

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)

EXECUTIVE BOARD MEETING

June 6th, 2013

1:00PM

United Regional, Hardeman Room



1. Signed in

Donna Ross, United Regional
Kim Stringfellow, United Regional
Foster Simmons, P.K. West Lake Volunteer EMS
Kenny Hoffman, AMR
Robyn Wike, Vernon College
Melissa Whitelaw, NTRAC
Bill Sokora, Archer City Ambulance
Jeff Miller, Faith Community EMS
Roy Koetter, Windthorst

2. Review of April minutes

Foster Simmons made a motion to accept the minutes with a second from Kenny Hoffman. Motion approved without opposition.

3. Financial Report

Donna Ross presented the financial report. The money market account had a balance of \$131,534.66 and the checking account had \$11,556.38
Expenses approved include the following:

NTS Communications	\$127.56
Whatley-Fleming	\$725.00
Melissa Whitelaw	\$531.10
Bill Sokora	\$355.90
Jim Gullage	\$375.00

Office supplies and Executive Director's salary approved at committee level.
Donna informed board that there was approximately \$40,000.00 left in the Tobacco fund.

Foster Simmons made a motion to accept financial report with a second from Roy Koetter. Motion approved without opposition.

4. Executive Reports

a. MEO: Not present

- b. **Chair:** Kim Stringfellow discussed the sexual abuse program that she is overseeing at United Regional.
- c. **DSHS:** Not present
- d. **Executive Director:** Melissa Whitelaw reported that the LPG has been submitted in the amount of \$72,188.00 for a new backboard washer and King Vision video intubation scope handles. Also discussed that membership invoices will be mailed out by the end of June.

5. Committee Reports:

- a. **Trauma Coordinators:** Not present
- b. **PHEMS:** Kenny Hoffman shared that AMR held a hands only CPR class for 318 Kirby Junior High students.
- c. **PIE:** Kim Stringfellow filled in for Laura Pressler. Kim requested changing the education reimbursement for basic and intermediate EMT classes to \$500 and the paramedic course to \$750. Also wanted to change the RN course to \$750. Applicant must present proof of certification to be eligible. Kenny Hoffman made a motion to approve with a second from Foster Simmons. Jim Gullage from the Boy Scouts of America asked for a donation of \$375 to teach approximately 75 students a basic first aid course. The \$375 will cover Red Cross cards for 75 students at \$5 per card. Jim also recommended a speaker for next year's NTRAC conference. Jonathan Godfrey was the sole survivor of an EMS helicopter crash and speaks on safety and survivability. Kim also went over the topic of the in-service talk for the general membership meeting.
- d. **CQI:** Nothing to report
- e. **Pediatrics:** Donna Ross reported on a possible error with the Broselow pediatric emergency tape. Everyone needs to check that their cards say 2011A on them and not 2007B. We will have a picture posted to the website shortly. Donna also shared the American Academy of Obstetrics is recommending that a Tdap is given with each pregnancy and if possible should be given to each member of the infant's cocoon.
- f. **Air Medical:** Not present
- g. **Acute Care:** Not present
- h. **EMTF:** Not present

6. Old Business

- a. **LPG submitted:** refer to executive director's report.
- b. **SOP's:** Kim Stringfellow presented SOP's individually. They were then voted on as a group. The SOP's discussed were procedures for PIE committee, education reimbursement, car seat program, backboard program, EZIO program, donations, voting & elections, differentiation between voting and non-voting members, asset management, budget policy, distribution of monies, record retention/destruction policy, travel reimbursements and transactions of the organization. The SOP's will be posted to the website shortly. A motion was made to accept the SOP's by Foster Simmons with a second from Robyn Wike.

7. New Business:

- a. Website audit suggestions:** Melissa Whitelaw discussed the upcoming desktop audit by DSHS. She spoke about the importance of logging on to the website and updating contact information. Also spoke about the changes that will need to be made to the website through the site developer/manager.
- b. FY 2014 budget:** Donna Ross discussed the proposed budget for the next fiscal year. Foster made a motion to accept the budget with a second from Roy Koetter.
- c. Board representative nominations for FY 2014:** Board discussed the need to present any changes on the board membership in an event that a vote needed to take place at the August meetings. See website for updated list of board representatives.

8. Action items: N/A

9. Announcements:

Next PIE/Finance	August 1st, 2013 at noon
Next Executive Board	August 1st, 2013 at 1:00 PM
Next General Membership	August 1st, 2013 at 5:45 PM

- 10. Adjourn @ 2:58 PM.** Donna Ross made a motion to adjourn with a second from Robyn Wike. Motion approved without opposition.