IACRN Chapter Governance Committee

February 1st, 2017

03:00 pm - 04:00 pm ET

Minutes

Items of discussion

Call info

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

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**Present on the Call**-Lori Brunner, Kristal Hatter, Noriko Fujiwara, Catherine Griffith, Jonathan Roland and Diane Branham

**1.- Welcome note -Jonathan**

**2.- Updates from Chapters**

Boston Chapter-Catherine

1. Had a planning meeting last night to plan the session scheduled on March 2nd. Rosemary Keller, PhD, CRNP, RN presented at IACRN Conference in Orlando and will give her presentation to the Boston Chapter. Amy will try to skype or record the presentation so others can be a part of it. Since the IACRN Conference will be in
2. Conference this year will be in Providence, Rhode Island, several people from the Boston Chapter have volunteered to be on the Planning Committee
3. The Boston chapter recently had an election so Leadership is turning over. Two new Members at Large will be coming on and the Secretary was re-elected.

Rocky Mountain Chapter-Diane

1. The Leadership met last week to discuss/ plan for our meetings in 2017.

Ohio Valley Chapter-Lori

1. Their next meeting February 5th. The Guest Speaker is presenting a discussion about a Rare Disease trial. Lori hopes to have a version of their video ready by the meeting. The video is about Research Nurses. The video highlights different participants speaking about their experience with Research Nurses. The video is being sponsored by their CSTA.
2. Elections are coming up. Lori and Kristal are focusing on growth for the chapter, in addition to succession planning.

Oklahoma-Candi is not on the call so Catherine gave the report.

1. Catherine has been working with Candi and the charter application. The new target date for the chapter application is-February 19th.

New York-Their application has just been sent.

UK Chapter-no word from Jennifer or Gordon

Japan Chapter-It is 5AM in Japan and Noriko is on the call

1. The Chapter has had discussions with officers face to face, plus a skype meeting with 10 more members. The group will disseminate activities. The plan is to communicate the vision of the IACRN with the Japanese nurses about 2-3/year. Noriko believes that many members want to join chapter. They have had 5-10 steering members so they discussed which Core members would become officers.
2. Jonathan wanted to make certain that all officers were members of the IACRN.
3. Noriko discussed how she had to translate all IACRN documents from English to Japanese.

International Chapter Discussion

The discussion with Noriko about translating the IACRN information This opened a bigger discussion about translating all IACRN documents into other languages in order to capture different cultures throughout the world. Catherine said that she is meeting with Terry Hinkley from ACRP tomorrow and will ask what they do.

Interested Groups

Florida-Amy has been in communication with Robert Kolb. Their chapter core has met twice and they were planning an introductory meeting the end of February. He was wondering if Amy would be able to host their informational overview. Amy happily agreed. The potential dates are February 21st or February 23rd from 4:30-5:30 EST. Diane is also available if needed. .

Houston, Texas-Jonathan and Diane received their pilot chapter application. Diane and Jonathan had some concerns with their intent. Lori Brunner, their Advisor, and Loraine, our Board Liaison are both aware. The Houston application was sent to the Board this morning with our concerns.

Michigan-Mary was not on the call, but communicated their status. The Michigan group is moving along. They had their 1st meeting and are going through the process of a “Needs Assessment.” They are “doing the work” to become a chapter.

Maryland-Jonathan. Angela contacted Georgie Cusack for guidance in creating leadership positions. Angela wanted to make certain that they stayed within the NIH Conflict of Interest rules. They are working on getting 5-6 members identified to put together their leadership positions. They are the only group utilizing Evernote for communication.

Washington D.C.-Catherine checks in on them on a regular basis. They are creating informal leaders. There are people who are willing to join IACRN, but there is the potential for conflict of interest. There are enough people to get them moving, it will just take some time.

California-Linda was not able to make the call so we do not have an update. We have not heard from Sarena David. Diane will reach out to her.

U of Iowa-received an e-mail from Julie Cayler-The UI is very interested in starting a Mid-West Chapter. They felt that others at UW and North Western are interested as well. They are confident with Mary Jane as the new president-elect, it will really help to leverage their effort. Diane will reach out to her next week.

Canada-Jonathan is still waiting.

South Africa-no word. Jonathan will contact the membership committee to find the names of members.

Taiwan-waiting, Noriko will e-mail them again.

**Organization Chart**

The Organization Chart and the different subcommittees were reviewed. We are growing at a fast pace and would like to *clearly* identify roles.

We don’t want to step over the boundaries of other committees, but want to make certain that we provide adequate coverage to our Interest Groups, Pilot Chapters and Full Chapters.

**Chapter advisors**

Jonathan also sent a document addressed to the Chapter Advisors. The document outlined the roles and responsibilities of these Advisors.

**3.- Committee activities for 2017**

**4.- Work on 2017 goals**

* International Chapters
* U.S Chapters (new groups)

**5.- Brainstorm about the following-**

* Development of Webinars-what kind of webinars?
* Online Presentations-Lori has done presentations and maybe we could record them and use them with other groups. Thoughts?
* Live-streaming presentation
  + Any other educational ideas? Having an Educational Subcommittee would help to guide ideas.
  + IACRN and ACRP are working on a negotiation process for *Dual Membership*. There is a lot that both organizations can offer to benefit both.
  + Communication
  + March 2nd at 5:30PM-the Boston Chapter will have their next meeting. They will try to either “live stream” Rosemary’s presentation or record it.

Take Away for the CGC-

1. Review the document regarding the responsibilities of the Chapter Advisors.
2. Review the Power Point with the Proposed Organizational Chart for the CGC.
3. Send your feedback to either the group or Jonathan and Diane by March 1st. We want this to be a group discussion, but we must move forward.

Next CGC Meeting-Set your Calendars!

* Apr 5 at 3pm- **EST**
* Jun  7 at 3pm **EST**
* Aug  2 at 3pm **EST**
* Oct  4 at 3pm **EST**
* Dec 6 at 3pm **EST**