

NORTH TEXAS REGIONAL ADVISORY COUNCIL (NTRAC-C)



GENERAL MEMBERSHIP MINUTES

December 3rd, 2014

Start of meeting: 5:45pm

Presentation: None

1. Call to order:

Kenny Hoffman called meeting to order at 5:45 pm and reminded all attendees to sign the NTRAC sign in sheet at the close of the meeting.

2. Review of October minutes

Bruce Sutton made a motion to accept the minutes with a second from Kade Long. Motion approved without opposition.

3. Financial Report

Melissa Whitelaw presented the financial report: Money market account has a balance of \$184,755.92 and the checking account a balance of \$13,901.25. Expenses approved included:

Petrolia VFD	AED	\$750.00
Nocona General	2 TNCC Classes	\$550.00
Clay Co FRO	Equipment	\$609.54
Chillicothe	Splint	\$168.46
Myles Garratt	Paramedic reimbursement	\$750.00
Weston Schlumpf	EMT reimbursement	\$500.00
Vashti VFD	Training TV	\$750.00

Executive Director's salary and office supplies approved at the committee level.

Mike Hall made a motion to accept the financial report with a second from Kade Long. Motion approved without opposition.

4. Executive Reports

a. **MEO:** Not present.

b. **Chair:** Kenny Hoffman discussed the need for a regional infectious disease plan. The state maintains that every hospital should have the capability of holding a patient for 24 hours. DSHS is offering a registry data entry course. The state, through a grant, will pay for one individual from each RAC to take the course. We need to designate a "champion".

- c. **DSHS:** Nothing to report.
- d. **Executive Director:** Melissa Whitelaw went over new reporting procedures for state funding. We must have a cancelled check to prove payment. Also, informed membership of new office location.

5. Committee Reports

- a. **Trauma Coordinators:** No meeting. Nothing to report.
- b. **PHEMS:** Kade Long reported that their taxes have been completed.
- c. **PIE:** The NTRAC Trauma Conference will be held on March 7th, 2015 at MSU. The guest speakers will include Bill Justice and Lou Schaffer.
- d. **CQI:** Ryan reported that the SNAP program is up and running. We need to book computer lab time for training.
- e. **Pediatrics:** Nothing to report.
- f. **Air Medical:** Roger Ritchie informed membership of upcoming classes. See NTRAC website calendar for more information.
- g. **Acute Care:** Not present.
- h. **EMTF/HPP:** Rick Antonisse gave a brief history on EMTF projects and funds.

6. Old Business

- a. **SNAP Update:** See CQI report.

7. New Business:

- a. **New DSHS reporting system:** See executive director report.

8. Announcements:

Next PIE/Finance

February 5th, 2015 at noon

Next Executive Board
Next General Membership

February 5th, 2015 at 1:00 PM
February 5th, 2015 at 5:30 PM

9. Adjourn @ 7:18.

Kade Long made a motion to adjourn with a second from Kenny Hoffman. Motion approved without opposition.