BOARD OF DIRECTORS MEETING &
VIRTUAL GENERAL MEMBERSHIP SESSION MINUTES

Date & Time: 13 May 2025

Location: 600 Six Flags Drive OR Virtual via Zoom

Meeting Leader (Chair Elect): Danielle Sherar

Meeting Scribe: Adrian Bautista

Quorum: Yes

- Attendance documentation attached

NCTRAC
NORTH CENTRAL TEXAS TRAUMA REGIONAL ADVISORY COUNCIL

Agenda	Discussion	Action Plan	Responsible Individual	Targeted Completion / Next Step
Call to Order, Welcome, Announcements (Quorum = 8)	The May Board of Directors Meeting was conducted in person at 600 Six Flags Drive and virtually via Zoom. Mr. Jim Dickerson called the meeting to order at 10:03 A.M. Quorum was confirmed and announced.			
Chair's Report: Recognition	Ms. Danielle Sherar announced one item for Recognition: - Star Award Q1 2025, Darian Shadd			
Chair's Report: Executive Committee of the Board of Directors Update	Ms. Danielle Sherar provided an update on the Executive Board of Directors meeting.			
Chair's Report: Board Ratifications	Ms. Danielle Sherar announced one item for Board ratification: - ED Ops Chair Elect Keith Jones, Texas Health Hospital Mansfield	Motion to accept and ratify the one ratification put forth by Mr. Matthew Baker and Seconded by Ms. Rachal Bracker. Motion carried.	Board of Directors	Complete
Chair's Report: TETAF Update	Mr. Bill Bonny provided a brief update on TETAF. Mr. Jim Dickerson advised of TETAF's upcoming Legislative Workgroup meeting and their pursuits.			

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Chair's Report: Pulsara Utilization Workgroup Update	Mr. Jacob Seil provided an update on Pulsara utilization and provided a recommendation from the Pulsara Utilization Workgroup. He announced one item for Vote: - 2026 Membership & Participation SOP Update	Motion to accept the 2026 Membership & Participation SOP by Mr. Matthew Baker and Seconded by Dr. Bappaditya Ray. Motion carried.	Board of Directors	Submit to General Membership for a final Vote in August
Financial Reports: Treasurer's Report	Ms. Rachal Bracker stated she reviewed the Financial Reports. Ms. Kimmie Tran provided the Financial Report as of March 31, 2025, noting some changes to the Financial Statement and no significant changes to the Balance Sheet.	Motion to accept the Treasurer's Report by Mr. Matthew Baker and Seconded by Dr. Bappaditya Ray. Motion carried.	Board of Directors	Complete
Financial Reports: Finance Report	Ms. Kimmie Tran provided an overview of the Finance Report: - Compliance and Accountability - Investment Update - Exception to Policy (None) - Unobligated Budget Request - Other Items EHS Contract Updates			
Consent/Action Agenda Items:	Mr. Jim Dickerson provided an overview of the May voting items as follows: • April Board of Directors Meeting Minutes • April REPC Meeting Minutes • FY25 Membership Approval (2) • 2025 HCC-E Regional Response Plan • NCTTRAC Prehospital Blood Product Transfusion Record • NCTTRAC Regional Trauma Registry Coding Dictionary • FY25 System Performance Improvement Plan • NCTTRAC Falls Prevention and Outreach Initiatives Guidelines	Motion to accept the consent agenda items by Mr. Matthew Baker and Seconded by Mr. Andrew Hogan. Motion carried.	Board of Directors	Complete

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	• FY25 Inter-Facility Stroke Transfer Guidelines • FY25 NCTTRAC EMS MD Dialysis Sample Resource Document • Other Action Items			
Executive Director's Report: Staffing Update	Mr. Jim Dickerson provided a staff update. He noted the RAC is currently in a hiring pause but will move forward with recruiting for the Preparedness Coordinator role under special circumstances.			
Executive Director's Report: Legislative/Funding Update	Mr. Jacob Seil provided an update on Legislative/Funding and highlighted the HPP Federal Update. Mr. Jim Dickerson provide a review of the current Legislative Bills that TETAF is tracking.			
Executive Director's Report: Planning & Budgeting Session Highlights & Recommendations	Mr. Jim Dickerson presented the highlights from the Planning & Budgeting Session.			
Executive Director's Report: Accountability & Performance (live)	Mr. Jacob Seil provided an overview of the NCTTRAC Accountability Scorecard and the Board of Directors Scorecard.			
Dallas-Fort Worth Hospital Council Update	Mr. John Phillips provided a brief overview of the state of the DFW Hospital Council. Mr. Cory Wilson reported that Steve Love, Executive Director of DFW Hospital Council, went to Washington DC to speak with legislators during the current legislative session to inform them of the importance of the funding hospitals receive from the federal government.			
Emergency Healthcare Systems Reports	Ms. Danielle Sherar and Committee Members gave an overview of the Emergency Healthcare Systems Reports: Dr. Skipper Bertrand provided an update on the work of the EMS Medical Directors committee.			

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	Ms. Natalie Carpenter provided an update on the work of the Pediatric committee. Dr. Suzanne Whitbourne provided an update on the work of the Perinatal committee. Ms. Carolann Vinzant provided an update in the work of the Trauma committee. Dr. Elizabeth Fagan provided an update on the work of the EMS Wall Time Workgroup. Ms. Danielle Sherar advised of the Call for Nominations. She noted there are many open Chair/Chair Elect positions coming up in FY26. Ms. Corrine Cooper provided an overview of the RAC Self Assessment Scores. Ms. Melissa Christon overviewed the upcoming FY25 EHS Education & Training courses.			
Preparedness and Response Reports: REPC	Mr. Bian Lugo provided an overview of the World Cup 2026 subcommittee meetings, plans, and preparations.			
Preparedness and Response Reports: Preparedness Updates	Mr. Brian Lugo provided an update on upcoming subcommittee meetings. He covered the Medical City Argyle Fiber Outage, the response, and preventative measure taken. He reported updates on the Measles outbreak. He reviewed the upcoming Medical Response Surge Exercise.			
Preparedness and Response Updates: Response/Activations	Mr. Maurice Murray provided updates on EMTF-2. He covered the Infectious Disease Response Unit Training, Mobile Medical Unit participation in the 9th Annual Batton March, and the Wildland Fire Support Team participation in the Palo Pinto Wildland Fire Exercise.			

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Closing Comments, Next Meetings, & Adjourn	Ms. Danielle Sherar provided closing remarks and an update on the upcoming meetings noting the following: - Next Board of Directors Meeting is Tuesday, **June 06, 2025** at 10:00 A.M. The meeting was adjourned at 11:53 A.M.			

These minutes are an accurate record of the business conducted at the NCTTRAC Board of Directors & Virtual General Membership Meeting held on Tuesday, May 13, 2025.

____________________________ Secretary's Signature

____________________________ Date

NAME	OFFICE / COMMITTEE	MEMBER ORGANIZATION	FY25 Monthly Attendar Sept*	Oct	Nov	Dec*	Jan	Feb	Mar	Apr*
Bill Bonny	***Chair**	Prosper Fire Department	V	V	V	V		V	V	V
Danielle Sherar	***Chair Elect**		V	V	E	V		V	V	O
Nakia Rapier	**Secretary (thru 12/24)*	*Baylor University Medical Center*	V	O	V	V				
Philip Angelo	***Secretary (eff. 2/25)**	Baylor Scott & White Medical Center - Grapevine						E	V	V
Rachal Bracker	***Treasurer**	Texas Health Harris Methodist Fort Worth	V	V	V	V		O	V	V
Amy Atnip	**Immediate Past Chair**	Medical City Plano	N	N	E	N		E	N	N
Michael Cosentino	**Air Medical Chair**	Air Evac Lifeteam	V	E	V	V		O	O	E
Jeff Donson	*Air Medical Chair Elect*	CareFlite	A	V	A	A		A	A	V
Bethany Brunson	*Cardiac Chair (thru 12/24)*	*Crescent Medical Center Lancaster*	U	E	V	E				
Alison Fresh	**Cardiac Chair (eff. 2/25)**	Texas Health Arlington Memorial Hospital						U	O	O
Alison Fresh	*Cardiac Chair Elect (thru 1/25)*	Texas Health Arlington Memorial Hospital	A	A	A	A				
Chassadie Reynolds	*Cardiac Chair Elect (eff. 3/25)*	Medical City Arlington							A	N
Donald Tucker	*ED OPS Chair (thru 12/24)*	*Medical City Alliance*	V	V	V	V				
Jessica Lucio	**ED OPS Chair (eff. 2/25)**	Texas Health Hospital Mansfield						V	E	V
Jessica Lucio	*ED OPS Chair Elect (thru 12/24)*	Texas Health Hospital Mansfield	N	N	N	N				
VACANT	*ED OPS Chair Elect*	*VACANT*								
Kevin Sandifer	**EMS Chair**	Mansfield Fire Department	U	V	V	V		V	O	V
Matthew Baker	*EMS Chair Elect*	Cedar Hill Fire Department	V	A	N	N		N	N	N
Dr. Skipper Bertrand	**EMS Medical Directors Chair**	Baylor Scott & White Medical Center - Grapevine	V	E	V	V		V	V	V
Dr. Andrew Hogan	*EMS Medical Directors Chair Elect*	UT Southwestern Medical Center	E	E	A	N		N	O	A
John Phillips	**Hospital Executive - East**	Methodist Dallas Medical Center	E	E	O	O		E	V	V
Corey Wilson	**Hospital Executive - West**	Texas Health Harris Methodist Fort Worth	E	O	O	O		V	E	V
Natalie Carpenter	**Pediatric Chair**	Cook Children's Medical Center	E	V	V	O		V	E	E
Amy Tucker	*Pediatric Chair Elect*	Parkland Health	V	N	A	N		N	A	N
Dr. Suzanne Whitbourne	**Perinatal Chair**	Texas Health HEB	V	V	V	V		V	O	V
Dr. Heather Holmes	*Perinatal Chair Elect (thru 3/25)*	Medical City Dallas	A	N	A	A		A	A	
Dr. Christina Chan	*Perinatal Chair Elect (eff. 4/25)*	Texas Health Presbyterian Hospital Dallas								V
Stephan Epley	**REPC Chair**	Texas Health Harris Methodist Fort Worth	V	O	V	V		V	E	V
Brian Lugo	*REPC Chair Elect*	Baylor University Medical Center	N	N	N	A		N	A	N
Dr. Martin Weiss	**Stroke Chair**	Baylor University Medical Center	V	E	V	O		O	V	V
Dr. Bappatidya Ray	*Stroke Chair Elect*	Texas Health Presbyterian Hospital Dallas				N		N	N	N
Carolann Vinzant	**Trauma Chair**	Texas Health Presbyterian Hospital Dallas	V	E	E	V		V	V	V
Ann Quinlan	*Trauma Chair Elect*	Texas Health Resources Fort Worth	O	A	A	A		N	A	A

V	Attendee - Voting, In-person
O	Attendee - Voting, Online
N	Attending - Non Voting (e.g. Chair Elect)
E	Absent - Excused (Prior Notice Provided, Not Absent)
A	Absent - Not Required (Chair Elect, not required to attend)
U	Absent - Unexcused (No Notice Provided)

Excerpt from the NCTTRAC Bylaws

7.8 Board of Directors Attendance Policies

7.8.1 All Officers and Directors are required to attend all Board meetings. At a minimum, all Officers and Directors are required to attend at least 50% of all Board meetings regardless of excused absences.

7.8.1.1 It is preferred that at least 50% of the Board meetings that an Officer or Director attends be attended in-person.

7.8.1.2 All Officers and Directors are expected to attend the four General Membership meetings in-person. General Membership meeting dates for the upcoming Fiscal Year will be identified in the August Board of Directors meeting.

7.8.2 If an Officer or Director is unable to attend a Board meeting, they may request an excused absence. Excused absence requests should be conveyed to NCTTRAC Administration for review by the Executive Committee prior to the missed meeting.

7.8.2.1 If an Officer or Director has two consecutive excused absences, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

7.8.3 In the event that a Committee Chair, in their role as a ratified Director on the NCTTRAC Board, is unable to attend a Board meeting, the Committee Chair Elect, also ratified as an Alternate Director, may attend in their place. The Committee Chair Elect's attendance will count as the Director's attendance for that Board meeting and will count towards Board attendance policies listed above.