

# FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

AGENDA	X MINUTES	INVITED TO ATTEND	X PRESENT
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MEETING OF: Fox Valley Executive Council  
(RTAC) meeting

DATE: April 14, 2004

TIME: 5:00 pm

PLACE: Aurora Medical Center  
Oshkosh

PRESIDING: Jim Piper

RECORDER: K. Stanislaus

NEXT MEETING: **May 12, 2004**  
**Theda Clark Medical Center**  
**5:00 pm**

Present:

**EC Members:** Boris Berejan, Bill Brown, Dan Fifield, Chris Hugo, Mark Kehrberg, Jim Piper, John Porrey, Dotty Rippl, Judy Smolarek, Kelly Stanislaus, Diane Tyler, Ann Younger-Crandall

Other: Travis Anderson, Dr. Bruce Gordon, Jeff Grimm, Marianne Peck, Paul Roberts, Brian Schertz, Dawn Shuman, Steve Stroman, John Walsh

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	J. Piper		<ul style="list-style-type: none"> <li>• Meeting called to order</li> </ul>
Approval of Minutes from February meeting	J. Piper		<ul style="list-style-type: none"> <li>• Minutes approved</li> </ul>
Finalize secretary position	J.Piper	<ul style="list-style-type: none"> <li>• We have 2-3 people interested in the secretary position. Bill Brown, Judy Smolarek and Jim Piper will interview the candidates before the next meeting. Would like to have the position ready to go for the May meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Judy will set up interviews at the end of April. Kelly will make a list of the secretary duties/expectations and email to EC members.</li> </ul>
Ballot Template	J. Piper	<ol style="list-style-type: none"> <li>1. Ballot template reviewed.</li> </ol>	<ul style="list-style-type: none"> <li>• Ballot template reviewed and passed by vote. Jim and Kelly will bring a policy for voting with</li> </ul>

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Committee Structure	J. Piper	<ul style="list-style-type: none"> <li>With disbanding the Peds/Specialty Committee, there are Executive Members not assigned to committees. Joining the Education/Injury Prevention Committee: John Porrey, and Bill Brown, PI committee: Mark Kehrberg and Jim Piper will be a roaming member.</li> </ul>	<p>ballot template for May meeting.</p> <ul style="list-style-type: none"> <li>Discussion ensued and felt that burns should not get lost in the shuffle. It was approved that the peds/ Specialty committee be disbanded and re- enacted when the state trauma plan moved forward. Pediatric and burn issues will move to the Medical Oversight Committee for now. Executive Council members moving to the other committees will be discussed at a later time.</li> </ul>
Review of PI Document	J. Piper	<ul style="list-style-type: none"> <li>Discussion of PI statement. Changes made to document. Marianne will review document with state.</li> </ul>	<ul style="list-style-type: none"> <li>PI document passed</li> </ul>
New Business: Effective Meeting Running	J. Piper	<ul style="list-style-type: none"> <li>Effective meeting running was discussed. The group felt that we could run meetings more smoothly. Some suggestions were to have the floor yielded to the person talking with no interruptions, respect for the speaker, time limits for discussions, Sergeant of Arms to keep time and direction. There may be some topics open only to Executive Council members vs open for general discussion.</li> <li>Absentee voting of Executive Council- if unable to attend, can you still vote?</li> </ul>	<ul style="list-style-type: none"> <li>Email meeting etiquette suggestions to Jim Piper</li> <li>Will discuss at next meeting</li> </ul>
Agenda for next meeting:	J.Piper	<ol style="list-style-type: none"> <li>Update Secretary position</li> <li>Ballot template procedure</li> <li>Review running of meeting</li> <li>Absentee E.C. voting</li> </ol>	
Next Steps		<ul style="list-style-type: none"> <li><b>The next meeting is planned for Wednesday, May 12, 2004 at 5pm at Theda Clark Medical Center in Neenah.</b></li> </ul>	
Adjournment			