

**Capital Area Trauma Regional Advisory Council
Executive Board Meeting
February 28, 2019
12:00pm – 2:00pm
CATRAC Offices
4100 Ed Bluestein Blvd Suite 207, Austin, TX 78721**

Minutes

I. Call To Order

The meeting was called to order by Ben Oakley at 12:17 pm, and began with roll call of the Executive Board.

A. Roll Call of Executive Board

Mike Knipstein, Karla Jones, Jim Jewell (CC), Sharon Muzney, Ben Oakley, Dr. Ira Wood, Ken Strange, Adam Johnson, Darlene Parker, Dave Golder, Kimberly Gill, and James “Scooter” Green

B. Introduction of Guests

None were present

II. Minutes

A. Approve December 18, 2018, Executive Board Minutes

A motion was made to approve the minutes with the addition of Ken Strange to the attendance by Ken Strange. Adam Johnson seconded the motion and the motion carried 11/0.

III. Public Comments

None were made

IV. Financial Report

Robin provided the financial report. CATRAC did not participate in Amplify Austin this year, because we didn't profit from participating last year. We will discuss donation ideas and how to gain the interest of public donors at the March meeting. RAC (“Tobacco”) Grant ends in August and the HPP grant cycle ends in June. Robin's new computer will be split between HPP and RAC (“Tobacco”), along with some personnel that aren't specifically HPP. Contractual includes education, injury prevention. We need to look at how we are going to spend contractual funds and create a plan soon. In the past, we've received requests from people to use funds to subsidize classes. We haven't received any requests lately. TNCC might be an option. Discussed Medical Society, hospitals and pre-hospital interest in a common badging system. We need to set up a meeting to discuss common badging with Sam Dibrell with the Medical Society, because they are using a similar system for physicians. The Board voted to approve the My EOP App (emergency operation plan application). The content needs to be updated for hospitals. Kimberly Gill motioned to move forward on spending \$9,750 for the My EOP App. Ken Strange seconded the motion and the motion carried 11/0.

V. Chair Report

Item skipped because the Chair was not present.

VI. Executive Director Report

No report was given.

VII. DSHS/HHSC Update

No update was given.

VIII. TETAF Update

A. EMS & Trauma Day at the Capitol, February 26, 2019

Robin attended the EMS & Trauma Day at the Capitol. She visited the House Appropriations Committee, Senator Donna Campbell and Representative Donna Howard.

IX. Legislative Updates

No update was given.

X. HPP/EMTF Update

A. Healthcare Coalitions TSA's L, M, N, O

HCC-O worked in coordination with CAPCOG's regional exercise. CATRAC staff were stationed at the Round Rock EOC. This was the first time CATRAC staff worked out of another EOC. It was very beneficial to work with CAPCOG, because many fire chiefs were unaware of how CATRAC operated. The HAM radio operators and family reunification components also worked very well.

B. Emergency Medical Taskforce

An EMTF-7 update handout was provided to the group.

XI. Discussion: Membership Dues Increase

CATRAC will present changes at the April General Membership for the membership to vote on at the July General Membership meeting to increase in 2020. One of the goals is to build a contingency fund. Most non-profits have 6 months available for funding gaps. The funds will also be used for community projects, a grant-writing position, marketing, public outreach, and vehicle/equipment maintenance and replacement. CATRAC staff presented a packet that explained current income from dues and some potential ways to increase. Discussed and decided that increasing over time would be best. The group also discussed contracting a grant writer instead of hiring one full time. Discussed hiring a marketing company to promote the membership dues increase. A motion was made by Scooter Green and seconded by Kimberly Gill. Staff is going to get proposals from a few PR firms and email the board with cost for approval. The Board voted and approved 11/0 for the following increases:

- Hospitals: Increase to \$200 base fee + \$10.00 per licensed bed
- EMS: Increase to \$300 base fee + \$15 per licensed unit
- Air Medical: Increase to \$500 + \$15 per licensed unit in this region

XII. Committee/Workgroup Reports and Action Items

None

XIII. Hospitals Update (All Levels)

None

XIV. Other Business

None

XV. Review Follow-Up/Action Items

None were presented

XVI. Discussion

The next Executive Board meeting in March meeting will include discussions on donations, policy changes, and membership dues. The meeting will be extended to a 3 hour meeting from 11am to 2 pm. The Board discussed scheduling separate conference call meetings in the future to discuss budget issues. Kimberly Gill has resigned from Education Co-Chair position due to job changes. May is Stroke Awareness Month.

XVII. Adjourn

Ken Strange made a motion to adjourn the meeting. Adam Johnson seconded the motion and the meeting ended at 2:28 pm.