

**APPROVED**  
**11.15.23**

**Georgia Committee for Trauma Excellence (GCTE)**

*August 10, 2023*

*9:30 AM-11:30 AM*

[Trauma.ga.gov meeting link](https://trauma.ga.gov/meeting-link)

*Tracy Johns, Atrium Health Navicent*

*GCTE Chair*

| EXECUTIVE MEMBERS PRESENT                            | REPRESENTING                     |
|--|----------------------------------|
| Jesse Gibson <i>Chair, former</i>                    | Northeast Georgia Medical Center |
| Tracy Johns, <i>Chair</i>                            | Atrium Health Navicent           |
| Lynn Grant, <i>Vice-Chair</i>                        | Fairview Park Hospital           |
| Kristal Smith, <i>Injury Prevention and Outreach</i> | Atrium Health Navicent           |
| Kyndra Holm, <i>Education</i>                        | Augusta University               |
| Karen Hust, <i>Performance Improvement</i>           | Piedmont Walton                  |

| ATTENDEES  |           |                      |
|------------|-----------|----------------------|
| FIRST NAME | LAST NAME | COMPANY              |
| Suzanne    | Gardner   | AdventHealth Redmond |
| Cindy      | Hoggard   | AdventHealth Redmond |
| Nicole     | Sundholm  | AdventHealth Redmond |
| Monica     | Trotter   | AdventHealth Redmond |
| Katie      | Hasty     | Atrium Health Floyd  |
| Clarence   | McKemie   | Atrium Health Floyd  |

**ATTENDEES**

|           |              |  |
|-----------|--------------|--|
| Melissa   | Parris       | Atrium Health Floyd                    |
| Crystal   | Wynn         | Atrium Health Floyd                    |
| Robyn     | Axlund       | Atrium Health Navicent                 |
| Josephine | Fabico-Dulin | Atrium Health Navicent                 |
| Tracy     | Johns        | Atrium Health Navicent                 |
| Judith    | Lyttle       | Atrium Health Navicent                 |
| Brenna    | McClure      | Atrium Health Navicent                 |
| Susan     | Murphy       | Atrium Health Navicent                 |
| Jennifer  | Peace        | Atrium Health Navicent                 |
| Faith     | Rand         | Atrium Health Navicent                 |
| Kristal   | Smith        | Atrium Health Navicent                 |
| Catherine | Martin       | AtriumHealth Floyd Polk Medical Center |
| Dawn      | Truett       | AtriumHealth Floyd Polk Medical Center |
| Brian     | Bays         | Augusta University                     |
| Ashley    | Faircloth    | Augusta University                     |
| Kyndra    | Holm         | Augusta University                     |
| Regina    | Medeiros     | Augusta University                     |
| Alicia    | Cochran      | Children's Healthcare of Atlanta       |
| Susanne   | Edwards      | Children's Healthcare of Atlanta       |
| Hunter    | Kurek        | Children's Healthcare of Atlanta       |
| Bianca    | Macklin      | Children's Healthcare of Atlanta       |
| Kendra    | Mosley       | Children's Healthcare of Atlanta       |
| Kendra    | Mosley       | Children's Healthcare of Atlanta       |
| Michael   | Patterson    | Children's Healthcare of Atlanta       |
| Dianne    | Potter       | Children's Healthcare of Atlanta       |
| Kellie    | Rowker       | Children's Healthcare of Atlanta       |
| Briona    | Whitehead    | Children's Healthcare of Atlanta       |
| Ashley    | Bullington   | Crisp Regional Hospital                |
| David     | Cox          | Crisp Regional Hospital                |
| Shelby    | Adams        | Doctors Hospital of Augusta            |

**ATTENDEES**

|             |             |                             |
|-------------|-------------|-----------------------------|
| Laura       | Lunsford    | Doctors Hospital of Augusta |
| Catherine   | Ross-Garron | Doctors Hospital Of Augusta |
| Christopher | Ruiz        | Doctors Hospital of Augusta |
| Adrian      | Wilkins     | Doctors Hospital of Augusta |
| Michael     | Johnson     | DPH OEMST                   |
| Danlin      | Luo         | DPH OEMST                   |
| April       | Moss        | DPH OEMST                   |
| Marie       | Probst      | DPH OEMST                   |
| Amy         | Davis       | Effingham Health System     |
| Charlotte   | Kendziorski | Effingham Health System     |
| Olalekan    | Akinyokunbo | Emanuel Medical Center      |
| Brooke      | Marsh       | Emanuel Medical Center      |
| Gail        | Thornton    | Emanuel Medical Center      |
| Cheryle     | Ward        | Georgia Trauma Foundation   |
| Michael     | Bentley     | Grady                       |
| Lawrence    | Blair       | Grady                       |
| Samantha    | Buchanan    | Grady                       |
| Rebecca     | Chatman     | Grady                       |
| Teri        | Craig       | Grady                       |
| Joy         | Eleby       | Grady                       |
| Jennifer    | Freeman     | Grady                       |
| Carey       | Lamphier    | Grady                       |
| Courtney    | Lowry       | Grady                       |
| Jasmin      | Mercedes    | Grady                       |
| Erin        | Moorcones   | Grady                       |
| Emily       | Page        | Grady                       |
| Sarah       | Parker      | Grady                       |
| Madeline    | Parks       | Grady                       |
| Rocky       | Rothenberg  | Grady                       |
| Angela      | Sanabria    | Grady                       |

**ATTENDEES**

|           |                |   |
|-----------|----------------|---|
| Stacey    | Shipley        | Grady                                     |
| Ashley    | Steele         | Grady                                     |
| Alana     | Valadez        | Grady                                     |
| Elizabeth | Williams-Woods | Grady                                     |
| Kim       | Brown          | Hamilton Medical Center                   |
| Brian     | Delashmitt     | Hamilton Medical Center                   |
| Judean    | Guinn          | Hamilton Medical Center                   |
| William   | Hardeman       | Hamilton Medical Center                   |
| Lauren    | Zavala         | Hamilton Medical Center                   |
| Jessica   | Davis          | J.D. Archbold Memorial Hospital           |
| Nadine    | Lynch          | Joseph M. Still Burn Center               |
| John      | Dekle          | Liberty Regional Medical Center           |
| Tammie    | Russell        | Liberty Regional Medical Center           |
| Kimberly  | Kottemann      | LifeLink of Georgia                       |
| Chuck     | Massey         | LifeLink of Georgia                       |
| Karrie    | Page           | Memorial Health Meadows Hospital          |
| Kendrix   | Evans          | Memorial Health Meadows Hospital          |
| Whitney   | Williamson     | Memorial Health University Medical Center |
| David     | Lawrence       | Morgan Medical Center                     |
| Christie  | Mathis         | Morgan Medical Center                     |
| Karen     | Young          | Morgan Medical Center                     |
| Jesse     | Gibson         | Northeast Georgia Medical Center          |
| Linda     | Greene         | Northeast Georgia Medical Center          |
| Blanca    | Hinojosa       | Northeast Georgia Medical Center          |
| Jessica   | Mantooth       | Northeast Georgia Medical Center          |
| Leigh     | Pack           | Northeast Georgia Medical Center          |
| Jackie    | Payne          | Northeast Georgia Medical Center          |
| Mara      | Silva          | Northeast Georgia Medical Center          |
| Barlynda  | Bryant         | Northside Hospital Gwinnett               |
| Nadirah   | Burgess        | Northside Hospital Gwinnett               |

**ATTENDEES**

|           |             |                                 |
|-----------|-------------|---------------------------------|
| Dana      | Davis       | Northside Hospital Gwinnett     |
| Tracy     | Harris      | Northside Hospital Gwinnett     |
| Colleen   | Horne       | Northside Hospital Gwinnett     |
| Sarah     | Holcombe    | Northside Hospital Gwinnett     |
| Rayma     | Stephens    | Northside Hospital Gwinnett     |
| Brandi    | Fitzgerald  | Phoebe Putney Memorial Hospital |
| Amanda    | Eubanks     | Phoebe Putney Memorial Hospital |
| Kristin   | Brooks      | Piedmont Athens Regional        |
| Heather   | Morgan      | Piedmont Athens Regional        |
| Kristi    | Perkins     | Piedmont Athens Regional        |
| Stephanie | Stribling   | Piedmont Athens Regional        |
| Shannon   | Thomas      | Piedmont Athens Regional        |
| Jan       | Tidwell     | Piedmont Cartersville           |
| John      | Pope        | Piedmont Cartersville           |
| Mary      | Bizilia     | Piedmont Columbus Regional      |
| Marilyn   | Dunlap      | Piedmont Columbus Regional      |
| Kelly     | Gasser      | Piedmont Columbus Regional      |
| Shalonda  | Wright      | Piedmont Columbus Regional      |
| Paula     | Butts       | Piedmont Henry Hospital         |
| Jay       | Connelly    | Piedmont Henry Hospital         |
| Justin    | Keeton      | Piedmont Henry Hospital         |
| Fred      | Nichols     | Piedmont Henry Hospital         |
| Karen     | Hust        | Piedmont Walton                 |
| Kimberly  | Reusmann    | Piedmont Walton                 |
| Crystal   | Shelnutt    | Region 10 RTAC                  |
| Rebecca   | Harkness    | Stephens County Hospital        |
| Winston   | Charles     | Wellstar Cobb Hospital          |
| Alyssa    | Monda       | Wellstar Cobb Hospital          |
| Roger     | Smith       | Wellstar Cobb Hospital          |
| Cristina  | Soto-Olvera | Wellstar Cobb Hospital          |

**ATTENDEES**

|            |          |                                  |
|------------|----------|----------------------------------|
| Carla      | Ward     | Wellstar Cobb Hospital           |
| Mary Alice | Aubrey   | Wellstar Kennestone Hospital     |
| Dana       | Bouse    | Wellstar Kennestone Hospital     |
| Megan      | Dawson   | Wellstar Kennestone Hospital     |
| Karen      | Johnson  | Wellstar Kennestone Hospital     |
| Christina  | Ucci     | Wellstar Kennestone Hospital     |
| Jamie      | Van Ness | Wellstar Kennestone Hospital     |
| Anthony    | Vizzinia | Wellstar Kennestone Hospital     |
| Jaina      | Carnes   | Wellstar North Fulton Hospital   |
| Elizabeth  | Folse    | Wellstar North Fulton Hospital   |
| Rhonda     | Jones    | Wellstar North Fulton Hospital   |
| Tatiana    | Woods    | Wellstar North Fulton Hospital   |
| Alicia     | Allen    | Wellstar Paulding Medical Center |
| Kerry      | Carter   | Wellstar Paulding Medical Center |
| Arthur     | Curran   | Wellstar Paulding Medical Center |
| Grace      | Mills    | Wellstar Paulding Medical Center |
| Susan      | Baldrige | Wellstar Spalding Medical Center |
| Ezaldeen   | Numur    | Wellstar Spalding Medical Center |
| Vaughn     | Tejedor  | Wellstar Spalding Medical Center |
| Rachel     | Hand     | Wellstar West GA Medical Center  |
| Ashley     | Orr      | Wellstar West GA Medical Center  |
| Michele    | Evans    | Winn Army Community Hospital     |

| TOPIC   | DISCUSSION   |
|---|--|
| Call to Order/Approval Mins<br>Intro of New Members | Tracy Johns, Committee Chair, called the meeting of the Georgia Committee for Trauma Excellence (GCTE), a committee of the Georgia Trauma Commission (GTC), to order at 9:30 am. A quorum was established, with six executive members present. |

| TOPIC                         | DISCUSSION   |
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|                               | <p>After the roll call, Lynn Grant requested a motion to approve the June 1st meeting minutes.</p> <p><b><u>MOTION GCTE 2023-08-01:</u></b><br/><b><u>Motion to approve June 1, 2023, meeting minutes</u></b><br/><b>MOTION:</b> Jaina Carnes<br/><b>SECOND:</b> David Cox<br/><b>DISCUSSION:</b> None<br/><b>ACTION:</b> The motion <b><u>PASSED</u></b> with no objections nor abstentions</p> <p>After minutes approval, Lynn Grant asked new committee members to introduce themselves.</p>  |
| Office of EMS & Trauma Update | <p>Marie Probst provided the following updates:</p> <ul style="list-style-type: none"><li>• We are waiting on five centers to submit their Q4 reports. Once submitted, we will be able to calculate report percentages.</li><li>• FY 2024 OTCPE forms will be updated and open on September 15 and due October 15.</li><li>• The Burn form is undergoing the most changes to ensure it is helpful in their quarterly reviews.</li></ul> <p>April Moss provided the following updates:</p> <ul style="list-style-type: none"><li>• We are still seeking a Trauma Program Coordinator candidate to replace Renee Morgan's previous role.</li><li>• In the last several months, we had many ACS visits, initial verifications, and re-verifications. We also have several ACS consultative visits in the next several months and into the beginning of 2024.</li><li>• Five level IVs and one level III that will be joining the system, and we also have a level two that's planning a state designation in February of 2024.</li><li>• The Armband Project helps identify crash victims with a unique ID number and links the PCR and medical records once a patient is identified. The project is still ongoing in Northeast Georgia and in the pilot phase. The armband number is in your registries, and we are working on exporting the data to review.</li><li>• OTCPE Q4 reports are still in review.</li></ul> |

| TOPIC                                  | DISCUSSION   |
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| Georgia Trauma Commission (GTC) Update | <p>Liz Atkins provided an update on behalf of the Georgia Trauma Commission:</p> <ul style="list-style-type: none"><li>• In response to the action planning required by the American College of Surgeons Trauma System Consult, the Trauma System Executive Leadership Committee was formed. This includes dyad leadership from the Department of Public Health and the Georgia Trauma Commission: Dr. Dennis Ashley, Elizabeth Atkins, Xavier Crockett, April Moss, and Michael Johnson. Our big task is to inform the public about each agency's function within Georgia's Trauma System.</li><li>• Several states across the country are replicating our readiness cost survey. There will be a TCAA webinar reviewing the survey.</li><li>• Dr. Ashley and I are working closely with the Georgia Hospital Association Center for Rural Health.</li><li>• We are starting to assemble the bones of a Georgia Trauma System Dashboard. The dashboard will include critical measures in the ongoing trauma system assessment and monitoring.</li><li>• The Stop the Bleed program is ongoing. There is a kit application period open now until the end of September.</li><li>• The GQIP Winter Meeting for next year was pushed from February to May due to trauma conference conflicts. The meeting will be in the Spring, May 20-22, 2024. Re-save the date was distributed June 22, 2023.</li></ul>                                     |
| Georgia Trauma Foundation Update       | <p>Cheryle Ward provided the following updates:</p> <ul style="list-style-type: none"><li>• Our Continuing Education Instructors Database, CEID, pronounced seed, is live. The database is an online repository that will house faculty information for various state and nationally-approved continuing education programs. Each of your facilities should have received login information. Please check with your TPM if you still need to receive a login. When you access CEID, please check your personal and faculty information to ensure it is correct. If your credential is close to expiring, we will contact you for an update to ensure the database remains current. Previously, we advised that we would not need a card to validate credentials, but we will ask for a copy of your card due to suggestions. You can contact Cheryle by email or phone to update your expiration dates: <a href="mailto:cheryle@georgiatraumafoundation.org">cheryle@georgiatraumafoundation.org</a>, 404-394-2912.<ul style="list-style-type: none"><li>• Link to the database (username and password required):<br/><a href="https://gtf.acombina.com/index-gtf.html">https://gtf.acombina.com/index-gtf.html</a></li></ul></li><li>• We were awarded a grant for the Rural Continuing Education Program Initiative. The project is underway, and our first class will be conducted at the end of this month. We have 15 courses</li></ul> |



| TOPIC                              | DISCUSSION   |
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|                                    | <p>(<b>ATTACHMENT A</b>) scheduled around the state through the end of March. There will be 6 TNCC, 6 ENPC, and 3 RTTDC courses. We plan to add additional courses like ATLS in the future. If you are a rural or critical access hospital, your facility is eligible to participate in the program. All course expenses will be covered except for staff travel. If you would like to apply to participate, please reach out to <a href="mailto:cheryle@georgiatraumafoundation.org">cheryle@georgiatraumafoundation.org</a>, 404-394-2912. Karen Hust will be coordinating the courses for us.</p> <ul style="list-style-type: none"> <li>• We will be participating in Georgia Gives Day on Giving Tuesday, a day set aside annually for people to connect with nonprofits. It is a peer-to-peer fundraiser, and we encourage everyone within and outside trauma to participate.</li> </ul> <p>Tracy Johns asked Cheryle Ward for an overview of the Georgia Trauma Foundation. Cheryle advised that the Foundation supports the trauma community and ensures its alignment with the Georgia Trauma Commission. Previously, our focus was education, but we are focusing more on fundraising to support trauma projects across the state.</p> |
| Georgia Quality Improvement Update | <p>Gina Solomon provided a brief review of GQIP's latest activities:</p> <ul style="list-style-type: none"> <li>• Arbormetrix is delayed due to the build, with tentative kickoff date in December.</li> <li>• We are starting two new workgroups: Time to Definitive Care and VTE Prophylaxis. We sent out a survey for members and volunteers but got little participation. We will be trying to encourage participation during our meeting tomorrow.</li> </ul>   |
| Subcommittee Reports               | <p><b>Education:</b> Kyndra Holm provided the following updates:</p> <ul style="list-style-type: none"> <li>• We are putting the final touches on last year's projects: Time to Definitive Care and AKI PowerPoints; those have been sent to GCTE leadership for feedback, then will be sent to the Education Subcommittee for review. Once feedback and adjustments are complete, we will distribute them to the trauma programs across the state to be utilized as education for your referring facilities. A blank slide will be included in the slide deck so that centers can put specific information about hospitals they may be meeting with to address consistent problems.</li> <li>• We're happy to support the Georgia Trauma Foundation on the Office of Rural Health grant to help bring trauma-focused education into rural hospitals.</li> </ul>   |

| TOPIC | DISCUSSION   |
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|       | <ul style="list-style-type: none"><li>• We are developing a toolkit for new Trauma Program Managers at all levels. We would love to receive feedback from Level III/IV Trauma Program Managers or non-designated centers to help define your needs. Please reach out to <a href="mailto:kholm@augusta.edu">kholm@augusta.edu</a>.</li><li>• Another project is developing suggested education for bedside nurses to help ER nurses in the first hour of trauma care.</li></ul> <p><b>Pediatric:</b> Kellie Rowker provided the following updates:</p> <ul style="list-style-type: none"><li>• We continue to work on the Shock Index Pediatric Adjusted (SIPA) Project and hope to use it as a fifth vital sign. We produced a one-page tip sheet and plan to use that as a form of statewide education. Children's Healthcare of Atlanta will be a test site to see how that education rolls out, and we will put our EPIC SIPA score into production in September once education has been completed. We also need to develop metrics to measure the effectiveness of SIPA score utilization. Dr. Smith will be doing a presentation on the SIPA Project tomorrow during GQIP.</li><li>• In coordination with the Education Subcommittee, the Pediatric Subcommittee is looking at Pediatric Transfer Rationale. We will try to create an inter-facility transfer toolkit for pediatrics to distribute to the state.</li><li>• We're also looking at pediatric whole blood. Children's Healthcare of Atlanta is involved in a nationwide study as a pilot site for pediatric whole blood transfusion.</li><li>• We continue to stay involved with pediatric readiness to assist with education when it becomes appropriate. Tracy Johns reminded the Committee that we are always trying to address things that will help you meet the ACS standards. There was an update in December, so ensure you have the most current version, which you can download from the ACS resources website.</li></ul> <p><b>Performance Improvement:</b> Karen Hust provided the following updates:</p> <ul style="list-style-type: none"><li>• Continuing to work on decreasing time to definitive care. We are looking at it from the standpoint of what can be done within individual hospitals and share some audit tools primarily geared towards level III and IV centers to help identify opportunities for improvement.</li><li>• We are also looking at issues with transfer to higher-level facilities. We plan to engage level I and II centers to assist us with their transfer center processes and create some criteria. We are looking at literature, termed Redbox Criteria, where if the lower level trauma center calls and identifies</li></ul> |

| TOPIC | DISCUSSION   |
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|       | <p>that their critical trauma patient meets one of those Red Box Criteria, the typical workings of the transfer center are just bypassed to get that patient accepted and moved out more quickly. We want to align with the MARCH PAWS initiative to help capture prehospital providers and ensure patients get to the right facility quickly.</p> <ul style="list-style-type: none"><li>• Drafted and completed a level IV tool that can be used in place of an outcomes module for those that don't have access to the online registry to help them complete their PI processes and documentation. Once they do move to an online registry, they'll be able to seamlessly move into that outcomes module. Please get in touch with <a href="mailto:karen.hust@piedmont.org">karen.hust@piedmont.org</a> to receive the tool.</li></ul> <p><b>Registry:</b> Tracy Johns updated the Committee on behalf of Kelli Vaughn</p> <ul style="list-style-type: none"><li>• The Registry Subcommittee meets four times a year and provides continuing education units for registrars. They review ISS coding, data dictionary definitions, and share information.</li><li>• The Georgia Trauma Commission is funding required registrar courses such as AIS-15 or the ATS. We want to create a process to facilitate registration by the end of 2023. Our emphasis will be full course funding for levels III and IV. Level I and II courses may be prorated to ensure the dollars go as far as possible. Please note, 2025 admissions will have to use 2015 coding. Tracy Johns recommended facilities ensure everyone who has access to the trauma registry completes some registry education to provide them with an overview of what the registry entails.</li></ul> <p><b>Injury Prevention and Outreach:</b> Kristal Smith provided an update on activities:</p> <ul style="list-style-type: none"><li>• We wrapped up the virtual Stop the Bleed Blitz yesterday. Thanks to all that participated. We had 786 post-course surveys that were submitted with a 4.7 experience rating.</li><li>• As you're reaching out and you're doing hands-on skills, one of the things that we like to be able to do is periodically share pictures of various events around the state, please hashtag #stopthebleedgeorgia so we can capture the ongoing work.</li><li>• Next month is Fall Prevention Month, our Fall Prevention Resource Kit is available at <a href="http://www.preventtraumageorgia.org">www.preventtraumageorgia.org</a>. We have many social media resources to take the content and make it your own.</li><li>• The National Injury Prevention Day toolkit is already out and can be accessed at <a href="http://www.injuryfree.org">www.injuryfree.org</a>.</li></ul> |

| TOPIC                                      | DISCUSSION  |
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|  | <ul style="list-style-type: none"><li>• There are many events coming up in September: Fall Prevention Month, Fall Prevention Week, Suicide Prevention and Awareness Month, and Teen Driving Safety Week. All flyers we distribute can be cobranded to share the messaging with your communities.</li><li>• We are still searching for an Injury Prevention and Outreach Chair; please contact me if you are interested at <a href="mailto:region5rtac@gmail.com">region5rtac@gmail.com</a>.</li></ul>   |
| Lifelink of Georgia Organ Donation Updates | <p>Tracy Johns introduced Kim Kottemann, Director of Professional Programs for LifeLink of Georgia, an Organ Procurement Organization (OPO). Kim also introduced Chuck Massey as the Team Lead for Middle Georgia.</p> <p>Kim Kottemann presented (<b>ATTACHMENT B</b>) and discussed the need for consistency in reporting and tracking data related to trauma cases and organ donation. She also mentioned a new partnership with the Mason Center for Donation and Transplantation Education; their primary focus is rural outreach, and we are looking for ways to provide education about donations and access to transplantation in the rural community. Kim provided an overview of recent data noting the increase in organ donation referrals, donor results, and top donor hospitals.</p> <p>Kim highlighted the successful collaboration between Northeast Georgia and LifeLink in enhancing the culture of organ donation through education and engagement, resulting in a published paper (<b>ATTACHMENT C</b>). Jesse Gibson shared successful interventions and initiatives Northeast Georgia implemented to improve donor management and increase organ transplants within the organization. Jesse highlighted the importance of collaboration, cultural shifts, and honoring donors and their families, which increased organ transplants.</p> |

| TOPIC                           | DISCUSSION   |
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| 2022 Standard Review: 7.1 - 7.2 | <p>Tracy Johns started reviewing Standard 7.1 within the handout (<b>ATTACHMENT D</b>), specifically focusing on the PIPS program and its requirements for trauma centers. She emphasized the need for an independent PIPS program, empowered to identify opportunities for improvement and report issues to the hospital or departmental quality department.</p> <p>Tracy also reviewed Standard 7.2 and discussed the importance of having a PI plan and identifying priority areas for PI based on audit filters, event reviews, and benchmarking reports. She also mentioned working on creating a PI dictionary to streamline the process of reviewing various aspects of PI outcomes.</p> <p>Tracy discussed the importance of writing down and outlining new standards to remember them better. She also mentioned the benefits of collaborating and sharing resources with others to improve your plans and processes.</p> |
| Adjourn                         | <p>Tracy Johns thanked everyone for attending and asked for a motion to adjourn.</p> <p><i><b>Vice-chair Lynn Grant adjourned the meeting at 11:20 am.</b></i></p>   |

*Minutes Crafted by Gabriela Saye*