeting are in progress with POC Historian Tamara Connell.

Vacancies for Special Populations Chair and Co-Chair, as well as Injury Prevention Co-Chair were announced.

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TCRN Recognition – There were no names put forth for recognition.

CSTR/CAISS Recognition – Mr. Dodwell was recognized for renewing CSTR certification.

Kahoot Tool – Ms. Rodgers informed the membership that the organization has purchased the business version of the Kahoot tool and the tool will be extensively used in General Assembly Meetings for 2022.

Hybrid Meeting Format – It was noted that the inaugural hybrid meeting format fees are currently \$50 for in-person attendance and \$25 for virtual attendance.

Treasurer Report – *Jacky Betts*

Mr. Betts presented an itemized written financial report for CY21 reflecting a Gross Profit of \$9,633.72, a Total Expense of \$9,215.12 for a Net Income of \$418.60; Total Liabilities & Equity are itemized at \$18,110.83

Mr. Betts informed the membership that the organization will have a difficult time remaining solvent if the General Assembly Meeting are only offered in a virtual platform relating to decreased revenue. The membership was further informed that the Board continues to seek additional revenue streams.

Secretary Report – *Brett Dodwell*

Mr. Dodwell reported there are currently 47 paid 2022 members and presented a short PowerPoint reflecting the difference between the TTCF annual membership (\$50) and the in-person meeting fee of \$50. Also announced was the annual membership hyperlink located on the TTCF website homepage and a reminder that the membership term runs from January through December and is not transferable or prorated. In closing there was a reminder that the annual password is revised in January to access the protected pages of the TTCF website.

Historian Report – *Tamara Connell*

Ms. Connell offered a virtual report that included soliciting the membership for any archival documents or pictures and invited anyone interested in joining the planning group for the 30th TTCF anniversary celebration to please contact her.

Parliamentarian Report – *Courtney Edwards*

Ms. Edwards asked any interested members to contact her for inclusion in the TTCF bylaw revision process.

Registry Presentation – *Michael Shiels, Christine Campbell*

Mr. Shiels and Ms. Campbell presented a 30 minute PowerPoint presentation to the membership relating to registry operations and TTCF registry resources. The presentation will be placed on the Registry Committee's webpage.

Injury Prevention Presentation – *Ashley Kopech*

Ms. Kopech presented a 30 minute PowerPoint presentation relating to fall prevention to the membership. The presentation will be uploaded to the IP webpage.

CEU offering - TETAF Documentation Presentation – *Terri Rowden*

Ms. Rowden presented the membership a 60 minute PowerPoint presentation entitled 'Nursing Documentation'. The presentation will be uploaded to the TTCF Education page.

Q&A Ask the Surveyors – *TETAF Trauma Surveyors*

There was a Q&A session offered to the membership by TETAF trauma surveyors.

Lunch – Lunch was provided to in-person attendees and the Membership group met with inaugural members during the lunchbreak.

Breakout Meetings – The Level I/II, Level III, and Level IV Committees met via zoom breakout and in-person sessions.

Case Study Debriefing – Kathy Rodgers

Ms. Rodgers presented the membership a PowerPoint offering discussing a case study with relating performance improvement opportunities.

Internal Reports

Education – *Dawn Koepp / Rosie Bolenbaucher*

Ms. Bolenbaucher reported that the workgroup will continue to offer TETAF sponsored CNE education presentation to TTCF and that work continues on the next TTDEC course offering.

Injury Prevention – *Ashley Kopech*

In addition to the above PowerPoint presentations, Ms. Kopech announced that a pediatric centered offering is in the Committee's future plans and also announced the vacant Co-Chair position.

Special Populations – *Vacant / Vacant*

No report offered.

Registry – *Michael Shiels, Christine Campbell*

In addition to presenting the above PowerPoint offering, Mr. Shiels and Ms. Campbell announced that revision work on the Texas Trauma Registrars website is in progress, as are revisions to the TTCF Registry webpage. There was a solicitation to the membership for interesting case studies for potential presentation.

Public Relations / Legislative – *Cathy Glenn*

No report offered

Membership / Mentorship – *Rebecca Crocker, Terri Rowden*

Ms. Crocker and Ms. Rowden met with 7 inaugural members in the hybrid environment and distributed the electronic new members booklet.

Fundraising / Finance – *Jessica Vickers, Melanie Martin*

Ms. Martin presented the membership with a Kahoot survey for future TTCF merchandise that showed the most interest in TTCF T-shirts. Also reported was strong membership support to re-open the TTCF website store. The workgroup will complete a current merchandise inventory and report results to the Board.

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

Ms. Sherar reported the hybrid breakout meeting focused on recent ACS survey experiences and survey best practices. The 9 new ACS standards were also discussed, as was the IRB Trauma Registrar Role Delineation project with continued support to develop the project into a poster for submission to this year's TQIP conference.

Level III – *Jamie Stephens, Vacant*

Mr. Stephens reported 32 members attended the hybrid breakout meeting in conjunction with the Level IV Committee where the Committee's SMART goals were discussed. There was also a solicitation for the vacant Co-Chair position.

Level IV – *Janice Markwardt, Joy Henry*

Ms. Henry reported information was shared and new members were welcomed in the collaborative meeting with the Level III Committee.

External Reports

Department of State Health Services (DSHS) OEHS/TS – *Jorie Klein, Elizabeth Stevenson, Indra Hernandez*

Ms. Klein updated the membership on the current status of the 157 trauma rules revision process announcing the document remains with the state's legal department for processing. Anticipated enactment and adherence to the new rules is September 2023. Ms. Klein also congratulated the organization on its 30th anniversary.

Ms. Hernandez announced the current UCC application has been closed and that the department is working through its final audits with facilities. Anticipated distribution of funds is 4 to 6 weeks. After FY20 distributions have been made, the FY21 UCC application will be posted.

Ms. Stevenson reported the department has current vacancies for: Trauma Designation Coordinator, Performance Improvement Coordinator, Program Specialist, and Administrative Assistant; please see DSHS website for interest. It was also reported that currently the state has 300 designated trauma facilities and 16 IAP status. In closing, Audrey Green was introduced to the membership as the new Trauma Designation Coordinator.

Trauma Registry – *Petra Baumann, Judy Whitfield*

No report offered. Mr. Dodwell reported that the new registry manager is Jia Benno.

Texas EMS, Trauma & Acute Care Foundation (TETAF) – *Brenda Putz*

Ms. Putz announced there are new RN and MD surveyors and that the organization continues to accept survey applications. For a detailed survey submission process please refer to the TETAF website. Tonight's TETAF meeting was announced, and members were encouraged to attend. In closing, it was reported that the RAC Data Collaborative is developing and TTCF members were encouraged to get involved with their RACs.

Emergency Nurses Association (ENA) – *Courtney Edwards, Rosie Bolenbaucher*

Ms. Edwards reported the annual conference is scheduled for Denver and will be offered in a in-person environment. It was further reported that the ENA has developed a new 'Diversity Equity Inclusion' committee at the national level. Also reported was TNCC expiration dates may now be printed from provider cards via the website.

Society of Trauma Nurses (STN) – *Rosie Bolenbaucher, Courtney Edwards*

The annual TraumaCon conference will be held on a in-person platform.

American Trauma Society (ATS) – *Brett Dodwell*

Mr. Dodwell reported that all ATS course offerings are being conducted in virtual environments and a full course menu can be found on the ATS website.

Closing Kahoot - Kathy Rodgers

Input from the Kahoot reflected major support for continuing the hybrid meeting format.

Adjournment – *Kathy Rodgers*

The General Assembly Meeting was adjourned by President Rodgers at 14:40 without objection.

Recorded by,

***Brett Dodwell
TTCF Secretary***