



**TTCF Strategic Planning Meeting Minutes**  
**November 21, 2024**  
**Tarrant County College, Trinity River Campus – Fort Worth, TX**

Board Members Present: Dawn Koepp, Kathy Rodgers, Jacky Betts, Brett Dodwell, Tamara Jones, Danielle Sherar, Rhonda Manor-Coombs, Lori Adams, Janice Markwardt, Lydia Camacho, Christine Campbell, Courtney Edwards, Joseph Murray, Lori Foster, Laura Wagley, Colyn Turnbow, Amy Tucker, Brandi Mendoza, Kristie Brown, Rebecca Crocker, Cathy Glenn, Suzanne Curran, Melanie Vanderford.

**Call to Order** – The meeting was called to order by President Koepp at 13:04. A quorum was established, a sign-in sheet was utilized, and agendas were distributed.

**TTCF Proposed 2025 Smart Goals** – The 2024 organizational goals were analyzed, and the adopted 2025 goals were established as below:

- a. Support the mission of the TTCF organization through:
- b. Education, mentoring, and networking
- c. Increase membership and participation by 5%
- d. Ensure continued organizational financial stability
- e. Collaborate with Texas EMS for Children in providing pediatric simulation, scenarios, PECC education and interactive learning within the pediatric specialty
- f. Provide information regarding trauma rules, gap analysis, and any additional state trauma related guidelines.

**Dates of 2025 Meetings & Locations:** The tentative GETAC dates for 2025 were reviewed in conjunction to formalizing the 2025 TTCF meeting dates. The 2025 TTCF Board meeting dates were adopted per below. The TTCF General meeting date months were adopted per below with specific dates to follow. There was discussion relating to hosting the General meeting locations external to hotel conference rooms which would decrease the quarterly meeting fees by approximately 60%. Ms. Manor-Coombs agreed to research locations in the Austin area and Ms. Shear agreed to research locations in the DFW area for the November 2025 meeting. It was noted that the GETAC room blocks could be used by TTCF meeting attendees.

Virtual Board	Board Meeting	General
February 20, 2025	March 2025	March 2025
May 15, 2025	June 2025	June 2025
July 17, 2025	August 2025	August 2025
October 16, 2025	November 2025	November 2025

## **Budgets and Smart Goals**

Committee and Workgroup leaders were provided 2025 SMART goal and budget worksheets to submit at the 1Q25 Board meeting.

## **Bylaw Review**

Ms. Edwards previewed the proposed Bylaw revision changes that were posted to the TTCF website last month. There was unanimous Board support to adopt the changes with a membership vote scheduled for tomorrow's meeting.

## **Trauma Rules**

The DSHS adopted 157 rules have been posted to the TTCF homepage for reference. Additionally, a crosswalk of the 157.125 and 157.126 rules has been posted to the Level III Committee webpage. It was noted that DSHS will conduct webinars to discuss the adopted 157 rules 12/3, 12/5, and 12/17, with webinar registration having been pushed out via the TTCF list server.

## **Annual Awards**

Nominations were opened for the TTCF annual awards with instructions to communicate input to Parliamentarian Edwards. The awards are scheduled to be presented at the 2Q25 meeting.

**TTCF Representation on State and National Committees** – The below Board members were recognized as representatives to the following organizations:

GETAC – Dawn Koepp, Jennifer Carr, Kathy Rodgers, Amy Tucker, Courtney Edwards, Cathy Glenn, Suzanne Curran

TETAF – Rhonda Manor-Coombs, Suzanne Curran, Jacky Betts, Kathy Rodgers

ENA – Courtney Edwards, Rhonda Manor-Coombs

STN – Courtney Edwards, Kristie Brown, Amy Tucker, Colyn Turnbow

ATS – Cathy Glenn, Tamara Jones

TCAA – Lydia Camacho, Courtney Edwards, Amy Tucker

STB TC – Suzanne Curran, Jennifer Carr

ACS – Christine Campbell

## **TTDEC Course Dates**

There was discussion to modify the TTDEC course by providing breakout sessions relating to attendee experience. There was also support for increasing the presenter census. It was agreed that the TTDEC course will be offered for a target date of October 2025 in relation to the 157 rule changes timeline.

## **Topics for Education 2025**

There was support to target the following topics for educational offerings in 2025: specialty populations track, legislation process offering, blood product advancements, trauma organizational common acronyms, neurosurgery, hazmat, "Not Another Spreadsheet (Colyn Turnbow), pediatric readiness scenario cases, and hospital violence interrupter program.

## **Silent Auction**

It was noted that 10 baskets will be exhibited for tomorrow's silent auction.

## **Vendors and Fees**

There was discussion relating to updating the vendor fee schedule and offering tracks. The majority of the Board agreed to not increase the current vendor fees and to add a offering track of providing a 15 minutes address to the meeting attendees for a vendor that would be providing lunch to the general assembly meeting. Vendors for tomorrow's meeting were noted as CSL Behring, ESO, ImageTrend, and Tech-Lab Inc.

## **TTCF Newsletter**

There was discussion to renew the creation of the TTCF newsletter, with the leadership of the Public Relations/Legislative workgroup agreeing to produce the product twice a year.

## **Board / Committee Reports / Discussion / Planning**

### **President / President-Elect – Dawn Koepp / Danielle Sherar**

Ms. Koepp agreed to continue supplying TTCF 'proof of membership' letters to members per request.

### **Treasurer / Treasurer-Elect – Jacky Betts / Melanie Vanderford**

Mr. Betts presented an itemized written financial report dated 11/19/2024 reflecting a current P&L balance of \$16,676.80. It was also reported that the net revenue from the October 2024 TTDEC course was \$6,393.77. Mr. Betts recommended changing banks from Bank of America to Chase. There was a formal motion to change the TTCF banking institution from Bank of America to Chase by Mr. Betts with a second voiced by Kristie Brown. There were no dissensions or objections and the motion passed. There was a further motion by Tamara Jones, with a second voiced by Kristie Brown, to add the TTCF President, TTCF Secretary, TTCF Secretary-Elect, and Treasurer to the TTCF bank account signature card. There were no dissensions or objections and the motion passed.

### **Secretary / Secretary-Elect – Brett Dodwell / Tamara Jones**

Mr. Dodwell thanked the Board for the opportunity to serve the organization as Secretary for the last 14 years and noted that instructions, documents, and equipment have been passed to Ms. Jones. He further recommended that the TTCF Zoom account not be renewed when the annual term expires in August of 2025, relating to the Zoom fee and the frequency of the TTCF Zoom use. There was a motion to not renew the TTCF Zoom account by Mr. Betts with a second had by Ms. Jones. There were no dissensions or objections and the motion passed. Mr. Dodwell also noted that the membership census would be reported by the TTCF Treasurer moving forward, relating to the annual membership processing platform change. It was also noted that Ms. Crocker, in the role of TTCF Membership Committee Chair, would supply confirmation and TTCF website passwords to the annual 2025 processed memberships. Mr. Dodwell also noted that the annual TTCF website password would be supplied by Ms. Jones for 2025. In closing,

Mr. Dodwell also recommended replacing the legacy TTCF projector if future meetings required the use of 2 projectors.

**Historian – *Joseph Murray***

No report offered.

**Parliamentarian / Parliamentarian-Elect – *Courtney Edwards / Maysoon Bader***

Ms. Edwards noted that the Oath of Office will be administered for recently elected Board members at tomorrow's meeting. It was also noted that nominations are open for the annual TTCF awards and that the published, proposed, and Board supported Bylaw revisions will be presented for voting at tomorrow's meeting.

**Director at Large – *Danielle Sherar / Rhonda Manor-Coombes / Kathy Rodgers***

It was noted that the DALs are working with Ms. Snow on pediatric readiness scenario offerings.

**Membership/Mentorship – *Rebecca Crocker / Jenny Oliver***

Ms. Crocker noted the e-book will be reviewed during lunch tomorrow for inaugural members and that an update to the book will be released in early 2025.

**Injury Prevention – *Amy Tucker / Brandi Mendoza***

The leadership noted that an IP Celebration booth will be available for pictures at tomorrow's meeting and solicited IP educational ideas for 2025.

**Special Populations – *Kristie Brown / Lydia Camacho***

Ms. Camacho announced that she will present a bariatric focused educational offering at tomorrow's meeting, and the leadership solicited ideas for 2025 educational offerings.

**Registry – *Christine Campbell / Lori Foster***

Ms. Foster reported that she will present a PowerPoint offering to the attendees of tomorrow's meeting relating to the 2025 NTDS changes.

**Level I/II – *Sheryl Cloud / Lori Adams***

Ms. Cloud's resignation from the Chair position was noted. Ms. Adams agreed to occupy the Chair position and appointed Ms. Meg Michael as the new Co-Chair.

**Level III – *Laura Wagley / Colyn Turnbow***

The leadership noted the 157.125 and 157.126 gap analysis documents have been posted to the Committee's webpage for reference and will be the focus of tomorrow's breakout meeting.

**Level IV – *Janice Markwardt / Joy Henry***

Ms. Markwardt noted the focus of tomorrow's breakout meeting will be the 157 revised rules.

**Public Relations/Legislative – *Cathy Glenn / Kristi Gamel***

Ms. Glenn noted there are over 1000 bills that are scheduled to be filed in the 89<sup>th</sup> State Legislative Session commencing on January 14, 2025. Legislation relating to trauma

operations will be closely followed. She also noted her agreement to renew the publication of the TTCF newsletter.

**Fundraising/Finance – *Melanie Vanderford / Suzanne Curran***

The leadership noted that the remaining Board shirts are available for distribution and that general merchandise will be available for purchase at tomorrow's meeting.

**Education – *Jennifer Carr / Maysoon Bader***

No report offered.

**Ad Hoc - *All***

It was noted that there are 69 paid, pre-registrations for tomorrow's meeting.

**Adjournment – *Dawn Koepp***

There being no further items presented for discussion, the meeting was adjourned by President Koepp at 15:00.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***