APPROVED 10.30.25

Georgia Committee for Trauma Excellence (GCTE)
August 21, 2025
1:00 PM – 3:00 PM

Meeting Recording and Attachments Link

Lynn Grant, Fairview Park Hospital GCTE Chair

EXECUTIVE MEMBERS PRESENT	REPRESENTING
Lynn Grant <i>, Chair</i>	Fairview Park Hospital
Kyndra Holm, Vice chair	Wellstar MCG Children's Hospital of Georgia
Julie Freeman, Education	Wellstar Kennestone
Kellie Rowker, <i>Pediatric</i>	Children's Healthcare of Atlanta
Rayma Stephens/Ashley Bullington, Performance Improvement	Northside Gwinnett Hospital/Crisp Regional Hospital
Kelli Vaughn, Registry	Northside Gwinnett Hospital

ATTENDEES		
FIRST NAME	LAST NAME	ORGANIZATION
Cindy	Hoggard	AdventHealth Redmond
Nicole	Sundholm	AdventHealth Redmond
Katie	Hasty	Atrium Health Floyd
Matthew	O'Rourke	Atrium Health Floyd
Melissa	Parris	Atrium Health Floyd
Crystal	Wynn	Atrium Health Floyd
Josephine	Fabico-Dulin	Atrium Health Navicent
Judith	Lyttle	Atrium Health Navicent
Susan	Murphy	Atrium Health Navicent
Dawn	Truett	Atrium Health Polk Medical Center
Alicia	Cochran	Children's Healthcare of Atlanta
Susanne	Edwards	Children's Healthcare of Atlanta
Hillary	Renner	Children's Healthcare of Atlanta
Rana	Roberts	Children's Healthcare of Atlanta

ATTENDEES		
Kellie	Rowker	Children's Healthcare of Atlanta
Echo	standley	Children's Healthcare of Atlanta
Christi	Griner	Colquitt Regional Medical Center
Ashley	Bullington	Crisp Regional Hospital
April	Dukes	Crisp Regional Hospital
Kasey	Harrison	Doctors Hospital of Augusta
Laura	Lunsford	Doctors Hospital of Augusta
Marie	Probst	DPH OEMST
Bernard	Restrepo	DPH OEMST
Stacee	Smith	DPH OEMST
Francesca	Minehart	Effingham Health System
Brooke J.	Marsh	Emanuel Medical Center
Gail	Thornton	Emanuel Medical Center
Cheryle	Ward	Georgia Trauma Foundation
Patricia	Ayoung-Chee	GQIP
Hilary	Jessup	GQIP
Sarah	Parker	GQIP
Jessica	Astrella	Grady
Michael	Bentley	Grady
Lawrence	Blair	Grady
Katheryn	Brown	Grady
Samantha	Buchanan	Grady
Teri	Craig	Grady
Jennifer	Freeman	Grady
Krystal	Harper	Grady
Amy Annia	Jeune	Grady
Carey	Lamphier	Grady
Courtney	Lowry	Grady
Erin	Moorcones	Grady
Leigh	Pack	Grady
Emily	Page	Grady
Emily	Russell	Grady
Angela	Sanabria	Grady

ATTENDEES		
Kelli	Scott	Grady
Stacey	Shipley	Grady
Roger	Smith	Grady
Alan	So	Grady
Ashley	Steele	Grady
Barbara	Thomas	Grady
Alana	Valadez	Grady
Pamela	Van Ness	Grady
Pamela	Vanderberg	Grady
Stephanie	Verna	Grady
Stephen	Elmgren	Grady Burn Program
Kim	Brown	Hamilton Medical Center
Lauren	Zavala	Hamilton Medical Center
Jessica	Davis	John D. Archbold Memorial Hospital
Mary Beth	Goodwin	John D. Archbold Memorial Hospital
Kelli	Vaughn	John D. Archbold Memorial Hospital
Tammie	Russell	Liberty Regional
James	Burnsed	Memorial Health University Medical Center
Tommy	Langenfeld	Memorial Health University Medical Center
Whitney	Williamson	Memorial Health University Medical Center
Christie	Mathis	Morgan Medical Center
Walter	Wiley	Northeast Georgia Healthcare System
Shawna	Baggett	Northeast Georgia Medical Center
Carol	Gerrin	Northeast Georgia Medical Center
Linda	Greene	Northeast Georgia Medical Center
Jenna	Howell	Northeast Georgia Medical Center
Janice	Labbe	Northeast Georgia Medical Center
Jessica	Mantooth	Northeast Georgia Medical Center
Matthew	Vassy	Northeast Georgia Medical Center
Laura	Wolf	Northeast Georgia Medical Center
Nadirah	Burgess	Northside Hospital Gwinnett
Dana	Davis	Northside Hospital Gwinnett
Tracy	Harris	Northside Hospital Gwinnett

ATTENDEES		
Colleen	Horne	Northside Hospital Gwinnett
Breanna	McClure	Northside Hospital Gwinnett
Rayma	Stephens	Northside Hospital Gwinnett
Lemuel	Dent	Phoebe Putney Memorial Hospital
Brandi	Fitzgerald	Phoebe Putney Memorial Hospital
Eva	Carignan	Piedmont Athens Regional
Ana	Delgado	Piedmont Athens Regional
Danesha	Hester	Piedmont Athens Regional
Stephanie	Stribling	Piedmont Athens Regional
Shannon	Thomas	Piedmont Athens Regional
Brett	Buehner	Piedmont Augusta
Jonathan	Horsager	Piedmont Augusta
Karen	Barrett	Piedmont Cartersville
Brad	Cothran	Piedmont Cartersville
Kristen	Gentry	Piedmont Cartersville
Jerry	McMillan	Piedmont Cartersville
Amy	Stephens	Piedmont Cartersville
Karneshiha	Curry	Piedmont Columbus Regional
Marilyn	Dunlap	Piedmont Columbus Regional
Mary	Jameson	Piedmont Columbus Regional
Tamara	Patterson	Piedmont Columbus Regional
Shalonda	Wright	Piedmont Columbus Regional
Natasha	Davis	Piedmont Healthcare
Justin	Keeton	Piedmont Henry
Jason	Radford	Piedmont Henry
Mark	Benak	Piedmont Walton Hospital
James	Polston	Piedmont Walton Hospital
Lisa	Weitzman	Piedmont Walton Hospital
Terri	White	PPMH
Courtney	Canino Eason	SGMC Health
Beth	Cargile	SGMC Health
Janann	Dunnavant	SGMC Health
Donna	Genzale	SGMC Health

ATTENDEES		
Tetra	Jenkins	Washington County Regional Medical
Kelsie	Wanty	Wellstar
Lori	Adams	Wellstar Cobb
Lori	Adams	Wellstar Cobb
Cindy	Hanks	Wellstar Cobb
Shelby	Lemon	Wellstar Cobb
Cristina	Soto-Olvera	Wellstar Cobb
Megan	Dawson	Wellstar Kennestone
Grace	Mills	Wellstar Kennestone
Julie	Mosher	Wellstar Kennestone
Jamie	Van Ness	Wellstar Kennestone
Taitiana	Woods	Wellstar Kennestone
Brian	Bays	Wellstar MCG
Ashley	Faircloth	Wellstar MCG
Patricia	Smith	WellStar MCG
Shae	Taylor	Wellstar MCG
Kyndra	Holm	Wellstar MCG CHOG
Nidhi	Chawala	Wellstar North Fulton Hospital
Libby	Folse	Wellstar North Fulton Hospital
Rhonda	Jones	Wellstar North Fulton Hospital
Kerry	Carter	Wellstar Paulding
Heather	Loftus	Wellstar Spalding
Cameron	Grimes-Ayres	Wellstar West Georgia Medical Center
Rachel	Hand	Wellstar West Georgia Medical Center
Ashley	Orr	Wellstar West Georgia Medical Center
Melissa	Hungerford	Winn Army Community Hospital

TOPIC	DISCUSSION
Call to Order/Approval Mins	Lynn Grant, Committee Chair, called the meeting of the Georgia Committee for Trauma Excellence
Intro of New Members	(GCTE), a committee of the Georgia Trauma Commission (GTC), to order at 1:00 pm. Lynn opened the
	meeting with a moment of silence in honor of Dr. Regina Medeiros, acknowledging her exceptional

TOPIC	DISCUSSION
	leadership and compassion. Committee members were encouraged to support one another and to keep Dr. Medeiros' family in their thoughts and prayer
	After quorum was established, Lynn requested a motion to approve the May 8 th meeting minutes.
	MOTION GCTE 2025-08-01:
	Motion to approve May 8, 2025, meeting minutes.
	MOTION: Kyndra Holm
	SECOND: Kelli Vaughn
	DISCUSSION: None
	ACTION: The motion <u>PASSED</u> with no objections nor abstentions
	After minutes approval, Lynn asked if new committee members were present and welcomed them to the committee.
LifeLink Update & Donation Data	Kim Kottemann introduced herself as the Lifelink Director of Professional Programs and Transplant
	Center Relations and Chuck Massy, Hospital Development Team Leader. Kim expressed condolences on the recent loss of Regina, a significant advocate for the committee and its mission.
	Kim reviewed donation data, trends over the fiscal year, and calendar year to date (ATTACHMENT A). She also reviewed multi-year trends and hospital-specific data. Tissue donations were highlighted and emphasized as it is often overlooked compared to organ donations.
	Kim closed her report by sharing an upcoming virtual donor resource training taking place on October 30 th . It provides a comprehensive overview of the donation process (referrals, evaluation, and organ placement).
Georgia Trauma Commission (GTC) Update	Liz Atkins recognized the loss felt by Regina's passing and expressed gratitude for the team's support during this difficult time.
	Commission updates included:
	GTC-funded ICD-10 training course: Books for the course are delayed due to pending purchase
	order. Gabby is exploring a plan B for book distribution to registrants that indicated their need.
	Addendum: Gabby has reached out to TPM's to coordinate the shipment of books to their staff.

TOPIC	DISCUSSION
	 Level I and II Readiness Costs Survey: The deadline for submission is September 30th. Liz emphasized the need for timely submission due to legislative session preparation. Warren Averett will process and analyze the data. We are working on a final survey version to avoid further changes prior to the September due date. The latest update includes the removal of blood product cost requirement. Liz emphasized stakeholders should focus on conservative costs estimates in meeting the ACS standards, not extra services. Gabby shared a brief overview of the readiness costs survey including next webinar, resource hub, review of recent survey updates, timeline, and how to submit the survey (ATTACHMENT B).
	 Liz also shared GTC contract updates: Level II contracts should be released by the end of the week. Assistance is needed for Burn contracts related to registry and national benchmarking, please reach out to me if you are interested providing feedback. Level III and IV contracts are still under review with target release by the end of the month.
Georgia Quality Improvement Program Update	 Gina Solomon provided the following updates: Risk adjustment dashboard went live on June 26. Jan to March 2025 data is now available in platform. VTE measures are in the build phase and estimated to be completed in September. Scorecards have been introduced and distributed to GQIP members. There are plans to collect feedback via Mentimeter and enhance future scorecards. The goal is to include all PBP metrics and distribute scorecards quarterly to help members track their standing and encourage engagement with the site. Dr. Ayoung-Chee will present some data during the GQIP Summer Meeting. Gina acknowledged Regina's passion for working with the ArborMetrix data, emphasizing continuing the
	project in her honor. Gina also mentioned a memory book has been created for members to write down notes for her daughters. The book will be available during the meetings today and tomorrow for contributions.
Regional Trauma Advisory Committee (RTAC) Updates	 Crystal provided the following updates: We received 1,300+ applications during the June bleeding control kit application period. Application periods are set for 1 month to apply and two months for kit distributions. Kits are distributed to qualifying organizations that have completed training. All kits will include a QR code to capture deployment, items used, location, and frequency of use.

ТОРІС	DISCUSSION
	 An EMS educational needs assessment is planned for October-November. Last year we received 1,200+ responses. The survey will include assessment for EMS providers, EMS leadership and training officers, and hospital administration and ED staff. Regional highlights include: Regional Pediatric trauma skills lab training (identified need from assessment). A PI project with 300+ case submissions to enhance collaboration between hospitals and EMS Region 2: Expanding EMS pop-up skills stations with goal to bring training to medics on shift Region 3: Conducted MCI tabletop exercise with Region 5 Region 4: New RTAC Coordinator, Rachel Hand. They are planning a trauma symposium and tabletop exercises for the fall. Region 5: Stop the Bleed Training Blitz had over 1,000 participants. Ongoing injury prevention initiatives. Region 6: Collaborating with Augusta University EMS Physicians on field blood program. Increasing momentum in PI and education committees. Region 7: RTAC Coordinator, Brian Dorriety retired, and welcome new RTAC Coordinator, Paula Carter. Region 8: New RTAC Coordinator, Ben Whiddon. First in person meeting held in years with strong attendance. Region 9: RTAC Coordinator is Coy Tippins. Planning trauma conference, airway rodeo" simulation-based training. Region 10: Expanding prehospital blood program, hosted Sports Medicine Conference with UGA. Continuing injury prevention activities. Committee members commended Crystal's leadership and contribution in the RTACs.
Office of EMS & Trauma (OEMST)	Marie Probst provided the following updates:
Update	 Reminder to complete the TQIP and GQIP downloads 01/01 – 06/30/2025 before 9/2.
	ESO 2025 State OEMST update released, need to install before running the download for OEMST.
	ImageTrend Patient Registry import link will open 9/3
	 Import the OEMST download 01/01 – 06/30/2025 in ImageTrend Patient Registry.
	EMS and Hospital ID lists have been distributed and posted to Basecamp.
	Level 4 centers with December 2025 site visit dates will need to download to OEMST by 10/15 so
	we can select charts from the review period September 2024 – September 2025.

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	 2026 schema changes have been submitted to ImageTrend and ESO. OTCPE performance reports: the purpose of the OTCPE is to help the centers stay on track with designation requirements and GQIP PBP measures. In summary, the FY2026 Q1 and FY2025 reports were received timely. The statewide data deliverables, CY2024 Record closure rate and Trauma Surgeon Arrival rates, were met. OBCPE Burn Center data has been compiled for FY2024 and FY2025 Dr. Danlin Luo is working on the CY2024 Georgia Trauma Registry Annual Report with release expected soon.
	 Gina Solomon added updates to the data dictionary: The 2026 data dictionary will be shared once finalized. There were some minor changes including new definitions and additions. ESO adaption main change is organ donation fields no longer required with validation rules removed. The Lifelink partnership will capture organ donation data. Stacee Smith provided the following updates: Wellstar North Fulton was successfully redesignated and ACS re-verified. Dr. Danlin Luo is preparing the CY2024 Annual Report, expected publication soon. Please contact us if you are interested in 2025 consultations for verification/designation support. 2026 scheduling is also available. We are aware of difficulties with ESO, centers are encouraged to continue their efforts. The Systems of Care Advisory Council has been established by the Office of EMS. First meeting was held in July with upcoming quarterly meetings planned. The goal is to accomplish statewide collaboration to improve patient outcomes. A a public-facing map of blood product availability for pre-hospital teams to aid clinical decision-making and collaboration is under development. It will be published on the OEMST website once available. OTCPE Report updates effective September 15: Add ACS/State designation expiration date Diversion total hours (year to date)
	 SBIRT reporting simplified: only requires % compliance and quarterly tracking graph Commission outcomes PBP added: VTE and Hip Fracture compliance Q1 & Q3:

TOPIC	DISCUSSION
	 TQIP data usage text box for describing how TQIP data informs PI improvements Indicate if a disaster drill occurred in quarter Attendance tracking in preparedness meetings for Level I TMD, trauma surgeon, and orthopedic surgeon Level I-IV, describe pediatric readiness initiatives. Q2 & Q4: List injury prevention activities and programs, no report upload required Stacee encouraged centers to provide feedback if updates are unclear.
	Committee members raised a question regarding past pediatric readiness calls. Stacee will follow up with April and Sam for clarification.
Georgia Trauma Foundation Update	 Cheryle Ward provided the following updates: We are looking forward to providing 10 grants to invest in trauma care. Please start thinking about projects where you may need additional funding is needed. We will notify you when the application period is open. The Foundation is partnering with the Trauma Commission to support the Stop the Bleed program, focused on kit distribution to school campuses. The initial campaign targets high school campuses with an estimated cost of \$500,000. The Foundation will provide \$100,000 upfront rather than waiting for the full \$500,000, marking the first Foundation fundraising effort for the Stop the Bleed. Continuing Education Instructors Database (CEID) is an online resource for finding faculty for advanced continuing education courses such as TNCC and ENPC. Instructors and directors are encouraged to join the database for future course facilitation. The Rural Continuing Education Program provides free continuing education courses for critical access and rural hospitals. Current offerings include TNCC, ENPC, and RTTDC. Next year ATLS will be added. Facilities interested in hosting ATLS should expect outreach soon. The Foundation is seeking trauma survivor stories to highlight for social media, website, community events, fundraising, and the annual gala. Stories help showcase trauma center work and survivor experiences. Please submit survivor stories to the Foundation. We are recruiting board members from across the state with diverse skill sets and recruiting for the following Foundation Committees: Advocacy

TOPIC	DISCUSSION
	 Fundraising Development and Program Gala Planning Please send any recommendations or volunteer interest to the Foundation. The Foundation has posted a job opening its website for a Community Engagement and Development Specialist to lead statewide outreach and awareness efforts.
Subcommittee Reports	 Education: Julie Freeman provided the following updates: Open invitation to join the Education Subcommittee, you can sign up by using the QR code (ATTACHMENT C). We are focusing on increasing the number of trauma certified nurses across the state. The STN orientation modules are now available statewide. The customizable modules are beneficial for onboarding trauma center staff. You can access the module request link by contacting Julie Freeman or Gabriela Saye.
	 Pediatric: Kellie Rowker provided the following updates: Shock Index Pediatric Adjusted (SIPA) education continues with recent SIPA Talk at Northside Gwinnett. Education requests are available for any center statewide (approx. 30-minute sessions) Pediatric transfer poster draft completed and reviewed by Augusta, CHOA, and Dr. Alexis Smith. Awaiting GTC approval before final release. Education is available to accompany rollout. (ATTACHMENT D) Pediatric transfer toolkit under development, which is a more comprehensive module on pediatric injuries and transfers. Children's Healthcare of Atlanta continues to support the MATIC 2 Study, focusing on whole blood transfusion. Noted inconsistency across EMS agencies in pediatric blood transfusion practices. Recommendation to add pediatric-specific information to statewide EMS blood database. EMS safe transport project educational PowerPoint has been finalized. Ongoing data collection from reports of unsafe pediatric transport by EMS agencies. The data is housed in Children's Healthcare of Atlanta Redcap tool. Please contact kellie.rowker@choa.org if you need the QR code. There has been a challenge engaging EMS crews for education; suggested strategy is to present at RTAC meetings for broader reach. Radiology toolkit under review, last updated in 2019. Literature review completed, and updates are underway with plan to reissue toolkit in 2025.
	Performance Improvement: Rayma Stephens provided updates:

TOPIC	DISCUSSION
	 Current work includes developing a comprehensive PI playbook to standardize process improvement practices. Committee members are encouraged to share best practices, lessons learned, and verification visit insights that might help other centers. Plans to continue collecting resources and examples from members. Committee members interested in joining the subcommittee can email rayma.stephens@northside.com
	Registry: Kelli Vaughn provided the following updates:
	 The ICD-10 education course registration is complete for the Beginner/Intermediate and Refresher course. The course and the book materials (for those that indicated need), is funded by the Commission. Thanks to Gabby for coordinating logistics and communications. Current challenge is the Commission Purchase Order (PO) is still pending State approval. Book distribution contingency plan is to ship books directly to centers to distribute internally. Gabby will update registrants once updates are available. Addendum: The course POs were approved, and payment sent to the course vendor. Gabby has sent an email update to course registrants on 09/03/25. We have reviewed 5 registry vendors and narrowed down to 3 finalists: ImageTrend, ESO, and V7. Subgroups are conducting deeper evaluations on each system. A summary of findings is expected by the end of the month.
	Kelli brought forth an issue of ongoing challenges for registries and reporting due to staff turnover and vendor updates. She asked if there was an option to allocate annual Commission funding for registry-specific education and support for new staff during transitions. Liz suggested exploring broader trauma-related education opportunities such as: Advanced Trauma Program Manager course, orientation course for Med-Surg Nurses, and future Trauma Medical Director course. She encouraged Committee chairs to discuss and potentially draft a proposal for an education budget to support ongoing training and needs from across centers.
	 Injury Prevention and Outreach: Lynn Grant provided an update on activities on behalf of Kristal Smith: Stop the Bleed school-based training sessions held July 28-August 13; over 1,300 participants engaged throughout the year Matter of Balance coach training was held virtually on July 3rd.

ТОРІС	DISCUSSION
	 Upcoming September initiatives: Fall Prevention Month, Suicide Awareness Month, Child Passenger Safety Campaigns, with several mini prevention events organized to align with these awareness dates.
2.12 Injury Prevention Program	Lynn Grant reviewed ACS Standard 2.12 (ATTACHMENT E), applies to Levels I, II, III, and pediatric Levels I and II. Lynn reviewed definitions and required, additional information, and measures of compliance.
	Justin Keeton was introduced as the new co-chair of the Injury Prevention Subcommittee and asked to share experience with injury prevention at his facility. He noted key area of focus: • Fall prevention-majority of registry patients are fall-related
	 Public awareness campaigns-partnering communication teams for newspaper articles and online content reviewing distracted driving, hands-only CPR, violence prevention, and child passenger safety.
	 Matter of Balance training is starting Sept 4th, rotating through local senior centers. Stop the Bleed initiative held every other month in the hospital's education building, including evening sessions with community and church participants.
	 Hospital participation in two large annual community events, providing education on gun safety, car seats, motorcycle safety, etc.
	Justin emphasized leveraging hospital PR teams to broaden community reach.
	Committee members discussed challenges of measuring the impact of injury prevention initiatives.
	Committee members shared their efforts track outcomes:
	 Inpatient prevention initiative staring in September, focusing on fall patients. Includes rounding by injury prevention staff, education with a 5-minute exercise routing, distribution of fall prevention booklets, monitoring re-admissions due to fall.
	 Tracking participation in community class to evaluate post-class fall occurrences
	Using excel sheets for objectives and course tracking
	Committee members emphasized the difficulty in quantifying the impact of preventative programs and need for standardized template or reporting formats across centers to measure outcomes effectively.
	Committee members were encouraged to continue sharing best practices and templates for consistent data collection and evaluation.

TOPIC	DISCUSSION
4.22 Ophthalmology Services	Lynn Grant reviewed ACS standard 4.22 (ATTACHMENT F), which also applies to Levels I and II and pediatric Levels I and II. Requires centers to have continuous availability of ophthalmology or have a contingency plan to ensure ophthalmic trauma care.
	Jamie Van Ness presented insights based on their center's experience during the ACS verification process and shared lessons learned from their site visit. The center had 10 days of ophthalmology coverage per month, which was insufficient to meet the 2022 standard. They explored tele-ophthalmology, local physician employment, and contracting on-call physicians, achieving 20 days of coverage per month. Documentation and transfer protocols were reviewed during the verification, but were not fully satisfactory, resulting in provisional verification. After persistent efforts, the center now has 24/7, 365-day coverage. It was noted updated July 2025 standard now allows for contingency plans and require documentation such as transfer out reports for eye injuries, 3 months of call schedules, and description of the model of coverage.
	Brandi Fitzgerald also shared their challenges with rural staffing mitigated via a virtual ophthalmology solution, supported by local ophthalmology techs with specialized equipment, aiding emergent vs. non-emergent cases. Implementation anticipated around October-November.
	It was confirmed the standard applied to Level I and II centers; Level III and IV centers ophthalmology coverage are not affected.
	Committee members were encouraged to continue sharing documentation and performance improvement activities related to achieving the Ophthalmology standard.
Shared Celebrations	 The meeting concluded with shared celebrations: Wellstar North Fulton completed ACS-reverification in June. Reviewers placed heavy emphasis on performance improvement. Findings were tied to chart review and recommendation to spend more time ensuring selected charts are thorough and accurate. South Georgia achieved ATLS site designation. First ATLS class scheduled for September 26-27 CHOA Scottish Rite was reinstated as ATCN site, enabling them to offer additional courses statewide. A community outreach is confirmed to provide gun lock boxes and firearm safety education in partnership with Fulton County Board of Health. Event to take place at Adamsville Regional Health Center on Saturday, 9 AM- 3 PM.

TOPIC	DISCUSSION
	 Northside Gwinnett completed ACS verification in June, preliminary report shows zero deficiencies. A few recommendations were made to focus on time-specific metrics in PI.
Adjournment	Before adjournment, Lynn expressed gratitude and recognition of the efforts across the trauma programs. The next meeting is scheduled for November 6, 2025, via Zoom.
	Lynn Grant adjourned the meeting at 3:10 pm

Minutes Crafted by Gabriela Saye