

**Capitol Area Trauma Regional Advisory Council  
Executive Board  
Meeting Minutes  
Thursday December 21, 2006**

- I. **Call to Order:** The meeting was called to order at 1309 by vice-chair, John Sneed.
- II. **Approval of the minutes:** There was a motion to approve the November minutes with 2 changes (see amended November minutes). The motion was seconded. The motion carried and the minutes were approved.
- III. **Treasurer's Report:** Reported by Gaylen Tips. As on November 30, 2006, there is \$ 1,659,557.83 in the account. There was a question about who has read only privileges on quick books? The executive board officers will have read only access. There will be a monthly balance sheet presented at the board and general membership meetings.
- IV. **RAC Chair Report:** Reported by Pam Clark. Jackie Gondeck gave a short summary from the November GETAC meeting. Pam Clark announced her resignation from the RAC, as she will be relocating to Alpine Texas. She has accepted a position as the CNO of the hospital in Alpine. The Technical Assistance Visit with DSHS is completed and went well.
- V. **DSHS Report:** There were no DSHS representatives present.
- VI. **Trauma Center Update:** Reported by Gaylen Tips. Mark Wilson, the ED director resigned. The transfer line is up and running. Gaylen asked if anyone was having any problems and there were no problems offered. Children's will be opening June of 2007.
- VII. **Director's Report:** Reported by Melanie Tucker. Petty cash will be the only thing reported under the miscellaneous category in quick books. The HRSA audit is completed and it went very good. All site visits also went well. The Rural Ready project continues and is also going well. San Saba still has \$1,500 to spend and Blanco County EMS has \$ 28.50 left. Melanie Tucker and John Sneed both attended the Homeland Security conference in San Antonio. Both felt the conference was very informative. The HRSA 1<sup>st</sup> quarter report is completed and has been sent in. Melanie reported that there are 4 RAC's in the state that have not paid the dues for the Trauma Foundation. Melanie is in the process of ordering the furniture for the office. There have been multiple thefts from various ambulances while parked at 2 hospitals in Austin. There have only been 2 EMS companies that have signed the MOA for statewide missions (Austin/Travis County – 5 units & Wimberley EMS for 1 unit). John Sneed voiced his concern about the wording in the MOA. He did not think that any EMS unit could always follow the requirements. The board reviewed HRSA 07 program Budget. There was a motion to pass the budget. The motion was seconded and unanimously approved.
- VIII. **New Business:** Fayette County EMS. Fayette County had a portable ventilator stolen. They are asking for \$3,500 to \$4,000 to replace the ventilator. John Sneed asked that the RAC consider covering the entire amount of their equipment that was stolen \$7,000. The issue was voted on and it was agreed to

give the \$7000 to Fayette County EMS so they replace all of their stolen equipment. 6 Austin/Travis county trucks were also broken into. And a total of \$60,000 worth of equipment was taken or a 10 day period

- IX. **Regional Mutual Aid Coordinator Roster.** The roster list was passed out. Melanie Tucker request that someone from Fayette and Caldwell County volunteer.
- X. **February Board Meeting.** The February 22,2007 board meeting falls right in the middle of the regional disaster drill. Melanie Tucker asked if we could change the meeting to February 15, 2007. The board agreed to changing the meeting date.
- XI. **Pandemic Flu Drill.** The multidisciplinary pan flu drill done on December 8<sup>th</sup> went very well. Melanie Tucker is working on the post drill action plan.
- XII. **Officer Elections.** The board officer elections were held and the following are the results: John Sneed was nominated and elected as RAC chair. Mark McMain was nominated and elected as vice-chair. Gaylen Tips was nominated and elected as the treasurer. Jackie Gondeck was nominated and elected as secretary. All nominations went unopposed.
- XIII. **Discussion and Scuttlebutt.** John Sneed commended Pam Clark on all of her hard work serving as chair on the CATRAC. The board offered Pam good luck in her new endeavors.
- XIV. **Adjourn.** With no further business to discuss, the meeting was adjourned at 1445.
- XV. **Next Meeting.** The next meeting will be Thursday January 25, 2007 at the CATRAC offices classroom A.