

**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 Crittendem
Morris Reece	Paul Sharp		Dan Freeman
Tom Ryan			Forrest Calland
Mike Aboutanos			
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.	

<p>Minutes and email addresses</p>	<p>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.</p>	<p>Andi Wright</p>
<p>Shared Google Folder</p> <p>Mission and Vision Statements</p> <p>Values Defined</p> <p>Draft of Proposal for state trauma committee restructure</p>	<p>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.</p> <p>The Mission and Vision statements were read.</p> <p>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.</p> <p>Equitable: All citizens and visitors should have equal access to quality care in the Commonwealth of Virginia.</p> <p>Respectful Communication: Opinions, feelings and attitudes will be expressed honestly and in a way that respects the rights of others.</p> <p>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.</p>	<p>Dr. Griffen/Andi Wright/Cam</p>

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