



CTN Inc. Meeting Minutes
September 28, 2007
10am – 12noon, The Medical Center of Aurora

<http://www.colorado-trauma-network.org/>

Agenda Item:

Roll call and introductions

Members present: Phyllis Uribe (Swedish), Martin Duffy (Swedish), Tracy Lauzon (TMCA) Karan Hutchins (DHMC), Peggy Ray (TCH), Jean Marso (UCH)

Members participating by phone: Lynne Andersen (Memorial), Grace Sandeno (CDPHE), Sherri Nugent (LUH), Darcy Cortez (SAN), Judy Edson (CPMC), Dee Crump (Parkview), Amy Allen (Mercy)
(Nancy Frizell and Mary Shelton OOT)

Approval of meeting minutes

- Approved with no changes

Treasurer's report

- Balance end of August was \$8,059.54. Since then there have been deposits made totaling \$22,220 (membership dues, AIS course registration fees, ½ of the grant funds from CDPHE). A check for the invoiced \$30,000 for the AIS course has been sent by certified mail to AAAM. The attorney fee has been paid, leaving approx \$150 in the checking account until the remainder of the grant funds and additional registration fees are received and deposited.

Old business:

- Update on AAAM course Nov 2007 (Phyllis Uribe)
 - Both courses are completely full with 30 registrants at each site. Initial fee has been submitted; AAAM will invoice us later for the additional 10 people.
 - The group agreed to have CTN pay for the refreshments for afternoon break if the cost cannot be managed within the original amount budgeted for food. (The grant budget allowed \$19 per person per day to include breakfast, morning break and lunch. An afternoon break was not included as it was not listed on the schedule, but the group agreed there should be afternoon refreshments/drinks provided).
- Ongoing web-site & resource sharing discussions: what next steps?
 - Update on secure web link (Terry Olson, Mary Shelton)



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- At this time Mary is unable to set up a password protected area of the web site. Pros and cons of a members-only area were reviewed, and the group feels it is still worth pursuing. The group agreed that CTN funds will be allocated if necessary to have this done or provide Mary with a resource to teach her to set it up. Karan will check with the IT people at DHMC and Phyllis will check with the EMS web site expert at HealthONE EMS to see if they can help as an in-kind donation. If not, we will ask Mary to get it done and bill CTN for the fee.
- Update on web-based resource manual (Mary Shelton)
 - This has been on hold until a secure website area is developed. For now, Phyllis will make copies of the old CD and send it to the new members who have requested information.
 - Many elements of a resource manual are available electronically from other documents or items that have been sent in to Grace to share with the list serve. Grace offered her office will collate currently available materials for us to review and update for inclusion.
- Update on mentoring project (group discussion) (related to above topics)
 - The group suggested several items that would be helpful when orienting new TNCs or registrars. Sherrie Nugent recently developed a checklist which she will share as a starting point. A “frequently asked questions” format will be attempted for information regarding site surveys and other common elements. Grace offered her office will look at FAQs currently in place within the department and collate applicable questions and answers for consideration. A small group will work on this; please contact Phyllis (303-788-5082 or



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Phyllis.uribe@healthonecares.com) if you would like to volunteer.

Lynn Andersen asked to be included.

- Additional old business from the group (None reported).

 New business:

- Information of secretary of state website regarding physical address: do we need to change? (Currently listed as CDPHE address)
 - It was decided that this address should be changed to match our mailing address. Phyllis will go on-line and do this.
 - (NOTE: Phyllis discovered that the change cannot be made electronically; it must be mailed in with a \$10.00 fee. The on-line form was filled out, printed and sent to Karan to mail with a check).
- Proposed meeting change for next year to coincide with SEMTAC (group voted overwhelmingly to do this)
 - Meetings in 2008 will take place on the SEMTAC committee day from 1230 – 1400. Grace will work on obtaining a room. Lunch will be served to maximize the time available for meeting.
 - The group agreed to continue to hold a December meeting for our traditional “white elephant” gift exchange.
- Additional new business from the group
 - Members are interested in having Holly present at least one (and preferably two) classes in 2008 similar to previous classes. We feel it will be particularly important that we discuss our consistency and errors in coding because everyone will be changing to AIS05 in January 2008. Phyllis will discuss with Holly potential schedule and her availability. Peggy and Jean offered to jointly host the class at their new sites.
- Round Table Reports & Updates
 - The Children’s Hospital move went well this weekend.



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- Peggy's husband (John) has a new business in Broomfield (Fast Signs) making signs and customizing items for giving away at conferences etc. Peggy brought examples of a nice water bottle he imprinted. Please contact her if you have any ordering needs they can help with and she will get you in touch with John.
- The Children's Hospital will be having their annual pediatric trauma conference on December 6 & 7 at their new conference center.
- Memorial Hospital has recently opened Memorial North. Lynn has written several policies to cover patient transfers, how they monitor trauma etc; she offered to share them with anyone in a similar situation.
- Dee reported that Parkview will be opening a similar facility in Pueblo West; they are breaking ground soon.
- Denver Health is beginning the process of soliciting topics and speakers for the 2008 Emergency Medicine and Trauma Conference to be held June 24 – 27, 2008 at Beaver Run. If you have a topic or speaker in mind from your institution please contact a curriculum committee member (Craig Gravitz, Deb Carpenter, Chris Colwell, Phyllis Uribe, Ray Coniglio or Peggy Ray).
- Phyllis introduced Martin Duffy, a new TNC at Swedish. Martin has both ED and critical care background and we are delighted to have him join our team.
- Cris Geist is no longer at TMCA due to some restructuring. She plans to look for a position closer to home, and may change specialties. The group wishes her well.
- Tracey reported that Tessa Munoz will join her at TMCA as a part-time TNC beginning Monday. We look forward to meeting her.
- Amy reported that Dr. Deaver has stepped down as Trauma Medical Director in Durango. Dr. Stern will be taking his place.



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Meeting Location:

The Medical Center of Aurora, Trauma Office
1330 S. Potomac, Suite 108
Aurora, CO 80012

Teleconferencing available:

1-800-910-2399

Passcode: 264333

Future Meeting Dates: December 7, 2007 10am – 12noon
(white elephant gift exchange)

For new attendees, this is a fun and social activity with lunch and a gift exchange. It is truly “white elephant”... bring something from the back of your closet that you can't imagine why you bought, that item your mother-in-law gave you, or something fun you picked up at a garage sale to save just for this event. (Some particularly lovely gifts have been known to resurface from previous years!) We will have a nice lunch and look back over the year at our accomplishments. Hope you can all make a trip in to Denver for the meeting. (A great time to finish your Christmas shopping while you are in town).

Meeting dates in 2008:

- Wednesday January 9, 2008 1230 – 1400 CDPHE
- Wednesday April 9, 2008 1230 – 1400 CDPHE
- Wednesday July 9, 2008 1230 – 1400 CDPHE
- Wednesday October 8, 2008 1230 – 1400 CDPHE
- Friday December 5, 2008 1000 – 1300 (location TBA)



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