

NCRTAC Executive Council Meeting
May 12, 2015 – Teleconference

Chair: Michael Fraley

Members present: Terry Nichols, Ted Ryan, Mark Schroeder, Sara Steen, Linda Vollmar, Scott Perrin, Josh Finke, Nancy Martin, and Lisa Ebert

Recorder: Michael Fraley

Call to order	Meeting was called to order by Fraley. A quorum is not initially present (7/15 but 2 joined after the initial call to order)
Correspondence	Terry Nichols has volunteered to serve as the chair of the Definitive Care Committee.
Minutes	Motion by Nichols to approve the minutes from March 2, 2015 as written. Second by Martin. Unanimous APPROVAL.
Committee project/ 2014-2015 Expenses Update	<p>Injury Prevention – Selected 3 sited for life jacket stations. Have funding for 4, working with other applications.</p> <p>Out of Hospital- Wausau PHLTS classes underway. Only had one outside person sign up. Group is also reviewing patient hand-off/ radio report reminder material.</p> <p>Definitive Care – Reviewed termination of resuscitation material. Did not feel like it was a problem. Reviewing spinal immobilization position again.</p> <p>Performance Improvement – Discussing PI projects that can be shared. Reviewing material for closed head injury patient/ family education.</p>
Process Improvement Committee Membership	The committee has not had full attendance of the members prescribed by the bylaws for some time. Committee requests that the Executive Council review its membership. Group discussed issue and asked the committee to meet as they have been doing and include anyone that attends and formal membership will be considered when the bylaws are opened later in the summer.
2015-2016 Budget	Motion by Perrin to approve 2015-2016 budget as presented with the understanding that the Executive Council will take action early in the fiscal year to plan specific classes or projects. Second by Martin. Unanimous APPROVAL
November 2015 meeting date/ location	<p>The fourth Thursday of November (new standard meeting date for NCRTAC) falls on Thanksgiving. Motion by Nichols to hold the November NCRTAC meeting on December 3, 2015. Second by Ryan. Unanimous APPROVAL</p> <p>Meeting will be held at Ministry Saint Clare's Hospital.</p>
HCC	<p>Consultants are conducting surveys.</p> <p>Staff interviews are May 27.</p>
Future position	Item proposed by Dascalos. Tabled until he is available to discuss.

statements	
Other business	None
Next Agenda	Update of bylaws Committee projects/ budgets
Adjourn	Motion to adjourn by Perrin. Second by Ryan. Unanimous APPROVAL. Meeting adjourned.