

NCRTAC Executive Council Meeting
January 23, 2017
Teleconference

Chair: Terry Nichols

Members present: Ken Marg, Sara Steen, Mark Schroeder, Bob Kirkley, Delmond Horn, Michelle Armstrong, and Brenda Kachelhoffer

Recorder: Michael Fraley

Call to order	Meeting was called to order by Nichols. A quorum is not present (8/17)
Correspondence	Michael has had issues with emails from Aspirus and Ascension not getting through to him. He will respond to all emails for the time being. If you do not get a confirmation please re-contact him.
Minutes	Unable to approve minutes due to the lack of a quorum but Kachelhoffer noted she was not listed in the attendees but was present. Michael to amend.
Member project grant application	A sub-committee reviewed the grant applications and awarded the grant to the SAFER/Wausau FD project to implement the Handtevy Pediatric Emergency System. Group recommended allowing Louise Minisan to house one of the sets of injury prevention kits since she is using them regularly. Michael would like to see the kits updated and then will contact Louise.
Budget	Michael reviewed the budget as it stood. Group discussed need to get additional projects moving. Michael will be getting the notepads re-printed.
Bylaws	Group reviewed a draft of the bylaws and made some suggestions. Will review again with the goal of placing on the agenda for the Annual meeting in May for final approval.
Regional Plan	Michael review edits made to the regional plan based on the needs assessment/SWOT that had been done previously. Will work on finalizing for future approval and submission to State before 6/30/17.
Regional Trauma Conference	The schedule is set and the brochure will go out soon. Helping Hands is working on the registration website and process for accepting credit cards. We will look at some give away items at the meeting Thursday. The CEU applications are in process. Marshfield Clinic is helping with WISHET.
Other business	Michael reviewed plans for a photo contest. Group liked the idea.
Next Agenda	Bylaw revision, regional plan
Adjourn	Motion by Kachelhoffer to adjourn. Second by Schroeder. Unanimous approval.