



Texas Trauma Coordinators Forum

BOARD MEETING MINUTES
August 14, 2023
Embassy Suites Central Austin

Board Members Present: Dawn Koepp, Jacky Betts, Brett Dodwell, Courtney Edwards, Tamara Jones, Rhonda Manor-Coombs, Sheryl Cloud, Lori Robb, Colyn Turnbow, Janice Markwardt, Joy Henry, Kristie Brown, Lydia Camacho, Christine Campbell, Ashley Kopech, Rebecca Crocker, Jenny Oliver, Jennifer Carr, Melanie Vanderford, Suzanne Curran.

Call to Order – The meeting was called to order by President-Elect Koepp at 1800. A sign-in sheet was utilized, agendas were provided, and a quorum was established.

Approval of Minutes – There was a motion by Kristie Brown to approve the published July 20, 2023 Board Meeting minutes with a second had by Courtney Edwards. There were no suggested revisions or dissent and the motion passed.

Goals: TTCF 2023 Smart Goals – The organizational goals were reviewed per below.

Support the mission of the TTCF organization through:

- 1) Education, mentoring, and networking
- 2) Increase membership and participation by 5% - current Facebook census is 407 and current paid membership census is 130 for CY23.
- 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/Agenda items – *Dawn Koepp*

- 2023 remaining meeting dates were announced as; November 16 Strategic Planning Meeting at Embassy Suites Central Austin, and November 17 General Assembly at Embassy Suites Central Austin.
- There were no submitted Kahoot tools reported for tomorrow's presentations.
- Tomorrow's agenda was reviewed with discussion as to the educational focus for the November General Assembly meeting. Suggested focus included 'rule revision changes' and 'emergency management'. There was also support to conduct the annual silent auction at the November General meeting.

Board Elections – It was reported that hardcopy ballots have been published for distribution to current TTCF members to conduct tomorrow's election. Board positions scheduled for election are Secretary-Elect, Historian, and DAL#2.

Trauma Rules Update – There were no reported changes to the DSHS Trauma rules revision schedule listed below...

- Dec 2023 Open to formal public comment for 31 days
- Late April goes to Legal review and if passed will be adopted
- Sept 2024 New Rules will be implemented

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Survey guidelines – The recently released DSHS 2023 Survey Guidelines documents has been published to the TTCF homepage for review.

Pediatric Readiness Project – Ms. Snow and Dr. Remick are scheduled to address the membership at tomorrow's meeting. Board support for the project was reiterated.

Officer/Board Reports:

President-Elect – *Dawn Koepf*
No report presented.

Secretary Report – *Brett Dodwell*
Mr. Dodwell reported the current TTCF CY23 membership as 130. Recently published documents to the TTCF homepage were announced and include: 2023 DSHS Survey Guidelines, DSHS designation gap analysis, and STN's TPM position paper. There was a reminder to secure hotel reservations for the November meeting(s) by October 26th to meet the room block deadline. Mr. Dodwell reported the lack of support of the current webmaster and difficulty in communicating with same. He reported that a search for a replacement is underway to support the incoming Secretary-Elect with website operations.

Treasurer's Report – *Jacky Betts*
Mr. Betts presented an itemized written financial report reflecting a current Liabilities & Equity balance of \$16,840.54 There are 5 paid vendors for tomorrow's meeting. Mr. Betts reminded the Board that he and Mr. Dodwell are in the process of purchasing 2 new laptop computers for the succession planning of outgoing/incoming Secretary-Elect and Treasurer-Elect. In closing Mr. Betts also reminded the Board that the progression from PayPal processing of annual memberships to using a QR code via QuickBooks is in progress. Updates will be provided to the Board.

At-Large Report - *#1 Danielle Sherar, #2 Rhonda Manor-Coombes*
Ms. Manor-Coombs announced that a photographer to secure Board member headshots is on schedule for the November meeting.

Parliamentarian's Report – *Courtney Edwards*
Ms. Edwards reported that the scheduled election for tomorrow is on track, to include paper ballots.

Historian's Report – *Tamara Jones*
Ms. Jones reported that work continues on publishing numerous pictures to the TTCF Facebook page.

Committee Reports

Membership/Mentorship – *Rebecca Crocker, Jenny Oliver*
It was reported that the revised electronic 'new member' packet will be distributed tomorrow.

Trauma Registry – *Christine Campbell, Lori Foster*
Ms. Campbell announced tomorrow's presentation will dovetail to the PI focused educational offerings.

Special Populations – *Kristie Brown, Lydia Camacho*
The Committee leadership confirmed the collaborative PI presentation is set for deliverable.

Injury Prevention – Ashley Kopech, Amy Tucker

Ms. Kopech reported the 'Texercise' offering is scheduled for tomorrow by HHS.

Level I / II – Sheryl Cloud, Lori Robb

Ms. Cloud informed the Board of the announced activation charges survey from CMS via TCAA is reported to include cases from 2020 through 2022. The Committee's breakout meeting agenda remains unchanged.

Level III – Laura Wagley, Colyn Turnbow

Ms. Turnbow announced the Committee will utilize its usual meeting format at tomorrow's breakout session.

Level IV – Janice Markwardt, Joy Henry

documents. She requested any TETAF trauma surveyors attend the meeting to address the attendees if available.

Workgroup Reports

Fund Raising / Finance – Melanie Martin, Suzanne Curran

Ms. Vanderford reported that most existing shirts have been sold and that a new order for replacement shirts will be processed. There was no Board support voiced for the 'trauma llama' shirt to be purchased. There was agreement to order navy colored dry fit polo shirts for Board members. Ms. Vanderford agreed to POC the scheduled November silent auction via a distributed spreadsheet.

Public Relations / Legislative – Cathy Glenn, Vacant

No report offered.

Education – Jennifer Carr, Maysoon Bader

Ms. Carr announced that the scheduled October 16, 2023 TTDEC course is on track and that currently there are only 4 registrations noted. There were suggestions to distribute the course offering to TETAF and all RACs for announcement. It was also noted that the educational focus for the November General Meeting is planned as information related to the upcoming revised trauma rules, with Emergency Management the anticipated focus for 1Q24.

Open Forum - ALL

Ms. Curran suggested the organization support a proposed legislative effort to secure state awareness of school district screening of student athletes for cardiac conditions via EKGs.

Ms. Carr reported that the DSHS Designation Gap Analysis document is not being acknowledged outside of the TTCF organization.

Mr. Betts offered the suggestion to conduct raffles at each quarterly meeting to increase revenue.

Adjournment – There being no further issues presented for the Board's attention, the meeting was adjourned by President-Elect Koepp at 19:18.

Recorded by,

***Brett Dodwell
TTCF Secretary***