IACRN Chapter Governance Committee-MINUTES

June 7th, 2017

03:00 pm - 04:00 pm ET

Items of discussion

Call info

 Please join my meeting: <https://global.gotomeeting.com/join/466527269>

Use your microphone and speakers (VoIP) - a headset is recommended.  Or, call in using your telephone.

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**Present on the Call**- Catherine Griffith, Jonathan Roland, Jessica Sikes (IACRN), Diane Branham

1.- Welcome note-Jonathan

2.- Updates from Chapters

* Ohio Valley Chapter – Report from Lori Brunner. The Ohio Valley Chapter is doing well. They have completed the Research Nurse video Project which depicts what Research Nurses do through brief interviews with participants, a PI and Research Nurses. This video is available on their CCTST webpage. It has been very well-received. They are in the process of accepting applications for President-Elect and 2 Members-at-large. Their next meeting is September 20th.
* Boston Chapter-Amy not able to attend so Catherine spoke for Boston. Their Chapter meeting is tomorrow. Sara Looby will speak. She and Katie Fitch will speak. The Chapter is starting something new and is offering the meting via a remote link. They have also moved to a new structure for paying for chapter dues. The Boston Chapter started with the same format as the National IACRN, but it was too challenging to track when the dues were due. They polled the membership who decided to pay once/year which is due at the June meeting.
* Rocky Mountain Chapter-Report from Diane-Meeting on May 23, 2017 to plan the rest of this year’s meetings. They are scheduled for September 26th and November 28th. The speaker for September will be Peter Kaufman who was previously with NHLBI at the NIH.
* New York –Lori Brunner has been in contact with Dr. Brennan (NYC) and they are working on their application.
* New York Pilot-Catherine reported that the New York Pilot Chapter meeting is tomorrow night. Catherin will call Rita tonight. Jonathan will send all of Dr. Brennan’s information to Catherine to give to Rita. Catherin will call Rita tonight and also loop Lori in.
* Oklahoma Pilot–Catherine-no news from Candida, but Catherine has spoken to her several times. Candi has had meetings to try to entice more members. Her biggest challenge is that most of her staff already belong to ACRP which provides a bigger value for the money (Certifications) Catherine reported that there is a movement to have a duel membership between IACRN and ACRP. More to follow….
* Washington DC-Catherine spoke to Cheryl Fischer the other day and they are not working on their own pilot. They cannot be officers if they are employed by the NIH. Catherine will speak to Cheryl and Shaunagh and Jonathan will speak to Angela about the possibility of combining the potential chapters. Georgie and Angela, who were working on the Maryland chapter, can work with them
* NIH Chapter- Georgie and Angela were working on the Maryland application.
* Michigan –Has been approved as a Pilot Chapter. The letter will be sent this week. The news has been communicated to Chris who is very excited.
* Houston Texas –The Pilot Chapter has been approved. Patricia is working on the changes so they are compliance with the by-laws of the IACRN.
* UK-Ireland Chapter-We need a better way to communicate with that team which is so difficult with the time difference. *Please see Jonathan’s proposal.*
* Japan Pilot-Jonathan will forward Noriko’s e-mail. Everyone in Japan’s Pilot Chapter are IACRN members.
* China –Interest Group- Jonathan received an application from China which was not complete enough to forward to the board. Shaunagh Browning was visiting China and asked Jonathan for Chapter Information. The decision was to have Shaunagh be the Advisor for the China group. Jonathan will propose that idea to Shaunagh.
* Florida- Interest Group-Waiting to hear from Amy.
* California- Interest Group-Diane sent Serena’s information to Linda. Linda sent an e-mail, but has not received a response from Serena.
* University of Iowa-Diane sent an e-mail to that group (Julie Cayler, Karen Parrott and Nicole Kressin on May 12th. They have not responded.
* Canada-Jonathan is working on a strategy.
* Taiwan Interest Group Noriko is still working with them.
* 3.- Committee activities
* Platform for updates that could be seen by all –Jonathan proposed that a Standardized template be created for Chapter Presidents/Pilot Leaders would have a standardized form that could be accessed by everyone. Then we would know what is going on with each chapter, pilot and interest group. Please think about ideas to be on the platform. Please send items to Jonathan and Diane by June 30th.
* Ideas, best ways to proceed
* International Chapters
* Work on annual report for the conference –Jonathan is already working on the annual report for the conference. He wants the date of the Pilot, the full chapter, how many members and what activities they are doing to move forward with the IACRN mission and vision.
* Work on the podium presentation
	+ How work will be divided-Should tasks be assigned?
* Work with other committees
* Work on the organizational chart and the sub-structure proposed

Take Away for the CGC-

1. Standardized form for Reporting Chapter Activity-Please send your thoughts about how this form should be organized.
2. What is going on with the chapter/pilot/interest group?
3. How can the CGC help?
4. **Please send ideas to Jonathan and Diane by June 30th.**
5. Annual Report for the IACRN Conference-
6. Date of Pilot
7. Date of Chapter
8. How many members attend meetings?
9. How many non-members attend meetings?
10. What is your area doing to move forward with the IACRN mission and vision?
11. **Please send your information to Jonathan by June 30th.**
12. Podium Presentation-Should tasks be assigned?

Next CGC Meeting-Set your Calendars!

* Aug  2 at 3pm **EST**
* Oct  4 at 3pm **EST**
* Dec 6 at 3pm **EST**