

FOX VALLEY REGIONAL TRAUMA EXECUTIVE COUNCIL

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

DATE: May 12, 2004

TIME: 5:00 pm

PLACE: Theda Clark Medical Center
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PRESIDING Jim Piper

RECORDER K. Stanislaus

NEXT MEETING: **June 9, 2004**
St. Elizabeth's Hospital
5:00 pm

Present:

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

Other: No attendance received

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	J. Piper		<ul style="list-style-type: none"> • Meeting called to order
Approval of Minutes from February meeting	J. Piper		<ul style="list-style-type: none"> • Minutes approved
Finalize secretary position	J.Piper	<ul style="list-style-type: none"> • We have 1 person interested in the secretary position. We are not able to hire anyone until we have some legal questions answered about coverage. Would like to have the position ready to go for the June meeting. • The group voted to add mileage reimbursement at the state rate for the secretary position. • Kelly will continue to be secretary for one 	<ul style="list-style-type: none"> • Marianne Peck will ask the state attorney what we have to provide in terms of employment for a contract person.

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Ballot Template Procedures	J. Piper	<p>more month.</p> <ul style="list-style-type: none"> • List of secretarial duties was reviewed- job description • Discussion about ballot procedure. 	<ul style="list-style-type: none"> • Jim and Kelly will bring a policy for voting with ballot template for June meeting.
Effective Meeting Running	J. Piper	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Jim will bring forward the Running of a meeting 101 for the June meeting. Email meeting etiquette suggestions to Jim Piper.
Absentee voting	J. Piper	<ul style="list-style-type: none"> • Absentee voting of Executive Council- discussion ensued about voting for the Executive Council if not present. Executive Council voted that you must be present to vote. 	<ul style="list-style-type: none"> • Will explore the option of having meetings tele-conferenced, with a dial up option from the state line. Marianne will explore if this is possible and the fees to do so.
FVCA Update	C. Hugo	<ul style="list-style-type: none"> • The FVMCA oversight had its quarterly meeting and the triage and transport guidelines were not passed at the meeting. The vote did not pass because of variations from other RTACs: need a listing of the qualifications for a Level 3 trauma facility to become a level 2 trauma center and there needs to be a PI plan to look at over triage and under triage of trauma patients. • The FVMCA will continue to function separately from the RTAC. 	
Agenda for next meeting:	J.Piper	<ol style="list-style-type: none"> 1. Update Secretary position 2. Ballot template procedure 3. Review running of meeting 	

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Next Steps		<ul style="list-style-type: none"><li data-bbox="516 237 1068 331">• The next meeting is planned for Wednesday, June 9, 2004 at 5pm at St. Elizabeth's Hospital in Appleton.	
Adjournment			