

## **SYMPOSIUM COMMITTEE**

### **Meeting 4/8/10**

#### Attendees:

Shae Watson  
Victor Wells  
Robin Gage  
Beckie Cressionnie  
Bertha Evans  
Lee House  
Keith Kelley  
Russell Thrasher  
Blaine Jones  
Jeff Nichols  
Kelley McCauley

Call to order at: 11:35 am

#### Approval of 3/11/10 Minutes:

Motion to accept minutes as written was made by Robin Gage, seconded by Bertha Evans and supported by all members present.

#### Discussion Items:

- Committee Chair Reports:
  - Speakers/Vendor/Sponsors – Shae:
    - Confirmed Speakers to-date are: Dr. Jeff Huffman (Morning Keynote Speaker); Helen Minor (Geriatrics); Dinah Welsh (TETAF – Legislation).
    - The following proposed speakers are awaiting confirmation: Kim Bassinger (Forensics); Dr. Algiers (Afternoon Key Note Speaker – Burns);
    - Vendor/Sponsorship Letters have been mailed
    - Victor will build a Sponsor Tracking Board in WebEOC – to be updated as speakers confirm.
  - Credentialing – Russell V.
    - EMS – CE's have been secured
    - Nursing CEU's – working on this project with PJC
    - CME's – working with Dinah Welsh of TETAF
  - Brochures/Programs – Keith K.
    - Brochures will be completed as soon as speakers are secured, in the meantime a draft without the speaker info will be put on the website.

- The committee chose Sample #4 for the Save the Date Card with a font change
  - Advertising/Marketing – Bertha & Beckie
    - The committee decided that the following agencies/companies need to be notified:
      - Cable Companies: Sudden Link; Cable One; East Texas Broadcasting
      - Newspapers: Texarkana Gazette; Mt. Pleasant; Sulphur Springs; Paris
      - Hospital Boards
      - Radio
      - Colleges
  - Audio/Sound – Russell T.
  - Hospitality – Robin Gage
    - Food will be served instead of participants helping themselves
    - Table/Decorations: will pick-up Red, White, & Blue items around the 4<sup>th</sup> of July.
    - Goody Bags – each entity will be asked to bring items to put in the bags
    - Photographer – we will ask Gaye from TRMC to come and take pictures of the event
- Each chair asked to get members and form these committees to help with the symposium
- Symposium Outline: Beginning Sketch
- Morning session: Disaster Preparedness
  - Afternoon session: Trauma and Acute Care
  - Registration - 7:30 – 8:30
  - Welcome – Housekeeping - 8:30 – 9:00
  - Keynote Speaker – Dr. Huffman 9:00 – 11:00
  - Break - 10:00 - 10:20
  - WebEOC - 10:20 – 10:50
  - CanHelp 211 - 11:00 – 11:30
  - National Weather Services - 11:30 – 12:00
  - Lunch

- Troo the Traumaroo will make two appearances (10:00 – 10:20 Break and after lunch)
- Committee will continue to look for speakers for the afternoon sessions – to focus on Trauma – Acute Care
- Location: has been secured – Titus County Civic Center -We will use and have the same infrastructural set-up/lay-out as last years
- Confirmed Speakers:
  - Mark Fox – National Weather Service – 30 minutes – morning session
    - (817) – 831-1574 (office)
    - (682)- 429-7874 (cell)
  - Dawn Sheffield – CanHelp211 – 30 minutes – morning session
  - Dr. Huffman – Hopkins Co – Keynote speaker – 1 hour – morning session
  - WebEOC Presentation – morning session
  - Possible afternoon Speakers for Trauma and Acute Care
    - Kim Bassinger – Domestic Violence
    - Geriatric Preparedness – Helen Minor
    - Dr. Mark Anderson, Medical Director for Champion – Keynote Speaker – 1 hour – afternoon session
    - Dr. Angiers
- Credentialing:
  - CE’s (EMS) – Russell V.
  - CEU’s (Nurses)
  - CME’s (Physicians)
- EMS/AeroMedical:
  - Get EMS and AeroMedical to bring units
  - Ask Chief McRae to bring the Mt. Pleasant Mobile Command Unit
- Hospital/EMS:
  - Asked to bring their entities Display Board

Meeting adjourned at 11:18