



Texas Trauma Coordinators Forum

2024 Strategic Planning Meeting Minutes November 16, 2023: Embassy Suites Central Austin

Board Members present: Kathy Rodgers, Dawn Koepp, Jacky Betts, Brett Dodwell, Courtney Edwards, Tamara Jones, Danielle Sherar, Rhonda Manor-Coombs, Sheryl Cloud, Janice Markwardt, Joy Henry, Lydia Camacho, Ashley Kopech, Amy Tucker, Rebecca Crocker, Jenny Oliver, Jennifer Carr, Melanie Vanderford, Suzanne Curran.

TTCF Members present: Kristi Gamel

Call to Order – The meeting was called to order by President-Elect Dawn Koepp at 13:05. A quorum was established, a sign-in sheet was utilized, and agendas were distributed.

TTCF Proposed 2024 Smart Goals – 2023 goals were analyzed and proposed 2024 goals were established as below: Support the mission of the TTCF organization through:

- 1) Education, mentoring, and networking
- 2) Increase membership and participation by 5% - the 2023 membership was increased to 156 from the 2022 census of 140.
- 3) Ensure continued organizational financial stability
- 4) Collaborate with Texas EMS for Children in providing pediatric simulation, scenarios, via PECC education and interactive learning within the pediatric specialty.
- 5) Provide information regarding trauma rules, gap analysis, and any additional state trauma related guidelines. There was lengthy discussion relating to the timeliness of DSHS releasing documents relating to the upcoming trauma rules revision and supporting documents. There was strong support to provide stakeholder input to DSHS prior to the rules being adopted.

Dates of 2024 Meetings: The 2024 meeting dates were formalized as below. Treasurer Betts is collecting hotel bids for meeting space in Austin and will report findings and recommendations back to the TTCF Board in the near future. The November 2024 meeting will occur in Fort Worth.

Virtual Board Meeting	Board Meeting	General Membership
February 13, 2024	March 4, 2024	March 5, 2024
May 15, 2024	June 10, 2024	June 11, 2024
July 17, 2024	August 19, 2024	August 20, 2024
October 16, 2024	November 21, 2024	November 22, 2024

Organizational Representatives for TTCF: The below members were recognized as representatives to the following organizations:

TETAF – Rhonda Manor-Coombs

ENA – Rhonda Manor-Coombs

STN – Courtney Edwards

DSHS – Elizabeth Stevenson

Texas Stop the Bleed Coalition – Jennifer Carr, Brett Dodwell

TCAA – Lori Robb

ATS – Brett Dodwell

ACS – Christine Campbell

PECC – Amy Tucker, Rhonda Manor-Coombs, Sally Snow

Trauma Rules Update – There was further discussion related to the TTCF Goal #5 with the decision to task the PR/Legislative workgroup with organizing TTCF stakeholder talking points and concerns to be communicated to DSHS when further input is opened.

TTCF Annual Awards – The 2022 annual awards are produced and scheduled to be presented at tomorrow's General Assembly meeting. There was a suggestion to review the award trophy verbiage for possible revision with a ad hoc workgroup formed of Courtney Edwards, Brett Dodwell, Kathy Rodgers, and Dawn Koepp.

Uncompensated Trauma Care Funding – It was reported that DSHS announced on a Level III/IV phone call that the UCC application will be released in January 2024.

Emergency Management – There was support to focus on EM for 2024 relating to TTCF presentations and education. There was agreement that Suzanne Curran would POC the focus with potential help from Meg Michaels.

Officer/Board Reports:

President-Elect – *Dawn Koepp*

Ms. Koepp reported that she is energized to assume the office of President in January 2024.

President – *Kathy Rodgers*

Ms. Rodgers expressed her gratitude for the Board's support during her 2 year tenure and is looking forward to supporting Ms. Koepp in 2024.

Secretary Report – *Brett Dodwell*

Mr. Dodwell reported the current 2023 membership census as 156 which is increased from 140 for 2022. The committee/workgroup 2024 SMART goal/budget worksheets were distributed to the leadership. He encouraged the leadership to take advantage of the \$240 annual Kahoot tool for meetings. Attendees were reminded that the annual website membership term and password will expire December 31, 2023 and encouraged renewal of same. In closing Mr. Dodwell announced that he will present the Board a succession report at the March 2024 Board meeting.

Treasurer Report – *Jacky Betts*

Mr. Betts presented an itemized 2023 written annual financial report reflecting total income of \$30,491.45 and total expenses of \$28,707.79. It was noted that meeting expenses denote the major annual expense (\$22,165.00) and that meeting fees denote the major annual income (\$16,016.45). Net income was noted as \$1,783.66. There was also a submitted itemized written report reflecting a current liabilities & equity balance of \$23,100.98. Mr. Betts announced that vendor fees and course fees are the major itemizations that are keeping the organization financially solvent. The current vendor fee menu was distributed and discussed.

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There was support to retire the option for newsletter vendor support. There was additional support to develop a vendor tier package bundle of various levels with Mr. Betts agreeing to POC the project and report options back to the Board. He reported that pre-meeting registrations have increased but also that in-person meeting registrations have also increased. The logistic importance of pre-meeting registration was stressed. In closing it was announced that two new TTCF laptops have been purchased (one directed for Secretary operations and one for Treasurer operations) in relation to succession planning of the two Executive Board positions. The need to purchase an additional TTCF presentation projector was noted in relation to the difficulty of meeting attendees being able to adequately view only one projection in a large meeting room. There was a motion by Kathy Rodgers to allot \$1000 towards the purchase of a second TTCF projector, with a second had by Tamara Jones. No dissents or objections were noted, and the motion passed. In closing Mr. Betts reminded the Board that the previous decision to change TTCF banking from Bank of America to Chase would be enacted shortly and that 3 Executive Board positions would be entitled to draft out of the new TTCF bank account, President, Treasurer, and Secretary.

At-Large Report - #1 Danielle Sherar, #2 Rhonda Manor-Coombes

Ms. Manor-Coombes announced that the photographer will attend tomorrow's meeting to take Board member headshot pictures.

Parliamentarian's Report – Courtney Edwards

Ms. Edwards solicited any interested members to provide input for the annual TTCF Bylaw and SOP revisions.

Historian's Report – Tamara Connell

A discussion ensued relating to leadership badges, recognition coins, and TTCF backdrop responsibilities. Mr. Jenny Oliver agreed to maintain possession of the above and to provide transport of same to Austin meetings.

Committee Reports

Membership - Mentorship –Rebecca Crocker, Jenny Oliver

Ms. Crocker and Ms. Oliver reported that the format and resources for the 2024 meetings will remain the same.

Trauma Registry – Christine Campbell, Lori Foster

No report offered.

Special Populations – Kristie Brown, Lydia Camacho

Ms. Camacho announced that the Committee will discuss and produce their 2024 SMART goals and budget in the near future.

Injury Prevention – Ashley Kopech, Amy Tucker

Ms. Kopech and Ms. Tucker announced that the Committee will have an IP booth available at tomorrow's meeting for pictures and promotion of National Injury Prevention Day on November 18th.

Level I - II – Sheryl Cloud, Lori Robb

Ms. Cloud reported that the Committee leadership distributed a document to collaborate new policies and guidelines that will be needed relating to the ACS 'Grey' book and future surveys. The Committee will also develop SMART goals for publishing to their webpage in the near future.

Level III – Laura Wagley, Colyn Turnbow

No report offered.

Level IV – Janice Markwardt, Joy Henry

Ms. Markwardt and Ms. Henry announced that the successful 2023 meeting platform will be continued through 2024.

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Workgroup Reports

Fund Raising / Finance – *Melanie Martin, Suzanne Curran*

Ms. Curran reported that new TTCF merchandize will be available for purchase at tomorrow's meeting. Ms. Vanderford distributed a prototype TTCF jacket for production approval. There was discussion relating to increasing the size of the TTCF logo on the jacket. There was support to revise the logo size and return a new prototype prior to production. The leadership also reported the silent auction is on track for tomorrow's General Assembly meeting.

Public Relations / Legislative – *Cathy Glenn, Vacant*

Ms. Edwards reported that Ms. Glenn communicated that she continues to watch the Texas Special Legislative sessions and a SCOTUS case involving firearm possession rights vs. domestic violence restraining orders.

Education – *Jennifer Carr, Maysoon Bader*

Ms. Carr announced the decision to offer one TTDEC course for 2024 relating to the delay and enactment of the revised DSHS Trauma Rules. There were suggestions to offer education presentations relating to designation gap analysis, trauma informed care, mental health, TPM burnout support and resiliency support for 2024. A tentative educational schedule of March 'gap analysis', June 'resiliency', August 'PI', and November 'EM' was proposed.

Open Forum – *All*

There was discussion relating to last year's TTCF anniversary 'memento sign-in' books, with agreement to offer the books at all quarterly meetings for attendees to communicate their thoughts in support/improvement of TTCF operations.

Adjournment – *Dawn Koepp*

There being no further items proposed for strategic planning focus, there was a motion to adjourn the meeting by Mr. Betts with a second had by Mr. Dodwell. There were no objections or further discussion and the motion passed. The meeting was adjourned by Ms. Koepp at 15:30.

Addendum

President Rodgers called an abbreviated TTCF Board Meeting to order at 15:31. A quorum was established.

There was a motion to accept the published October 19, 2023 TTCF Board Meeting minutes by Mr. Betts with a second had by Ms. Jones. There was no discussion or objection and the motion passed.

Ms. Rodgers expressed sincere gratitude and joy for the Board's support of her tenure over the past two years and thanked those in attendance for the opportunity she had to lead the organization from 2021 through 2023. The Board recognized Ms. Rodger's dedication and leadership.

Adjournment – There was a motion by Ms. Curran to adjourn the November 16, 2023 TTCF Board Meeting, with a second had by Ms. Crocker. There were no objections, the motion passed, and the meeting was adjourned by President Rodgers at 15:35.

Recorded by,

***Brett Dodwell
TTCF Secretary***