BOARD OF DIRECTORS/GENERAL MEMBERSHIP MEETING MINUTES

Date & Time: 10 December 2024

Location: 600 Six Flags Drive OR Virtual via Zoom

Meeting Leader (Chair): Bill Bonny

Meeting Scribe: Helen Oberbeck

Quorum: Yes

- Attendanc[illegible]ntation attached

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 December Board of Directors meeting was conducted in person at 600 Six Flags Drive and virtually via Zoom. Mr. Bill Bonny called the meeting to order at 10:04 A.M. Quorum was confirmed and announced. Mr. Rick Antonisse thanked the Board members who were in attendance and gave a reminder of the FY25 Board of Directors attendance policies summary. Introductions were made by each Board member in the room and online.			
Chair's Report: Recognition	Mr. Rick Antonisse extended heartfelt gratitude and best wishes to Ms. Nakia Rapier for her retirement. A formal presentation of a gift was made in acknowledgement of her service as Board Secretary for 2019 – 2024. Mr. Rick Antonisse deferred the virtual presentation of the Journey of Excellence award to Dr. Rajesh Gandhi because he was not able to attend this			

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	meeting. This award is normally given during the NCTTRAC General Membership meeting.			
Chair's Report: Executive Committee of the Board of Directors Update	Mr. Bill Bonny summarized the Executive Committee meeting, noting discussion related to staff and personnel changes. He highlighted that plans are underway for FY26 budgeting and planning session scheduled for April.			
Chair's Report: Chair-Elect Ratifications	None			
Chair's Report: TETAF Update	Mr. Bill Bonny gave a brief overview of TETAF noting the meeting scheduled for next week for the annual assembly and election. He mentioned that there will be a development session to include all RAC leadership from across the state.			
Chair's Report: Pulsara Utilization Workgroup Update	Mr. Jacob Seil gave an update for the Regional Pulsara Utilization Workgroup. He reported that a survey was sent out to the agencies that are not yet utilizing Pulsara to help identify common barriers. The next Pulsara Workgroup meeting is scheduled for December 17, 2024 at 10:00 A.M.			
Chair's Report: FY25 Bylaws Workgroup	Mr. Bill Bonny provided a reminder that the Annual Bylaws Workgroup, led by the Chair-Elect, will be held on January 14, 2025. The meeting will focus on ensuring the NCTTRAC Bylaws accurately reflect our current needs and objectives.	…		
Financial Reports: Treasurer's Report	Ms. Rachal Bracker stated that she reviewed the financials with the financial team. Ms. Kimmie Tran provided the Treasurer's Report for October. She highlighted the Statement of Activities for HPP which had primary expenses that were travel related. She noted no significant changes to the balance sheet.	Motion to accept the Treasurer's Report by Ms. Rachal Bracker and Seconded by Mr. Michael Cosentino. Motion carried.	Board of Directors	Complete
Financial Reports: Finance Report	Ms. Kimmie Tran reported that the Accountability Scorecard has been adjusted to include the financial			

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	audit and preparing reports due to DSHS by the end of December. Ms. Kimmie Tran presented an overview of the investment and high yield savings accounts with Raymond James. Ms. Kimmie Tran mentioned changes have been made to the finance standard operating procedure specifically around the company credit card process.			
Consent/Action Agenda Items:	Mr. Rick Antonisse provided an overview of the December voting items. December voting items included the following: • November Board of Directors Meeting Minutes • FY25 Memberships for Approval - December • NCTTRAC Pre-hospital Transfusion Program Application Approval – MedStar (pending) • Financial Policies and Procedures Manual - Transactions of the Organization SOP • Other Action Items During this meeting a letter of support regarding MedStar being approved as a pre-hospital transfusion site was received. The Board reviewed the letter and there were no concerns.	Motion to accept the remaining consent agenda items with contingent approval for MedStar by Mr. Kevin Sandifer and Seconded by Mr. Donald Tucker. Motion carried. Motion to remove the contingent status from the NCTTRAC Pre-hospital Transfusion Program Application Approval – Medstar by Mr. Kevin Sandifer and Seconded by Mr. Donald Tucker. Motion carried. Motion to approve the NCTTRAC Pre-hospital Transfusion Program Application Approval –	Board of Directors Board of Directors Board of Directors	Complete Complete Complete

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		Medstar by Mr. Kevin Sandifer and Seconded by Dr. Skipper Bertrand. Motion carried.		
Executive Director's Report: Staffing Update	Mr. Rick Antonisse reported that Jennifer Mertz will join NCTTRAC as Preparedness & Response Coordinator. He provided an overview of staff changes, the open position of Information & Support Services Coordinator and possible opportunity in Information Technology.			
Executive Director's Report: Legislative/Funding Update	No official report Legislation opens in January. There are no exceptional items being put forward by DSHS.			
Executive Director's Report: Accountability & Performance	Mr. Jacob Seil gave a detailed overview of the Board Accountability & Performance scorecard. He highlighted the progress made on the FY25 Accountability Scorecard and where we are in terms of board and committee summary tasks.			
Executive Director's Report: FY25 Membership Update	Ms. Helen Oberbeck provided an update on the status of the organizations that have not completed the FY25 Membership Renewal process. Mr. Jacob Seils emphasized positive communications and the efforts that have been made to keep members in good standing.			
Dallas-Fort Worth Hospital Council Update	Mr. John Phillips had no updates or reports to discuss during this meeting. He thanked everyone for their time. No further business was discussed. Mr. Corey Wilson noted that the fall Interlocutor publication is available. He highlighted the legislation on behalf of the hospitals regarding same site neutral payments in which may have a devastating impact on hospitals.			

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Emergency Healthcare Systems Reports:	Mr. Jim Dickerson provided an update for EHS noting EMS Wall Time Workgroup goals and the Prehospital Transfusion Program. Mr. Jim Dickerson provided an update on the RAC Self-Assessment that will be used by RACs to locate gaps in the Emergency Healthcare System. Ms. Corrine Cooper provided DSHS Rules Update and provided a timeline pointing out that 157.11 EMS Provider License Rules have additional amendments that are proposed to be effective March 6, 2025. She noted trauma rules that were mentioned during the last GETAC meeting. Ms. Corrine Cooper provided an update on Statewide Pediatric Initiatives and encouraged enrollment within this free initiative. Ms. Brenna McLain provided an update on Stroke Registry. She mentioned 16 of 48 facilities are currently in enrollment process and highlighted the dashboard and access to RAC Data Collaborative (RDC). Ms. Corrine Cooper provided update on the NCTTRAC Regional Trauma Registry noting there are 55 eligible facilities. Currently there are 20 facilities enrolled, and 11 facilities are in progress. Ms. Melissa Christon provided an update on Senate Bill 8. The contract ended on December 31st. She highlighted 333 Scholarships awarded in the amount of $1,8444,000. She provided details of the upcoming committee education courses.			

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Preparedness and Response Reports: Preparedness Updates	Ms. Madison Sims provided an update for the 2026 World Cup Planning Workgroup. She mentioned the workgroup met on October 24th and gave the meeting highlights. She provided an update on the Medical Response Surge Exercise (MRSE) and highlighted the 2025 goals. Ms. Madison Sims announced the upcoming Metro X Exercise. The subcommittee will be managed by NCTTRAC, and the first meeting details are forthcoming.			
Preparedness and Response Reports: Response/Activations	Mr. Darian Shadd proved an update on response and activations. He gave details and EMTF-2 reimbursements since January 01, 2024 to present.			
Closing Comments, Next Meetings, & Adjourn	Mr. Bill Bonny provided closing remarks and an update on the upcoming meetings noting the following: - No Meeting in January - Next Board of Directors Meeting is Tuesday, **February 11, 2025** at 10:00 A.M. - Next Strat/Business Planning Session & Virtual General Membership Meeting is Tuesday, **April 8, 2025** at 10:00 A.M. The meeting was adjourned at 11:30 A.M.	Motion to adjourn the November Board of Directors Meeting by Mr. Donald Tucker and Seconded by Mr. Donald Tucker. Motion carried.	Board of Directors	Complete

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

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Secretary's Signature   Date

NAME	OFFICE / COMMITTEE	FY25 Sept	FY25 Oct	FY25 Nov	FY25 Dec
Bill Bonny	***Chair**	V	V	V	V
Danielle Sherar	***Chair Elect**	V	V	E	V
Nakia Rapier	***Secretary**	V	O	V	V
Rachal Bracker	***Treasurer**	V	V	V	V
Michael Cosentino	**Air Medical Chair**	V	E	V	V
Jeff Donson	***Air Medical Chair Elect***	A	V	A	A
Bethany Brunson	**Cardiac Chair**	U	E	V	E
Alison Fresh	***Cardiac Chair Elect***	A	A	A	A
Donald Tucker	**ED OPS Chair**	V	V	V	V
Jessica Lucio	***ED OPS Chair Elect***	N	N	N	N
Kevin Sandifer	**EMS Chair**	U	V	V	V
Matthew Baker	***EMS Chair Elect***	V	A	N	N
Dr. Skipper Bertrand	**EMS Medical Directors Chair**	V	E	V	V
Andrew Hogan	***EMS Medical Directors Chair Elect***	E	E	A	N
John Phillips	**Hospital Executive - East**	E	E	O	O
Corey Wilson	**Hospital Executive - West**	E	O	O	O
Natalie Carpenter	**Pediatric Chair**	E	V	V	O
Amy Tucker	***Pediatric Chair Elect***	V	N	A	N
Dr. Suzanne Whitbourne	**Perinatal Chair**	V	V	V	V
Heather Holmes	***Perinatal Chair Elect***	A	N	A	A
Stephan Epley	**REPC Chair**	V	O	V	V
Brian Lugo	***REPC Chair Elect***	N	N	N	A
Dr. Martin Weiss	**Stroke Chair**	V	E	V	O
Dr. Bappatidya Ray	***Stroke Chair Elect***				N
Carolann Vinzant	**Trauma Chair**	V	E	E	V
Ann Quinlan	***Trauma Chair Elect***	O	A	A	A
Amy Atnip	**Immediate Past Chair**	N	N	E	N

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. Board of Directors Attendance Policies

7.8.1 All Officers and Directors are expected 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 At least 50% of the Board meetings that an Officer or Director attends must be attended in-person regardless of excused absences.

7.8.1.2 All Officers and Directors are expected to attend the four General Membership Meetings in-person. These count towards the in-person attendance requirements identified in 7.8.1.1. General Membership Meeting dates for the upcoming Fiscal Year will be identified in the August Board of Directors meeting.

7.8.1.3 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 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.

7.8.4 An unexcused absence shall occur whenever an Officer or Director is absent from a Board meeting without conveying an excused absence request to NCTTRAC Administration in advance and the respective Chair Elect is not able to attend in their place.

7.8.5 When an Officer or Director has an unexcused absence, they will be notified in writing of the applicable concerns.

7.8.5.1 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 resolution.

7.8.6 When an Officer's or Director's attendance record falls out of compliance with the policies identified in 7.8.1 and 7.8.1.1, NCTTRAC Administration will bring the situation to the Executive Committee's attention for discussion and resolution.

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