Attendees: Taryn King, meeting lead

Jennifer King, Marcia Hodik, Gigi Moore-Higgs

Next Leadership Meeting: 3/21/24

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| **Topic** | **Discussion** | **Action Item** | **Owner** |
| Guest Presentation: Elizabeth Johnson | * 2/21/24 12pm EST – decentralized trials  1. Zoom setup 2. Presentation details: 45-50 min for talk, Q&A rest 3. Flyer/invites deadline – 2/5/24 | 1. Send zoom invite link/calendar invite by 2/5. Need flyer attachment. 2. n/a 3. see if Liz has flyer template with her info 4. Print flyers for NPCF summit. | 1. Jenn 2. n/a 3. Taryn to check with Liz, Marcia to edit flyer 4. Gigi/Marcia |
| CEU update | * Checked with MD and GA nursing assoc – cost $150-200 per event for set up, and GA charges per hour * Need 60d notice prior to event * Unable to make it work for Feb event because no funds or time to submit. * Will consider larger CEU event – half day, multiple speakers * Will request possible seed funding from IACRN for CEUs | 1. Taryn to add CEU funding to BOD support request in annual chapter report. | 1. Taryn |
| Annual Report | * Challenges  1. limited experience with all digital platforms – how to promote, technical issues, involvement 2. visibility/outreach 3. setting up financials  * Opportunity to request support  1. Funding for CEUs 2. Need more investment into local chapters – such as links on site, liason, guidance 3. Local chapter liason | Complete report. | Taryn/Marcia |
| IACRN special Events | * Invitation sent to collaborate with IACRN special events in May. Response needed by Jan 29th. | Taryn to let them know we are interested, but will request more information about the expectations since we have no funds and limited membership currently. | Taryn |
| Pilot chapter application status | Committee restructuring is causing delays in application review. |  |  |
| Additional ideas/events | CEU ideas |  |  |
| Next Meeting | 3/21/24 Zoom | Send invites | Jenn |

Topics not discussed: Holiday happy hour recap

Upcoming:

February 21st 12:00pm: Zoom Guest Speaker: Liz Johnson – Decentralized Clinical Trials

March 21st 4:00pm: Next Leadership meeting - zoom

Target Timeline:

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| 2024-January | Respond as interested to May celebration request |  |
| 2024 – February | Submit annual report |  |
| 2024 – March | Plan May events in collaboration with IACRN |  |
| 2024-April -  {through September} | Kick-off certification application workshop | Monthly accountability sessions to assist with CRN certification applications |
| 2024-May | Collaborate with nursing stakeholder for CE offering | Networking after Ce offering to raise awareness for membership |

Targeted invites to key stakeholders:

Amy Gunnett

Eileen Hamburg

Irene Alexaitis

Jean Bulmer

Jen Pruitt

Allison Ivey