



FEMSA ITLS Minutes

Zoom: Friday 26 September 2025 at 10:00 am

- I. **Welcome and Introduction of Meeting Participants: FEMSA Report, Dr Soard.**
- II. **Attendees:** Mark Foss – Dixie County / Jeff Gilliard – FEMSA ITLS Board Member / Derek Hunt-UFL ShandsCair ****Quorum not Achieved**** Informational Meeting Only
- III. **Review and approve July 2025 minutes:** **Motion:** **Second:**
- IV. **State/Chapter Coordinator report – Mr. Gilliard** – Mr. Gilliard Reported that all has been going well with FEMSA ITLS. One item of interest is the 2025 Florida Delegate report for January 1, 2023 to December 31, 2024 we trained 1207 providers and were allocated 5 delegates for this years conference. Mr. Gilliard will be serving as 1 of the 5. A call did go out for other delegates with no response.

Update on National ITLS Activities – M. Rushing /Jeff Gilliard, Mr. Gilliard discussed the launch of a new course manual and materials at the conference in Charlotte on November 12th, emphasizing that the manual will be priced between \$60 and \$70. Gilliard also addressed questions regarding the transition from the 9th edition of the materials, suggesting a one-year overlap before it is phased out.
* Rollout of the new course manual and materials scheduled for November 12th.

The 2025 Conference will be held at:
Hilton Charlotte University Place
8629 J M Keynes Dr, Charlotte, NC 28262
November 12-15, 2025
- V. **Financial Report – FEMSA – Todd Soard** - Jeffery Gilliard reported that the organization has a little over \$900 in the bank, which is allocated for necessary expenses as a non-profit.

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- VI. **Training Site Reports**—All reports are to be submitted to the chair one week before the meeting, and the site course coordinator will give them orally at the meeting.
- VII. **Regional Coordinator Reports**—All reports are to be submitted to the chair two weeks before the meeting, and the regional coordinator will give them orally at the meeting.
 - Region 1: Mike Rushing
 - Region 2: Mike Rushing
 - Region 3: Jeff Gilliard– See Summary XI.
 - Region 4: Jeff Gilliard – See Summary XI.
 - Region 5: Melissa McNally
 - Region 6: Shaun Fix – See Summary XI.
 - Region 7: Todd Soard
 - Region 8: Todd Soard
- VIII. **Old Business:** 1. Region Changes – Jeff – All agreed with the Changes.
2. Policy & Procedure Review – Jeff – Mark and Derek both agreed to review the P&P
- IX. **New Business - None**
- X. **Adjournment: 1025 AM , Next Meeting: 01/09/2026 10:00 AM**
- XI. Today’s Meeting AI Read Summary:
The quarterly meeting focused on the activities and future plans of the ITLS organization, with Jeffery Gilliard highlighting the training of 1,800 students in the past year and the upcoming conference in Charlotte, where a new course manual will be released. Gilliard addressed the transition from the 9th edition of the training materials, which will be phased out, and expressed enthusiasm for the new resources, including a revised Pediatric Manual. Financially, the organization is operating as a non-profit with over \$900 available for operational costs. The importance of participation from various training sites was emphasized, and Gilliard encouraged updates from members regarding their activities.

Derek Hunt discussed his role in teaching ITLS courses and the need for open classes to improve accessibility, while Mark Foss shared challenges related to financial approvals for external participants in training. Gilliard noted similar issues in Marion County and mentioned a recent reorganization of regional coordinators to enhance support. The meeting concluded with a discussion on the need for greater attendance in future meetings, leading to a decision to reschedule the next meeting to January 9th. Gilliard committed to sending out the minutes and updates promptly.



Chapters & Topics:

Attendance and Agenda Overview

Jeffery Gilliard opened the meeting and acknowledged the attendance of Mark Foss and Derek Hunt. He informed the group about conflicts faced by Todd Sword and Mike Rushing, who may join later. Jeffery highlighted the need for increased participation from the 17-18 training sites and mentioned plans to reach out to them in the coming months. He also noted that the meeting would need to be postponed due to a lack of quorum.

* Challenges faced by training sites in accepting outside participants for courses.

State Chapter Coordinator Report and National IT Activities Update

Jeffery Gilliard provided an update on the ITLS organization, noting the participation of 1,800 students in courses last year. He discussed the launch of a new course manual and materials at the conference in Charlotte on November 12th, emphasizing that the manual will be priced between \$60 and \$70. Gilliard also addressed questions regarding the transition from the 9th edition of the materials, suggesting a one-year overlap before it is phased out.

* Rollout of the new course manual and materials scheduled for November 12th.

Financial and Training Site Reports

Jeffery Gilliard reported that the organization has a little over \$900 in the bank, which is allocated for necessary expenses as a non-profit. He highlighted a training site report from Sean Fix, who is actively conducting multiple courses. Gilliard also corrected an agenda date based on Sean's feedback.

* Financial status and budget management of the organization.

ITLS Course Updates and Training Needs

Derek shared his experience teaching ITLS courses and the challenges of scheduling open classes, which he plans to resume in the new year. He expressed confidence in the ITLS curriculum's alignment with critical care practices. Jeffery noted the ongoing demand for ITLS renewals and initial certifications, emphasizing the importance of making courses accessible throughout the state.

Updates on Training Coordination and Policy Review

Mark Foss reported on the completion of his first training class as coordinator and highlighted

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difficulties in getting financial approval for external participants. Jeffery Gilliard mentioned that Marion County had successfully opened their training programs and suggested Mark reach out to Ina Leonis for advice. They also discussed the restructuring of regional coordinators to five regions for better support.

- * Changes to the regional map and its impact on training site coordination.

New Business and Meeting Adjournment

Jeffery Gilliard opened the floor for new business but found that no participants had additional topics to discuss. He encouraged coordinators to promote attendance at future meetings and suggested moving the next meeting from December 26th to January 9th. Mark Foss and Derek Hunt confirmed their availability for the new date.

Action Items:

- * Derek Hunt will review the policies and procedures once received from Jeffery Gilliard and provide feedback.
- * Jeffery Gilliard will send the most recent copy of the policies and procedures to Derek Hunt and Mark Foss for their review and feedback.
- * Jeffery Gilliard will send out reminders to coordinators to encourage more participation in future meetings.
- * Jeffery Gilliard will create and distribute the minutes of the meeting to participants before the end of next week.

Key Questions:

- * What challenges are being faced in getting training sites to accept outside participants?
- * What is the timeline for the rollout of the new course manual and materials?