# ABBREVIATED BOARD OF DIRECTORS MEETING MINUTES

Date & Time: 10 September 2024

Location: Lux Hotel & Spa, Aspen Room

Meeting Leader (Chair): Bill Bonny

Meeting Scribe: Helen Oberbeck

Quorum: Yes

- Attendance documentation attached

NCTTRAC
NORTH CENTRAL TEXAS TRAUMA REGIONAL ADVISORY COUNCIL

| Agenda | Discussion | Action Plan | Responsible Individual | Targeted Completion / Next Step |
|---|---|---|---|---|
| Call to Order, Welcome, Announcements<br>(Quorum = 8) | The September Abbreviated Board of Directors meeting was conducted in person at the Lux Hotel & Spa 117 S. Watson Road, Arlington, TX and virtually via Zoom.<br><br>Mr. Bill Bonny called the meeting to order at 10:15 A.M. Quorum was confirmed and announced. Introductions were presented around the room. | | | |
| Chair's Report: Recognition | None | | | |
| Chair's Report: Executive Committee of the Board of Directors Update | Mr. Bill Bonny summarized the Executive Committee meeting, noting that the Executive Committee approved the Trauma Registration Upgrade for Methodist Mansfield and discussed Employee Handbook updates & Staff Performance Updates. He noted there were no SPI items to report to the Board. | | | |
| Chair's Report: Chair-Elect Ratifications | Alison Fresh was elected by the Cardiac Committee as FY25 Cardiac Committee Chair Elect. | Motion to ratify the Chair Elect by Mr. Matthew Baker and Seconded by Dr. Skipper Bertrand. Motion Carried. | Board of Directors | Complete |
| Chair's Report: TETAF Update | Mr. Bill Bonny gave a brief overview of the TETAF 35th Anniversary celebration noting that NCTTRAC was a | | | |

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| | significant sponsor for the event and staff & leadership were in attendance. | | | |
| Financial Reports: Treasurer's Report | Ms. Rachal Bracker provided the treasurer's report. She highlighted the Statement of Activities for HPP including operational expenses for the month of July, and large expenses for Everbridge software expansion. She presented a summary of the balance sheet providing a list of assets providing changes from 2023 to 2024.<br><br>Ms. Kimmie Tran brought forward the August Finance Committee Minutes and gave a brief summary of them. | Motion to accept the Treasurer's Report by Mr. Matthew Baker and Seconded by Mr. Stephan Epley Motion carried.<br><br>Motion to accept the August Finance Committee Minutes by Ms. Nakia Rapier and Seconded by Ms. Rachal Bracker. Motion carried. | Board of Directors | Complete |

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| Consent/Action Agenda Items: | Mr. Jim Dickerson provided an overview of the September voting items including the items that were approved by Interim Board vote. Those items included the following:<br><br>September 4, 2024 Interim items:<br>• Regional Stroke Registry Program Overview<br>• Perinatal Committee Chair – Dr. Suzanne Whitbourne – Texas Health HEB<br>• Perinatal Committee Chair Elect – Heather Holmes – Medical City Dallas<br><br>September voting items:<br>• August Board of Directors Meeting Minutes<br>• August Regional Emergency Preparedness Committee Meeting Minutes<br>• FY25 Memberships for Approval – September (39)<br>• Cardiac Committee Chair Elect – Alison Fresh – Texas Health Arlington Memorial Hospital<br>• 2024 Regional Acute Coronary Syndrome (ACS) System Plan<br>• 2024 Acute Coronary Syndrome Triage & Transport Guidelines (Appendix A)<br>• 2025 Finance Standard Operating Procedures (SOP) (8)<br>• Other Action Items | Motion to accept the remaining consent agenda items by Mr. Matthew Baker and Seconded by Mr. Michael Cosentino. Motion carried. | Board of Directors | Complete |
| Executive Director's Report: Staffing Update | Mr. Jim Dickerson provided an overview of staff changes and highlighted that Ms. Leanna Cartier is represented twice because she fills roles in 2 different areas. | | | |
| Executive Director's Report: FY25 Membership Update | Mr. Jim Dickerson gave an overview of the FY25 Membership results with a comparison to where we were this time last year. He highlighted that we are sending out reminders this year for completion of FY25 | | | |

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| | Membership Renewals via Member Hub and that Primary Voting Representatives are making sure invoices are paid by October 31, 2024. | | | |
| Dallas-Fort Worth Hospital Council Update | No representation | | | |
| Closing Comments, Next Meetings, & Adjourn | Mr. Jacob Seil gave an overview that described the expectations of the board member meeting attendance. He highlighted that there are 10 opportunities to attend a board meeting, and it is expected that 5 of those meetings be attended in person. He explained that there are 4 pre-identified meeting dates that align with the virtual general membership dates and in-person board member attendance is expected at those meetings.<br><br>Ms. Jessica Dupree requested completion and signature of the Code of Ethics and Conflict of Interest forms that were given at the beginning of the meeting and advised of reserved seating for the Board of Director Members at the front of the General Membership room.<br><br>Mr. Jim Dickerson and Mr. Bill Bonny provided closing remarks and update on the upcoming meetings noting the following:<br>• Next Board of Directors Meetings<br>- Tuesday, **October 8, 2024**, at 10:00 A.M.<br>- Tuesday, **November 12, 2024** at 10:00 A.M.<br>• Next “In-Person” Board of Directors Meeting / Virtual General Membership Meeting<br>- Tuesday **December 10, 2024** at 10:00 A.M.<br>The meeting was adjourned at 10:50 A.M. | | | |

These minutes are an accurate record of the business conducted at the NCTTRAC Board of Directors Meeting held on Tuesday, September 10, 2024.

Secretary's Signature ______________________ Date ______________________

| NAME | OFFICE / COMMITTEE | FY Sept |
|---|---|---|
| **Bill Bonny** | ***Chair** | V |
| **Danielle Sherar** | ***Chair Elect** | V |
| **Nakia Rapier** | ***Secretary** | V |
| **Rachal Bracker** | ***Treasurer** | V |
| **Michael Cosentino** | **Air Medical Chair** | V |
| ***Jeff Donson*** | ***Air Medical Chair Elect*** | A |
| **Bethany Brunson** | **Cardiac Chair** | U |
| ***Alison Fresh*** | ***Cardiac Chair Elect*** | A |
| **Donald Tucker** | **ED OPS Chair** | V |
| ***Jessica Lucio*** | ***ED OPS Chair Elect*** | N |
| **Kevin Sandifer** | **EMS Chair** | U |
| ***Matthew Baker*** | ***EMS Chair Elect*** | N |
| **Dr. Skipper Bertrand** | **EMS Medical Directors Chair** | U |
| ***Andrew Hogan*** | ***EMS Medical Directors Chair Elect*** | E |
| **John Phillips** | **Hospital Executive - East** | E |
| **Corey Wilson** | **Hospital Executive - West** | E |
| **Natalie Carpenter** | **Pediatric Chair** | E |
| ***Amy Tucker*** | ***Pediatric Chair Elect*** | N |
| **Suzanne Whitbourne** | **Perinatal Chair** | V |
| ***Heather Holmes*** | ***Perinatal Chair Elect*** | A |
| **Stephan Epley** | **REPC Chair** | V |
| ***Brian Lugo*** | ***REPC Chair Elect*** | N |
| **Dr. Martin Weiss** | **Stroke Chair** | V |
| ***Vacant*** | ***Stroke Chair Elect*** | |
| **Carolann Vinzant** | **Trauma Chair** | V |
| ***Ann Quinlan*** | ***Trauma Chair Elect*** | O |
| **Amy Atnip** | **Immediate Past Chair** | V |

| Code | Meaning |
|---|---|
| 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) |

*Excerpted from NCTTRAC Bylaws Attendance*

7.8 All Officers and Directors are expected to attend all Board Meetings.

7.8.1 Attendance rosters will be maintained on a rolling two-year or individual fiscal year basis as appropriate to Officers/Directors terms of office.

7.8.2 Officers and Directors attending virtually are encouraged to utilize video capabilities where available to facilitate meaningful discussion and participation in NCTTRAC meetings and events.

7.8.3 Excused absence requests should be conveyed to NCTTRAC Administration for review by the Executive Committee prior to the missed meeting

7.8.4 If an Officer or Director is absent for two consecutive regular Board Meetings, or failing to attend at least 50% of the meetings in person, without accepted excuse, the Officer or Director will be notified in writing of the applicable concerns.

7.8.4.1 If, after being notified, the Officer or Director misses the next regular Board Meeting, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and