



Agenda, January 19, 2012

Daytona Beach, FL

Ocean Center,
100 North Atlantic Avenue
Daytona Beach, FL 32118

4:00 PM – 6:00PM

I. Welcome and Introduction of Meeting Participants

Jeff Gilliard, Lynda Tiefel, Dan Sieber, RB Luke, Mark Olieman, David Duke, Mike Flanagan, Jerome Ruffing, Les Williams & Dave Bowden

II. Review and approve October 2011 Minutes

Motion: Mark O.

Second: Lynda T.

III. Update on National ITLS Activities Dr. Gianas, tabled

IV. Financial Report EMLRC, Beth Brunner could not attend, Jeff Gilliard gave report.

Motion: Les W.

Second: Mark O.

V. ITLS Website Update Jeff Gilliard

Jeff gave a report to include the updates that have been made to the site and that we still would like more photo's from around the state to post. Jerome Ruffing felt that the current pages are hard to follow since they have to be scrolled to view. Jeff said he would change the way we view documents to ones that are stored on the site and not just posted. This would allow better use of the page and make it easier to read. In the future all you will have to do is click on the document you want to read and it will download on your CPU.

VI. Old Business

ITLS of Florida Strategic Plan Committee Report - Neal King

Neal was absent, tabled.

Case Based Scenario Committee Report - Mark Oileman

Mark gave a great report that his committee has met by teleconference and are making strides to have a presentation ready for our April meeting.

ITLS of Florida Administration Report - Jeff Gilliard

Jeff gave a report that included CMS issues, 7th Edition issues and Course Coordinator training needs.

1) CMS issues, many mistakes are being made in CMS and submissions are not being completed before the course coordinator submits as complete. All course coordinators must not only have the student information complete and accurate, they need to do the same for faculty. All required faculty based on course size must be entered in CMS. This includes the course coordinator, affiliate faculty, instructors and course medical director. If you cannot select your faculty then they are not in CMS, call Jeff at 321-633-8005 and he will enter them.

2. 7th Edition online update is now mandated by ITLS International for all current instructors. Many committee members expressed concerns over this issue, such as loss of control, tracking and monitoring. Jeff suggested that we let the executive board discuss this issue with international and come up with some middle ground. All in favor by vote that we did not agree with the policy and that the committee would wait for an executive decision on Florida's position.

3. Referencing the first part of this discussion Jeff stated that many course coordinators are not doing the course entries but delegating it to others, many of them struggle. A suggestion was made by Les that the Regional Coordinators should handle the problem areas with CMS/Course Coordinators/Affiliates and Instructors for each of their regions. All Agreed...It was also suggested by Mr. Williams that each regional coordinator be required to have quarterly regional meeting and be held by the ITLS of Florida P&P to give a report at each of the quarterly meetings...All agreed. Jeff stated that during this last year as chairman he will seek out all the regional's and put this already established policy in place. If any regional coordinator cannot meet his/her obligations then they will need to be replaced..All agreed....

Affiliate Faculty Cards - Jeff Gilliard

Jeff still has many cards that have not been picked up by affiliate faculty. Jerome Ruffing stated he never got his card printed....Jeff said he would take care of it and mail it to him.

EMSC & Pediatric ITLS Courses - Mike Rushing, absent, tabled

Lynda Tiefel did give a report that she has completed 2 Pediatric ITLS programs in Madison and Wakulla counties.

ITLS of Florida "not-for-profit" Re-Charter - Jeff Gilliard

Jeff reported that Beth Brunner from the FCEP reported to him that ITLS of Florida's not-for-profit status is complete.

VII. New Business

ITLS International 2012 Conference Committee Report - Orlando - Mike Rushing, tabled, absent.

CMS/Issues/Users/Need Help/QA/Training - Jeff, covered in previous discussion

ITLS Policy & Procedures - Need Revision, Need Adhoc Committee

Jeff reported that Rita Hicks of ITLS International Chapter Development committee has reviewed our P&P and suggested that once we receive her comments that the executive committee review and make the changes accordingly....All agreed

2012 Budget - Jeff

The 2012 budget is attached and will move to executive committee for the final changes for our organizational needs.....All in favor

Affiliate faculty - Les Williams

Les stated that he could use a few more affiliate faculty in his area and would like to recommend Bruce Gastineau, Corey Younger and Dan Sieber for affiliate faculty. Jeff asked that they send their request along with copies of their cards and ITLS backgrounds so that they may be taken to executive session for special approval. Otherwise they would have to wait until 2013....All in favor.

Next Meeting; April 19, 2012 at 2:00pm at the FCEP Orlando office.

Meeting adjourned at 6:00pm