



*Texas Trauma Coordinators Forum*

## **2021 Strategic Planning Meeting Minutes**

**November 19, 2020**

**Via Zoom platform**

**Board Member Attendance:** Lori Robb, Sherry Jennings, Jacky Betts, Brett Dodwell, Courtney Edwards, Kathy Rodgers, Garrett Hall, Danielle Sherar, Melanie Martin, Janice Markwardt, Jessica Vickers, Irene Lopez, Michael Shiels, Cathy Glenn, Ashley Kopech, Rosie Bolenbaucher, Kelsie Reeh, Leanne Beaudet, Rebecca Crocker.

**Call to Order** – The meeting was called to order at 13:00 by President Robb, a quorum was established, and agendas were provided via the TTCF website.

**2021 Meeting Dates & Locations** – The 2021 meeting data was formalized as follows:

Board Meeting	General Membership Meeting	Location
January 21 @ 13:00	February 16 @ 13:00	via Zoom
April 15 @ 13:00	May 18 @ 13:00	via Zoom
July 15 @ 13:00	August 17 TBD	TBD
October 21 @ 13:00	November TBD	TBD

**General Membership Meeting Structure** – There was agreement that the virtual meeting structure will be maintained and the estimated time for General Meetings is 2 hours. The August and November meeting times/dates/locations will be TBD relating to membership input and the pandemic status.

**Board Conference Call Future Dates** – It was determined that the Board Meetings on the day prior to General Membership Meetings were not needed in the virtual environment. Board Meetings one month prior to the General Meetings will continue.

**2021 Budgets and Smart Goals** – The Committee and Workgroup leadership was reminded that their 2021 budgets and Smart Goals need to be submitted to the Executive Board asap. Mr. Dodwell provided a worksheet for the above and reported that submissions have been received for: Education, Registry, Membership, Level IV, and Injury Prevention.

**Impact of Pandemic on TTCF Budget** – There was disclosure and discussion relating to the pandemic impact on the organization. It was noted that one vendor that pre-paid for 2020 meeting attendance was reimbursed. It was also determined that Profits and Losses have been offset and final analysis revealed the pandemic situation has not adversely impacted the organization.

**TTCF Representation to Other Organizations** – It was determined that TTCF has adequate representation and liaisons to the following organizations:

GETAC - Trauma Systems – Lori Robb

GETAC - Injury Prevention – Cathy Glenn

GETAC - Pediatrics – Garrett Hall to confirm Texas Childrens Hospital leadership

GETAC - Disaster / Emergency Preparedness – Jessica Vickers

TETAF – Brenda Putz

ENA – Courtney Edwards, Garrett Hall

STN – Tracy Cotner-Pouncy

ATS – Brett Dodwell, Garrett Hall

## **Organization Reports**

**TETAF** – It was noted that the next Data Management Course is scheduled for February 2021.

**ENA** – Ms. Edwards noted the annual conference will be conducted in on a virtual platform.

**STN** – It was also reported that the STN annual conference will be virtual and that a ATCN/ATLS hybrid pilot is in progress.

**ATS** – Mr. Dodwell reported all ATS 2021 courses will be virtual and noted the following upcoming courses: TPM Dec 4-5, IP Dec 4-5, TR Dec 11-12, and a NTDS 2021 changes webinar hosted by Garrett Hall will be offered on Dec 17.

**TTDEC Course** – There was discussion with agreement to conduct the 2021 TTDEC Course virtually on May 17. There was also support to possibly offer a second course in late 2021. There were suggestions to pre-record presentations and to secure back-up presenters with the Education Workgroup leading these prospects.

**Trauma Rule Revisions** – There was discussion of the status of the 157.125 rules and related documents. It was noted that the latest revision is dated February 2020 and that a revision is due out in the new future. There was strong support voiced for Jorie Klein in the DSHS EMS/Trauma Director position.

**Legislative Session Planning** – There is a planned offering via surveymonkey for membership input regarding physical attendance at the February 2021 Capitol Day in Austin. The survey will be conducted at tomorrow's meeting.

**Bylaw Revisions** – Ms. Edwards agreed to lead an ad hoc workgroup to review the Bylaws and SOPs for possible revisions and report any suggested revisions to the Board in January 2021. There was considerable discussion of the Executive Board's decision to remove the President-Elect position from tomorrow's ballot. The decision was directly related to the only nominee for the position acutely withdrawing their name from the ballot. A special election for the President-Elect position will be conducted at the February 2021 meeting and Past-President Jennings will occupy the office until an elected President-Elect has been determined.

**Annual Awards** – Award recipients were formalized as Robin Garza for Lifetime, and Courtney Edwards for Trauma Champion. Mr. Dodwell will begin processing the awards for creation and disbursement.

## **Officer / Board Reports**

### **Immediate Past President** - *Sherry Jennings*

Ms. Jennings agreed to occupy the Past-President position until an elected President-Elect is formalized.

### **Secretary** - *Brett Dodwell*

Mr. Dodwell reported 143 paid 2020 members and reviewed the polls built for tomorrow's meeting relating to Capitol Day, CEU offerings, and Committee Meetings.

### **Treasurer** - *Jacky Betts*

Mr. Betts submitted a written itemized financial report reflecting the organization has remained financially sound without 2020. Current Liability & Equity report reflects a balance of \$18,231.99

**Director at Large Position 1 & Position 2** - *Garrett Hall / Tracy Cotner-Pouncy*  
No report offered.

**Parliamentarian** - *Courtney Edwards*

Ms. Edwards reported she will lead a Bylaw/SOP revision ad hoc workgroup and report any suggested revisions to the Board at the January 2021 meeting.

**Historian** - *Kathy Rodgers*

No report offered.

### **Committee / Workgroup Reports:**

Public Relations/Legislative - *Kelsie Reeh, Leanne Beaudet*

Ms. Reeh announced the 4Q20 e-newsletter has been published to the TTCF homepage and that the state legislature has passed funding for the 'mission zero' project.

Education - *Dawn Koepp, Rosie Bolenbaucher*

Ms. Bolenbaucher reported that archived CEU offerings are being created outside of tomorrow's meeting and that the reformatted structure of CEU virtual offerings will be presented to the Board in January. She also charged the membership to provide CEU desired topics and speakers to the workgroup.

Fundraising / Finance - *Jessica Vickers, Melanie Martin*

The new leadership reported that work continues on obtaining the current TTCF merchandise from the previous Chair and that design of a new t-shirt is in progress. Ms. Vickers agreed to work with Mr. Dodwell to update the TTCF website merchandise page.

Injury Prevention - *Cathy Glenn, Ashley Kopech*

Ms. Glenn announced that the Committee is focused on developing resources relating to 'How to Jumpstart an IP Program' in the pandemic environment.

Level I/II - *Danielle Sherar, Terri Rowden*

Ms. Sherar reported that the Committee will refocus on the OPPE/FPPE project as well as the Registrar Research project.

Level III - *Melanie Leonard, Vacant*

President Robb noted that Ms. Leonard has resigned her leadership position and that any interested members contact the Board for consideration of appointments.

Level IV - *Janice Markwardt, Joy Henry*

Ms. Markwardt reported the Committee's focus for 2021 will be to strengthen Level IV networking and support these facilities with their pandemic challenges.

Membership / Mentorship - Rebecca Crocker, Vacant

Ms. Crocker indicated that the Committee will reach out to new members for networking and plans to meet on a regular basis via the Zoom tool. She also solicited interest for the vacant Co-Chair position.

Special Populations – Vacant, Vacant

The Board noted the vacant leadership positions and instructed any interested members to submit email requests for appointment consideration to the Board.

Registry - Irene Lopez, Michael Shiels

Ms. Lopez and Mr. Shiels reported that the Committee will resume conducting 'Lunch N Learn' opportunities in 2021 and will focus on the topics of burns, reporting, and uploads. The leadership also solicited registry related desired topics for presentations.

**Open Forum** – Ms. Bolenbaucher voiced the desire to develop a education interest survey. Mr. Dodwell announced the temporary closure of the TTCF website's store until a revision of the merchandise can be accomplished. Mr. Hall reminded all that the Texas TQIP survey 'DOA vs. Died in the ED' can be completed by all facilities, not just TQIP member institutions.

**Adjournment** – There being no further items presented for strategic planning focus, the meeting was adjourned at 14:40 by President Robb.

***Recorded by,***

***Brett Dodwell  
TTCF Secretary***