

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: February 09, 2005

TIME: 5:00 pm

PLACE: Liberty Hall

Kimberly

PRESIDING Dawn Shuman

RECORDER R. Nack

NEXT MEETING: March 09, 2005
Liberty Hall, Kimberly

Present:

EC Members: Jim Austad, Dan Fifield, John Porrey, Dotty Rippl, Dawn Shuman, Dave Schultz, Judy Smolarek, Kelly Stanislaus, Steve Stroman, John Walsh, Ann Younger-Crandall

Other: Suzy Arter, Tracey Froiland, Jeff Grimm, Chris Hugo, Robert Nack, Michele Peters, Bob Sternhagen, Mark Westfall

TOPIC	SPEAKER	PURPOSE/DISCUSSION	ACTION/CONCLUSION
Call to order	D. Shuman		<ul style="list-style-type: none"> Meeting called to order
Approval of Minutes from January meeting	D. Shuman		<ul style="list-style-type: none"> Minutes approved
RTAC Coordinator Position	D. Shuman	<ul style="list-style-type: none"> Add to job description, monthly oral or written report for scheduled RTAC meetings. Discuss Coordinator contract. Two day meetings and overnight stays. 	<ul style="list-style-type: none"> In his absence provide written report to Chair prior to meeting. Approved RTAC to pay for hotel room and pay \$ 55.00 per diem for meals.
Website	D. Shuman	<ul style="list-style-type: none"> Find someone to replace Boris Berejan as the Webmaster. 	<ul style="list-style-type: none"> Options <ol style="list-style-type: none"> \$50.00 charge per month from a website service in Green

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Meetings for 2005	D. Shuman	Discussed the format and the place for 2005 meetings. It was suggested that all 2005 meetings be held in a centrally located place with starting the Executive Council meeting at 5:30pm, the committee meeting from 6:30- 7:15pm and the general session from 7:15 – 8:00pm.	<p>Bay.</p> <ol style="list-style-type: none"> 2. Train Bob to enter information on website. 3. Anyone to volunteer that knows how to enter information to website. <p>All meetings will be held at Liberty Hall in Kimberly.</p>
Service Medical Director Executive Council Position	D. Shuman	<ul style="list-style-type: none"> • Boris Berejan resigned his position on the Executive Council effective in immediately. 	<ul style="list-style-type: none"> • Any Service Medical Directors interested submit CV's and letter of intent to the Chair by March 2nd. • Ballot should be posted on the website on March 3rd.
Next Steps		<ul style="list-style-type: none"> • The next meeting is planned for Wednesday, March 09, 2005 at Liberty Hall in Kimberly. 	
Adjournment			