

**NCRTAC Executive Council Meeting**  
 November 5, 2024  
 Teleconference

Members present: Sara Steen, Dr. Michael Clark, Ken Marg, Mark Schroeder, David Rae, Chris Keller, Del Horn, Corey Smith, Daniel Wall, Amanda Tabin, Linda Vollmar, Gina Brandl

Chair: Rachel Symons

Recorder: Michael Fraley

Call to order	Meeting was called to order by Symons. A quorum is present (13/17)
Correspondence	None
Aug 1, 2024 Minutes	Motion by Rae to approve the August 1, 2024 minutes as posted. Second by Horn. Unanimously approved.
2024-2025 Budget	<p>Group reviewed the budget/expense worksheet presented by Fraley. Fraley noted the \$6515.00 added by DHS through 16700 Hospital Trauma Education Funds. Fraley noted that there would be a 10% fiscal agent fee on these dollars but due to funding source restrictions, the entire \$6515.00 must go to education. The fiscal agent fee will need to come from our base funding budget. Fraley recommends moving \$651.50 from the Hospital project line (300-8062) to Fiscal agent fees (300-8008).</p> <p>Motion by Horn to move the funds as outlined by Fraley. Second by Smith. Unanimously approved.</p>
Member project funding approval process	<p>Fraley reviewed that in the September general meeting, the membership discussed a process to approve member project funding requests outside of a grant funding cycle. General membership determined:</p> <ul style="list-style-type: none"> <li>○ Requestor should submit a written request</li> <li>○ Request will be reviewed to see if it fits withing a particular committee and if so, forwarded to them</li> <li>○ If it does not fit withing a specific committee, or does not have enough regional impact, the request may be reviewed by the Executive Council of General Membership</li> </ul> <p>Group noted that this would be a fair process as the Executive Council includes representatives from both systems and other interests.</p> <p>Motion by Dr. Clark to adopt the process as outlined by the general membership. Second by Smith. Unanimously approved.</p> <p>Fraley noted that a project request submitted by City of Antigo FD had been withdrawn at this time as the class was cancelled. They are hoping to reschedule at a later date.</p>
Additional hospital trauma education	Fraley reviewed a proposed application and approval process for the \$6515.00 provided by DHS this fiscal year for hospital staff education.

funding approval process	Motion by Rae to approve the application and allow a sub-committee of the Executive Council to meet as needed to approve submitted applications. Second by Horn. Unanimously approved.
Other Business	None
Future agenda items	None
Adjourn	Motion to adjourn by Wall. Second by Marg. Unanimously approved.