



FEMSA ITLS Minutes

Current Zoom Link: <https://us06web.zoom.us/j/88601280256>

Last Thursday Every 3 Months

Thursday 27 Aug 2026 at 10:00 am

I. Welcome and Introduction of Meeting Participants: FEMSA Report, Dr Soard.

II. Review and approve September 2025 minutes: Motion: Fraunfelter
Second: Soard

III. State/Chapter Coordinator report – Mr. Gilliard

- Basecamp – very few have joined
- New Website – Take a look, itraumafemsa.org

IV. Update on National ITLS Activities – M. Rushing /Jeff Gilliard

- Course Materials – Test revisions in progress, course coordinators need to email Jeff for materials after they have completed their updates.
- The 2026 Conference will be held at: ACEP26 Scientific Assembly – 10/5-7/2026 / Chicago Marriot Marquis. 2121 S Prairie Ave, Chicago, IL 60616 / [\(312\) 824-0500](tel:3128240500)
- 10/4 BOD Meeting / 10/5 Competition / 10/6 Day 1 / 10/7 Day 2 / 10/8 BOD Meeting.
- Competition Cancelled/Replaced by Skills Labs Co-sponsored by North American Rescue-Simulations/SIMS/FAST/Cric/Critical Airway & more.
- Translations
- Site Visits & Ambassador Program
- BOD Nomination: Dr. Fraunfelter.
- ITLS Medical Director



- V. **Financial Report – FEMSA – Todd Soard / Receivables, Account Bal: 1511.90**
(8/27/2026) Accounts Receivable: \$1700.00 – annual dues
- VI. **Training Site Reports**—All reports are to be submitted to the chair or Basecamp one week before the meeting.
- VII. **Regional Coordinator Reports**—All reports are to be submitted to the chair or Basecamp two weeks before the meeting.
- Panhandle: Mike Rushing Central A: Nerina Stepenovsky
 - Central B: Ina Lianas Northeast: Jeff Gilliard
 - Southwest: Shaun Fix Southeast: Todd Soard
- VIII. **Old Business:** 1. Policy & Procedure Review – Jeff – Still need volunteers / The P&P's are our website, please download and give us feedback.
- IX. **New Business:**
- X. **Adjournment: 10:58 AM Next Meeting: 11/27/2026 10:00 AM**

Meeting Schedule 2026-2027
November 26, 2026
February 25, 2027
May 27, 2027
August 26, 2027
November 27, 2027



**FEMSA ITLS Quarterly Meeting
Summary Minutes
Thu, Aug 27, 2026**

Attendees: Jeff Gilliard, Todd Soard, Shaun Fix, Mark Foss, Frank Fraunfelter

Noted Apologies: Mike Rushing, Melissa McNally, Mark Tuttle, Derek Hunt, Gerald Smith

Summary:

The meeting reviewed ITLS International training operations, publishing, compliance, and organizational development.

- 2026 Chicago conference scheduled for October 5–7
- 2026 competition replaced by an educational skills track
- First-edition transition completed at NAS Pensacola Maddox Training Division
- CAPC compliance review identified major exam inconsistencies
- Pediatric ITLS textbook project advanced toward development
- Ambassador program has approximately eight pending site visits

Action Items:

- * Jeffery Gilliard will resend Basecamp invitations to the 33 people associated with ITLS.
- * Jeffery Gilliard will follow the Basecamp invitations with an email encouraging participation.
- * Todd Soard will provide Jeffery Gilliard with the name and details of the LMS platform integrated into his website.
- * The competition committee will prepare the 2027 competition in Boston

Page 3 of 8

FEMSA ITLS

1012 Florida Ave. S. Rockledge, Florida 32922, USA

321-633-8005 / <https://itraumafemsa.org/>



- * ITLS will formally announce the exact 2027 conference dates at the Chicago meeting
- * Meeting participants will identify instructors and volunteers for the 2026 skills day
- * ITLS Conference Committee will meet with North American Rescue to determine the skills offered during the October 5, 2026 skills day
- * ITLS/ACEP will continue developing the Amazon-supported translation and publishing arrangement
- * The pediatric ITLS work group will recruit additional committee contributors
- * Jeffery Gilliard will locate and send the ambassador program information to the interested participant
- * Jeffery Gilliard will notify the group when the ambassador program becomes available in the LMS.
- * Jeffery Gilliard will coordinate Dr. Fraunfelter's scripted video and proxy participation for the International Congress vote.
- * ITLS will announce the new medical director after the October 6 business session.
- * Todd Soard will work on collecting and reconciling outstanding annual dues.
- * Jeffery Gilliard will put in Basecamp the annual-dues training site list to Todd Soard.
- * Meeting participants will review the policies and procedures on the website and provide feedback.
- * Jeffery Gilliard will add first-edition instructor language to the policies and procedures.
- * Frank Fraunfelter will send Jeffery Gilliard information about accelerated and online paramedic programs in his area.
- * Jeffery Gilliard will post the meeting summary on the website.

Key Discussion Points:

Opening and Training Program Update

The meeting opened with administrative setup and an update on the Maddox Training Division's flight medicine program at Naval Air Station Pensacola. The program was transitioning from the previous version to the first edition, while the organization considered recommendations for future changes.

Page 4 of 8

FEMSA ITLS

1012 Florida Ave. S. Rockledge, Florida 32922, USA

321-633-8005 / <https://itraumafemsa.org/>



State Organization Report and Regulatory Disclosures

Todd Soard reported steady operations, a reorganized website, and recurring inquiries about Florida certification. The group then considered whether to respond as an association to proposed Commission for Independent Education website disclosure requirements and agreed to seek feedback from educators.

September 2025 Minutes Approval

Jeffery Gilliard directed participants to the organization's website for meeting documents because emailed materials were being blocked. The September 2025 minutes were subsequently approved by motion, second, and affirmative vote.

Basecamp Collaboration and Document Management

Jeffery Gilliard described Basecamp as an underused workspace that could support calendars, document sharing, collaboration, and centralized access to ITLS materials. He demonstrated examples of international and local workspaces and planned to resend invitations to the 33 people associated with ITLS.

Website and LMS Platforms

Jeffery Gilliard discussed improvements to the organization's website using GoDaddy's Arrow AI software. Todd Soard described an extended GoDaddy rebuild that incorporated an LMS, and Jeffery expressed interest in reviewing the platform because his organization was considering an interactive LMS trial.

National Course-Material and CAPC Compliance Work

Jeffery Gilliard reported that the ITLS First Edition test revisions were underway and had identified inconsistencies between exams, PowerPoints, and the book. With only about 10% of generated questions initially meeting CAPC requirements and a site visit expected early the following year, ITLS/ACEP are using Claude to help create compliant materials and reports, subject to committee review.



Financial Performance and Conference Planning

Jeffery Gilliard reported strong financial results and substantial book orders across multiple markets. The group reviewed the 2026 Chicago conference, the cancellation of the competition, and initial planning for the 2027 Boston conference.

Replacement Skills Track for Chicago

The canceled competition will be replaced by a free educational skills day supported by North American Rescue's simulation equipment. The available skills and instructors will be finalized through a planning meeting.

Translation, Publishing, and Royalty Strategy

The group discussed Amazon-supported international e-book and print distribution to reduce shipping costs and improve market access. Standardized contracts, centralized royalty tracking, and chapter payments were proposed to replace fragmented international arrangements.

Pediatric ITLS Publishing Project

The pediatric ITLS book was identified as the next major publishing project, with a work group and editorial leadership already in place. Additional writers and potential financial support are being pursued.

Claude and Workflow Automation

Participants discussed Claude's usefulness for translation and administrative work. Todd Soard described using Claude to produce a detailed 40-hour course outline in approximately eight minutes.

Ambassador Program and Site Visits

The group reviewed pending ambassador site visits, including virtual visits for Namibia and Uganda because of travel restrictions. Jeffery Gilliard encouraged experienced ITLS members to volunteer as ambassadors through the ITLS International website.



Website and Learning Management System Access

Participants had difficulty locating the ambassador program on the website, prompting discussion about site organization and program migration. Jeffery Gilliard showed that ITLS programs, including instructor updates, are being moved to the ASEP learning management system and require an ASEP account.

National Updates and Board Nomination

The meeting addressed the migration of materials to an LMS and the pending availability of the ambassador program. Jeffery reported that Dr. Fraunfelter accepted a board nomination and described the planned proxy and video arrangements for the International Congress vote.

Medical Director and Governance Structure

Jeffery explained the historical relationship between the medical director, editorial board, and content oversight. He reported that the editorial board had been converted into an editorial committee reporting to the board of directors, with the new medical director to be announced at the ITLS 2026 Conference in October.

Financial Report and Accounts Receivable

Todd reported Pensacola's account balance, prepaid card activity, and remaining card inventory. The group also reviewed outstanding annual dues, with Todd needing an updated list from Jeffery to complete reconciliation.

Training Site and Instructor Updates

The NAS Pensacola Maddox Training Division reported successful implementation of the first edition, including two completed classes and 150 ordered books. The group reviewed the required instructor update, the January sunset of the ninth edition, and the flexibility training sites have in selecting certification-cycle lengths.

Policy and Procedure Review

Page 7 of 8

FEMSA ITLS

1012 Florida Ave. S. Rockledge, Florida 32922, USA

321-633-8005 / <https://itraumafemsa.org/>



Jeffery requested volunteers to download and review the policies and procedures available on the website. He is adding first-edition instructor language and will update the regional map from in the P&Ps.

Paramedic Education and Regulatory Concerns – FEMSA Topic

New business focused on increased training opportunities associated with 24/72 schedules and the expansion of accelerated and online paramedic programs. Participants raised concerns about graduates' readiness, clinical placement, and statutory training-hour loopholes, and Jeffery requested local information for further review.

Next Meeting and Adjournment

The next meeting was scheduled for November 25 at 10:00, with the link available on the website. Jeffery planned to post the meeting summary, and the group approved a motion to adjourn.