IACRN Chapter Governance Committee

June 1s, 2016

03:00 pm - 04:00 pm ET

Agenda/ Minutes

Items of discussion

Call info

Please join my meeting. <https://global.gotomeeting.com/join/342326237>

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Access Code: 342-326-237

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Meeting ID: 342-326-237

**Attendees-Angela Warrick, Helaine Labovitz, Linda Pitler Mary Larkin, Amy Sbrolla, Lorraine, Hodsdon, Lori Brunner, Noriko Fujiwara, Jonathan Roland, Diane Branham**

 1.- Welcome note

* Welcome new members to the group
	+ Amy Sbrolla from Boston Chapter.-Research Nurse at Mass General. New President of IACRN Boston Chapter.
	+ Angela Warrick from National Institute of Health (NIH)-Angela is a CRN in Metabolic Unit.

2.- Updates from Chapters

* 2 Full Chapter Affiliates
	+ **Boston Chapter**: Report from Amy-
	+ Our Spring Meeting and Yearly Birthday Party is tomorrow. Our guest speaker will discuss GCP and FDA issues.
	+ We had a great discussion in June regarding the orientation of CRNs. We turned the panel discussion into an abstract for a poster for IACRN which will be presented at the Conference in October.
	+ Our Webpage is updated.
	+ One initiatives that is coming from the Boston Chapter is inquiring how we can improve communication with other chapters and share lessons learned. We are investigating the possibility of a podcast or virtual meetings. However, the resources are not in place. Catherine had spoken to the board about this initiative and Amy is working on a proposal. Helaine said that the IACRN does have the resources, but we need a proposal to present to the board which would be chapter specific.
	+ **Ohio Valley Chapter:** Report from Lori-
	+ Loris is planning for their September meeting. The attendance was down to 15 for the May meeting so they are hoping for more in September. No new members at this time. Struggling a bit with membership.
* Pilot Chapters
	+ **Rocky Mountain:** Report from Diane-
	+ Diane missed the monthly meeting yesterday due to being over-booked. The group continue the work on their project regarding the employee’s perception of the research that is done within the organization. The group is working on a valid survey.
	+ Their attendance for the 2nd Quarter meeting was poorly attended.
	+ Their 3rd Quarter meeting will be combined with the Research Symposium at CHCO so hopefully attendance will improve.
	+ They agreed to pursue full-chapter status. Diane’s job will be to get them ready prior to the IACRN conference.
	+ **Northeastern Oklahoma**: Candida-Not on the call.
	+ **UK-Wide Chapter**: Report from Lorraine-
	+ They were to have a call yesterday, but no one called. The call will be rescheduled.
	+ The UK Chapter currently has 7 members.
	+ The Boston Chapter shared a flyer with them to use to find interest.
	+ Lorraine saw the e-mail about the pre-conference for “setting up international chapters. Jennifer, Gordon and Lorraine should attend.
* News from
	+ **D.C area**: Catherine-No news about D.C area. Catherine will contact them.
	+ **Michigan**: Report from Mary Larkin-
	+ Been in touch with Chris Conrad. Their 1st meeting to ascertain interest in a chapter is this week. Mary will follow up with Chris.
	+ **Ontario:** Report from Jonathan –
	+ Jonathan met with the Chief Nurse for Clinical Research in the ICU a few days ago. She wasn’t aware of any organization that was built for research nurses. Jonathan shared the IACRN with her. She will help to reach out to “engaged” CRNs who might be interested. Jonathan told her that our plan is to build a profession for CRNs. We will hopefully start with 4 or 5 CRNs. Jonathan felt that it was a productive discussion. Jonathan will update the group with new activity.
	+ **Japan-**Report from Noriko-
	+ Noriko reached out to her colleagues in Japan. So far, she has had 3 meetings to establish a pilot in Japan. Noriko is writing the document to submit. She needs more time because she writes it in Japanese, sends the documents to her colleagues to review and then she translates it into English.
	+ Noriko is requesting assistance. Jonathan and Diane will assist her as much as we can.
	+ Noriko has moved to Houston for 6 months.
	+ **Everyone-Encourage pilot chapters to apply for full status. Assess readiness to do so prior to October meeting.**

3.- Committee work

* Work on reviewing advisor chapter guideline
	+ Catherine to lead that effort. There will be a Doodle Survey for current chapter advisors which will lead to a discussion about the chapter advisor guidelines and how the guidelines can improve. It should be a more formal process for them. When we have a new group who may be interested in starting a pilot, we can send them the name of their advisor. We need to find out what is working and what is not. The meeting with address these issues.
* Initiative for the Loop
	+ Jonathan sent the draft letter to the group on May 21st. The letters will be sent out to Chapters Leaders. The Board wants us to update in the Loop every two months. The letter that Jonathan proposed was to ask Chapter leaders to summarize everything that they are doing and projects they are working on for the communication in the Loop. Jonathan has offered to summarize everyone’s information and post it in the Loop. This is a good way to reach out to other members to help them launch their own chapters. Hopefully to ignite the fire.
	+ This will require a concerted effort to keep that commitment going with the Loop.
	+ We will need to gauge member’s interest to lead or be responsible for the Loop.
	+ There was discussion regarding having one chapter highlighted, like Boston was, or have snippets from all of the chapters.
	+ Helaine needs something by June 20th.
	+ Lori, from the Ohio Valley Chapter, offered to submit a summary for the Loop article. Her article will highlight the work done in the Ohio Valley Chapter. All on the call agreed that Ohio Valley should be highlighted. They will be able to share successes and lessons learned for newer chapters.
	+ We will probably take off September and October in the Loop.
* Initiatives from the Boston Group
	+ See above
* New Advisors
	+ Someone to reach out to potential advisors and offer to coach them in preparation to assist new pilot chapters-Did not discuss
* The IACRN conference Workshop
	+ Updates: Our abstract was submitted. There will be some modification required, but Jonathan is not yet aware of the changes. Jonathan received an e-mail from Shaunagh Browning regarding how we present at the conference. There will be modifications for the pre-conference session. Jonathan will assign tasks once he hears from Shaunagh. She would like to do what was done two years ago in Boston. The time would be after the pre-conference, early in the evening.
	+ Planning of the workshop-TBD
	+ Tasks to be delegated to members -TBD
	+ Conference call to be planned to keep steady pace with progressing with the workshop preparation. TBD
* Online interface for document storage-Dropbox
* Report from Helaine-IACRN recently purchased Dropbox. The CGC can use and set up a folder. It will be operational soon. More to come……
* Wrap up.