IACRN Chapter Governance Committee

June 3, 2015

Agenda

Call info: **(712) 832-8320**  code: **235-9113**

Attendees: M Larkin, L Pitler, H Labovitz, B Harper, D Branham, T Mehring, C Griffith, J Roland (invited guest)

1. Welcome/Intro
   1. Mary introduced Jonathan Roland, RN from Canada and IACRN member. He is interested in the committee and joined the call as a guest.
2. Full Chapter Affiliates
   1. Boston (01)
      1. Update form L Pitler: meeting tomorrow, celebrating 4 years as chapter. Speaker Doug Schlichting, PhD candidate at BC, industry research associate at Lilly
3. Pilot Chapters updates
   1. Ohio Valley (02) (2014) (advisor M Larkin)
      1. The Ohio Valley Chapter had our 2nd meeting last Wednesday.  We had 27 attendees and a great representation from several different area institutions.  The presentation on Informed Consent by Michelle Dickey and Tara Foltz was well-received as was the Panel Discussion.  Our next meeting is September 16th.
   2. Rocky Mountain (03) (2014) (advisor L Pitler)
      1. Update form Diane Branham. Due to some reorganization in leadership there have been some hurdles. Nonetheless, the group continues to move ahead and had a speaker on bioethics for research nurses, 8 in attendance and next meeting scheduled for 8/25.
   3. Northeastern Oklahoma Chapter (04) (2015) (advisor C Griffith)
      1. First meeting end of May, no further update at this time.
4. Groups interested in applying
   1. DC area
   2. Michigan
   3. Other
      1. Jolene Lewis wrote to M Larkin saying that she is no longer planning on starting an Alabama group and would lie to be taken off of list
5. Committee work
   * 1. Review minutes last meeting
        1. Reviewed “to do” list, good progress has been made
     2. COI and confidentiality forms send to B Beardslee by June 30th
        1. Reminder to send to Brian and Helaine
     3. Chapter Guide finalized
        1. Group agreed that it is ready to be posted on web site
     4. Flow chart-steps to chapter start up
        1. C Griffith and T Mehring working on this. Will send to the group for input, comments due back by June 30th. What should it be called, suggestion of process chart?
     5. Progress report for Board - how we are doing for 2015
        1. M Larkin walked through the goals for 2015, the committee accomplishments and thanked the group for their work
        2. Chapters, revised guide, refine committee process, clarify role of advisor
     6. Sept: goals for 2016 are due
        1. M Larkin will work on this with new committee leader(s) TBN
     7. Oct-Nov: report for annual business meeting
   1. Call frequency
      1. Every other month
         1. 3 PM ET, 2/4, 4/1, 6/3, 8/5, 10/7, 12/2
            1. Call for 10/7 has been cancelled in light of in person meeting at IACRN
         2. Face to face meeting and committee report at annual meeting
            1. Friday morning in Baltimore
   2. Advisor calls/contacts
      1. Encourage each advisor to reach out to their chapters to get brief progress report for OV and RM and to help NE Ok to get started
6. Committee leadership
   1. Call for new leaders
      1. Interested parties please contact M Larkin. The committee will have a critical role in growing the organization.
7. Chapter pre-conference workshop at annual meeting
   1. Request form planning committee to conduct pre-conf workshop on chapters. L Pitler volunteered to be the point person. M Larkin will share last year’s slides with her
8. Wrap up and to do list
   1. M Larkin to send guide to ‘Helaine for positing
   2. C Griffith T Mehring to send process chart to committee for feedback
   3. Committee feedback on process chart due back by 6/30
   4. M Larkin will let planning know that L Pitler will be leader for pre-conf workshop