



Texas Trauma Coordinators Forum

**2023 Strategic Planning Meeting Minutes
Thursday, November 17, 2022
Embassy Suites Central Austin**

Board Members in Attendance: Kathy Rodgers, Lori Robb, Dawn Koepp, Jacky Betts, Brett Dodwell, Courtney Edwards, Tamara Connell, Rhonda Manor-Coombes, Danielle Sherar, Sheryl Cloud, Jamie Stephens, Laura Wagley, Janice Markwardt, Kristie Brown, Lydia Camacho, Christine Campbell, Ashley Kopech, Amy Tucker, Rebecca Crocker, Terri Rowden, Jennifer Carr, Melanie Vanderford.

Members in Attendance: Susanne Curran, Heather Sieracki.

The meeting was called to order by President Rodgers at 13:00. A sign-in was utilized and agendas were distributed.

2023 Meeting Dates & Location

In relation to the currently reported GETAC 2023 meeting schedule the following dates for TTCF meetings were established with possible revisions to ensue.

GETAC March 6-9 (Monday)	TTCF Board Mar 9 th , General Mar 10 th
GETAC June 6-9 (Tuesday)	TTCF Board Jun 4 th , General Jun 5 th
GETAC Aug 14-18 (Monday)	TTCF TBD
GETAC Nov 19-22 (Sunday)	TTCF Strategic Planning Nov 16 th , General Nov 17 th

TTCF Virtual Board Meetings: Jan 9, 2023
May 18, 2023
July 20, 2023
Oct 19, 2023

TTCF 2023 Smart Goals were formulated and reviewed. 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

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- 6) Create a quarterly newsletter – NEW
- 7) Increase Facebook membership by 5% - NEW

Emergency Management Role

There was a discussion and agreement to begin offering focus and education on this role/subject in relation to the ACS 'Grey' book and revised DSHS 157 rules.

Committee and Workgroup Budgets and SMART Goals

Worksheets were distributed to leadership with a due date of Jan 1, 2023.

GETAC Representation for TTCF– ad hoc for “hot topics” to present to membership as needed from below:

Trauma Systems

Injury Prevention

Pediatrics

Disaster / Emergency Preparedness

Organizational Representation for TTCF

TETAF – Aaron Rogers and Terri Rowden will be invited to address TTCF as needed.

ENA – Rhonda Manor-Coombs and Courtney Edwards

STN – Courtney Edwards

DSHS – Jorie Klein and Joshua Finholt for UCC

Stop the Bleed Texas Coalition – Brett Dodwell and Jennifer Carr

TCAA – Lori Robb

ATS – Brett Dodwell

ACS - Chris Campbell

TTDEC Course

Agreement to offer the course via virtual platform only in Spring and Fall of 2023.

Trauma Rule Revisions Update

The membership will receive and update by Jorie Klein at tomorrow's meeting.

Bylaw Revisions

Ms. Edwards has received annual revision input and will consolidate all changes for potential adoption at the first 2023 General Meeting.

Uncompensated Care letter from Board

The TTCF Executive Board drafted letter in support of itemizing facility specific perspective was read and discussed. There was unanimous support to deliver the letter to the TETAF Board with minor revisions suggested.

Annual Awards

Nomination input for the TTCF annual awards will be distributed in January 2023 with awards scheduled to be bestowed at the first 2023 TTCF General Meeting.

Officer / Board Reports:

President-Elect *Dawn Koepf*

No report offered.

Secretary *Brett Dodwell*

Mr. Dodwell reported a current TTCF membership of 144 which equates to a 22% increase from last calendar year. COI and Budget/Goal worksheets were distributed to the leadership with a due date of Jan 1, 2023 noted. There was also a reminder that the annual website password will be changed for the new membership term.

Treasurer *Jacky Betts*

Mr. Betts submitted an itemized written report dated Nov 15, 2022 reflecting Equity opening balance of \$30,902.92, Retained Earnings of \$-12,792.09, Net Income \$5,779.46, for a Total Liabilities and Equity balance of \$23,890.29

Mr. Betts also reiterated the continued advice and discussion to change the organizations bank holdings, with the recommendation to pursue Chase JP Morgan as the potential new financial institution. There was agreement to pursue the change of accounts to Chase with the agreement to confirm the Treasurer, President, President-Elect, and Secretary have access to the new bank ledger. Mr. Betts will continue to pursue the banking transition and keep the Board informed of developments. The significant impact of collection fees via Eventbrite and PayPal registrations was also discussed and the charge to find less expensive registration fee platforms was solicited. There was a discussion to roll the registration fees charged by vendors into the total registration cost(s). There was agreement to continue researching vendors such as Venmo and Cheddar Up to obtain cheaper fees. There was also agreement to begin charging the vendor platform registration fee directly to the individual registration for all future events. In reference to the previous sentence, there was a motion by Lori Robb to increase the 2023 General Membership Meeting fee schedule to \$55 member pre-meeting registration, \$65 in-person member fee, \$70 in-person non-member fee. There was a second to the motion by Janice Markwardt. There were no objections or dissent, and the motion was passed. The new meeting fee schedule will be communicated to the membership tomorrow. There was also notice to begin succession planning relating to the current Treasurer and Secretary tenure terms.

Parliamentarian *Courtney Edwards*

Ms. Edwards is compiling suggested bylaw revisions for adoption at the first 2023 General Membership meeting.

Historian *Tamara Connell*

Ms. Connell thanked everyone who was involved in the planning and operations of the TTCF 30th Anniversary Celebration and reported she will produce a photo album in the near future.

Director at Large 1 & 2 *Danielle Sherar, Rhonda Manor Coombs*

Ms. Manor-Coombs reported on the development of a TTCF Challenge Coin and distributed two prototypes for discussion. Cost estimates are \$4.75 per coin. Ms. Manor-Coombs will report back at the next TTCF Board meeting on suggested prototype revisions and project status.

Committee / Workgroup Reports:

Public Relations/Legislative *Cathy Glenn, Vacant*

No report offered.

Education *Jennifer Carr, Vacant*

The Co-Chair vacancy was noted in relation to Ms. Koepf's election to President-Elect. It was also noted that the Education Chair position will be accountable for the TTCF laptop computer.

Fundraising / Finance *Melanie Vanderford, Vacant*

Ms. Suzanne Curran was announced as the Co-Chair by Ms. Vanderford. Creation of new t-shirts and polo shirts were discussed. There was also discussion to develop TTCF Board embroidered blue shirts.

Injury Prevention *Ashley Kopech, Amy Tucker*

Ms. Kopech announced that tomorrow is National IP Day and to wear green if possible.

Level I/II *Sheryl Cloud, Vacant*

It was noted that the Co-Chair position continues to be vacant. Also announced that Parkland TQIP poster submission has been accepted relating to the Trauma Registrar Delineation Study with the poster available for dissemination after the TQIP conference in December 2022.

Level III *Jamie Stephens, Laura Wagley*

Mr. Stephens reported that Budget and Goal work will be completed in the near future and that planning for 2023 will focus primarily on the new ACS and DSHS rule changes.

Level IV *Janice Markwardt, Joy Henry*

Ms. Markwardt announced that trauma survey etiquette will be the focus of tomorrow's meeting.

Membership / Mentorship *Rebecca Crocker, Terri Rowden*

Ms. Rowden announced her newly accepting position with TETAF and led a discussion on remaining in a TTCF Board position in her new TETAF role. Ms. Rowden agreed to remain in her current TTCF position until a replacement can be found. The attendees thanked Ms. Rowden for her leadership tenure in the organization.

Special Populations *Kristie Brown, Lydia Camacho*

Ms. Brown reported obstetric and bariatric offerings are being planned for 2023 and that the Burn presentation is on track for tomorrow's meeting.

Registry *Michael Shiels, Christine Campbell*

Ms. Campbell announced the Committee will present a short ACS presentation at tomorrow's meeting. Ms. Campbell also announced that Mr. Shiels will be at attendance for future meetings.

Open Forum – All

There was a suggestion and agreement for the TTCF leadership badges to be accounted for by the President-Elect.

Bylaws revision suggestions were noted as: Article 3 change membership term to calendar year and annotate memberships or not transferable or institutional, change 'Representative' At Large to 'Director' At Large, Election Process remove titles 'Treasurer' and 'Secretary' in relation to Treasurer-Elect and Secretary-Elect, change quorum from a percentage of membership present to 'majority' of membership present, and lastly consider the addition of a formal Emergency Preparedness Workgroup pending a substantiated necessity.

Adjournment

There being no other items voiced for consideration, the 2023 Strategic Planning meeting was adjourned by President Rodgers at 16:05.

Recorded by,

***Brett Dodwell
TTCF Secretary***