Trauma System Administrative Workgroup Hampton Inn and Homewood Suites 700 East Main Street Richmond, VA 23060 June 2, 2016 0900 – 1100

Members Present	Members Absent	Ad Hoc	Visitor
Lou Ann Miller, Co- Chair	Maggie Griffen	Mark Lawrence	Gary Brown
Emory Altizer	Len Wereiter	Drexdal Pratt	Cam Crittendam
Morris Reece	Paul Sharp		Dan Freeman
Tom Ryan			Forrest Calland
Mike Aboutanos			7
Anne Mills			*
Andi Wright Co-Chair			
Mike Aboutanos			
Keith Stephenson			
		/	

Topic/Subject	Discussion	Recommendations,
		Action/Follow-up;
		Responsible Person
Call to order:	The meeting was called to order by Lou Ann Miller at 0902 am. A quorum was established.	

Minutes and email addresses	The minutes from the April meeting were reviewed and accepted without changes. Andi Wright stated that emails regarding notification of the May meeting and attachments, scheduled to be held in Charlottesville were not received by all members. Phone conversations with Dr. Aboutanos, Len Weirieter and Maggie Griffen's administrative staff confirmed that they did not receive the information. Paul Sharp has not responded although several email attempts have been made. Andi asked that each member review and revise email information on the list being circulated. She is working with Carilion IT staff to determine if firewalls are causing the problem. Morris Reece recommended sending an appointment for the next meeting so that confirmation can be obtained.	Andi Wright
Shared Google Folder	Maggie Griffen worked on creating the Google shared folder. The group discussed having a shared folder established by the OEMS that could contain individual folders for each workgroup. Cam and Gary will work with their staff to explore further.	Dr. Griffen/Andi Wright/Cam
Mission and Vision Statements	The Mission and Vision statements were read.	
Values Defined	The list of definitions of our values was reviewed and accepted. There were two remaining values that still needed definitions – Equitable and Respectful Communication. They were defined by the group.	
	Equitable: All citizens and visitors should have equal access to quality care in the Commonwealth of Virginia.	
	Respectful Communication: Opinions, feelings and attitudes will be expressed honestly and in a way that respects the rights of others.	
Draft of Proposal for state trauma committee restructure	Andi Wright provided a draft. The group reviewed and revised the document. Questions about the existing reporting structure were answered by Gary Brown, who provided a brief organizational chart depicting this on a flip chart. The group discussed strengthening the language to reflect ACS recommendations as well as the mission, vision and values of the Trauma System. (attached). The group agreed that further development of the document is needed.	

Future Meetings	July 20 th in Roanoke, Virginia. 11am-4pm	Andi will email minutes and further details.
Set Timelines and	None.	and futurer details.
Deliverables:		
Other:	None.	
Public Comment:	None.	
Adjournment:	The meeting adjourned at 10:58am	