



**CTN, Inc. Board Meeting Minutes
September 29, 2006**

Members Present: Karan Hutchins, Mary Shelton, Peggy Ray, Shirley Terry, Theresa Dorsey, Deb Carpenter, Craig Gravitz, Don Ehrman, Trish Evans, Sherrie Nugent, Terry Olson, Kim Muramoto, Grace Sandeno.

Phone Attendance: Nancy Frizell, Lynn Andersen

Excused: Jean Marso, Chris Geist

Quorum: Yes

Meeting Minutes:

July 21st meeting minutes were approved as written.

Treasurer's Report:

The most recent spreadsheet distributed.

Old Business:

Treasurer:

A safe deposit box has been secured at First Bank branch at 29th and Quebec St. It is \$45.00/year to keep the box and the amount will automatically be deducted from our account. The keys are to be kept with the Chair and Treasurer so currently both Karan and Jean have the keys. When officers change the paper work for the bank box will have to change accordingly. If a key is lost it is a \$100.00 charge as the lock has to be drilled out. If we discontinue the box there is no refund for a partial year.

The original copy of the Bylaws and Articles of Incorporation are in the box. The Corporate seal will be added to the safe deposit box.

Secure Web Link:

Terry Olson has access to people who are easily capable of creating a secure link to our website where we can keep member information and other

documents, such as the resource information pass word protected. He will contact someone and have that person contact Mary to set this up.

Review of documents for Archives:

It was established that the original bylaws was dated 2/27/03 and the article of incorporation dated 5/8/00. One hard copy of each will be kept. Older copies of minutes were destroyed with the exception of handouts which were not included in the minutes. Sherrie Nugent and Peggy Ray will scan those in so they can be kept electronically.

There are receipts that date back to the beginning of the organization as well as bank statements. Karan will check with the lawyer to see what we should keep. Karan will also keep a current and past file of material in the portable file box , which needs replacing.

Resource Manual/CD:

The Resource CD hard copy is not needed. Mary Shelton has a copy of all the resource documents and will go through and revise the file and bring it to the next meeting to add it to the secure site.

Membership Status:

We determined that there were only 13 board seats filled out of a possible 17 total seats. Additional board members were added and these are: Deb Carpenter, Denver Health; Theresa Dorsey, Avista Hospital; Chris Duran, Skyridge Medical Center; and Donovan Ehrman, Northern Colorado Medical Center.

Length of membership question will be included on the 2007 application.

Mentoring Program: No update

New Business:

Nominations:

Mary Shelton will continue as Secretary; nominations for chair include Chris Geist and Phyllis Uribe. Those nominated for chair will be contacted to determine if they are willing to accept the position.

CTN, Inc. General Meeting:

Meeting minutes were reviewed

Treasurer's Report:

Karan recapped the board meeting information.

General Discussion:

T-Shirts:

The discussion of tags and T shirts arose in response to the comment by Dr. Nichols at the last SEMTAC meeting. Mary Shelton and Karan Hutchins will see if they can get T shirts printed in time for the SEMTAC meeting next week.

AIS 2005 Version:

Nancy Frizell brought the question to the group concerning the CTN helping to sponsor training for the newest AIS version. This led to many other questions. Grace Sandeno and Holly Hedegaard have been discussing the timing for when the state will want this AIS version as part of the download. When will the National Trauma Registry start using the latest AIS version in their database? Another question for Skip Tinnell at CDM is when will the software be updated with this AIS version? If all this is done in 2007 is 2008 too soon to start using the new version. This will indicate when we would want to have training locally available. Per Nancy, Robert Walker from Grand Junction was looking into what we would need to do to sponsor a AIS 2005 class in Colorado. The class is limited to 25 attendees for a total cost of \$15,000.00, instructors expenses and materials. If we want to sponsor it we are also fully responsible for the course. In the event we would want to help sponsor the class we felt we should first establish where and when it would optimally be held. We are considering a Thursday and Friday, October 2007 and Deb Carpenter is checking the availability of space at Rita Bass Center. Grace would consider the timing of the class is scheduling Trauma Reviews next year. CTN may want to assist with food and miscellaneous expenses. We would first want to give coordinators and registrars in Colorado the first opportunity to sign up for the class and if we did not fill it would open it up to people from out of state. Questions for Robert include when the money is due to the AAAM for the course and specifically what the instructor expenses would be. Nancy is willing to coordinate the effort and work with Robert on the details. Grace will check on any grant money that may be available for the training.

Educational Presentation:

Kim Muramoto gave a very comprehensive presentation on her suicide prevention initiative.

The Meeting was adjourned with the next meeting to be held at the Medical Center of Aurora on December 1, 2006.

Board Meeting 9:30-10:30 AM

General Meeting 10:30 AM-1:00 PM

Don't forget your white elephant gift for the Christmas party exchange