



CTN, Inc. Board Meeting Minutes December 1, 2006

Members Present: Jean Marso, Karan Hutchins, Mary Shelton, Shirley Terry, Theresa Dorsey, Don Ehrman, Terry Olson, Cris Geist, Terry Olson, Phyllis Uribe, April Settell, Lynda Keavney, Theresa Dorsey, Craig Gravitz

Teleconference: Deb Carpenter

Excused: Nancy Frizell

Quorum: Yes

Meeting Minutes:

September 29th meeting minutes were approved with one correction. Donovan Erhman was already on the board and not a new board member making the total count 16.

Treasurer's Report:

The most recent spreadsheet distributed. The current balance is \$6,464.99.

Old Business:

Treasurer:

Secure Web Link:

Terry Olson has provided contact information to Mary Shelton regarding password protection of the web site. There was a discussion as to what information will be protected. The group wants to password protect the directory and resource documents. Other web pages will remain open.

Review of documents for Archives:

Concern was voiced in the last meeting as to the length of time we are required to keep receipts. We do not have to file tax information yet and it was determined that we do not have to have every receipt from the beginning of the organization. Spreadsheets and treasurers history should show documentation for invoices and bills paid. At the most we can keep receipts from the past 5

years and they can be combined onto one page and copied which will eliminate a lot of the smaller receipts. It was agreed that old membership applications could be destroyed without future ramification.

Resource Manual/CD:

The Resource CD hard copy is not needed. Mary Shelton has started working on the resource documents.

Mentoring Program: No update

New Business:

Nominations:

Mary Shelton will continue as Secretary; nominations for chair include Cris Geist and Phyllis Uribe. Phyllis accepted the position after accepting a position on the board.

AAAM Conference:

Grace Sandeno has initiated a grant request to the CDC Injury Prevention. A letter of intent has been submitted and the final application needs to be in by Dec. 11th. In order to complete the process we need to have a Data Universal Numbering System Number (DUNS) for our organization. This is not automatically assigned upon receiving our 501c3 status but is applied for separately. It can be obtained at no charge but takes a week and since this is a time sensitive need the group approved a \$49.00 expense for Jean to apply for this online and receive it immediately. The number is permanently assigned and we will be able to use it in the future should the need arise.

Grace requested help for putting together the grant application and Mary Shelton and Holly Hedegaard are assisting her with that process. She sent out an assignment sheet by e-mail to Nancy Frizell and Robert Walker as the initial organizers of this effort and to Holly and Mary with work assignments. This was circulated at the meeting.

Robert Walker was contacted to update his communication with the AAAM. They are willing to hold 2 courses for the AIS Version 2005 and are available in mid November 2007. They do not hold "train the trainer" courses but utilize their staff for all training needs. A copy of the program and instructors CV was circulated. The course dates agreed upon are November 13th-14th and 15th-16th. One course may be held at Swedish Medical Center and one at Denver Health in the Rita Bass Auditorium. Both Phyllis Uribe and Deb Carpenter will check on space availability at their facilities. There is a request to Grace from the group to poll trauma coordinators and registrars around the state to confirm we will have enough people to fill 2 AIS courses.

Version 7 Trauma Base:

Cris Geist made a proposal to Phyllis Uribe for an overview of the updated software for Trauma Base sometime next year as an educational presentation during a CTN, Inc. meeting. Her concern was that some organizations would be purchasing the new version but not have had any specific training. Since Swedish has been a beta test site for the new version they have had some valuable experience in its use.

2007 Officers:

Chair-Phyllis Uribe
Co-Chair-Terry Olson
Treasurer-Karan Hutchins
Secretary-Mary Shelton

2007 Meeting Information:

February 23, 2007, 10 AM
June 20, 2007 (during the Rocky Mountain Trauma Conference, time to be determined)
September 28, 2007, 10 AM
December 7, 2007, 10 AM

All meetings will be held at the Medical Center of Aurora EMS Office with the above exception. The meeting will be a general meeting and will start at 10:00 AM. If there are subcommittees or the board needs to meet this will be done immediately following the general meeting.

Following a white elephant Christmas gift exchange the meeting was adjourned.

Respectfully submitted:
Mary E. Shelton, Secretary