**Pulmonary PRN officers meeting**

(11/4/20)

Attendees: *Brittany Bissell (chair), and Megan Fleischman (secretary), Jean Moon (chair-elect), Melissa Santibanez (EPC Chair), Paul Boylan (WSP chair)*

Unable to attend*:*

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| Agenda Item | Notes |
| **Updates or items from the chair** | *SOP development objectives:*   * *General timeline for committee and annual responsibilities* * *Tips learned from previous experiences (i.e. when the board needs to be contacted for approval)* * *Add that there is an officer as liaison on the committee* |
| **Education committee updates**  *Chair: Melissa Santibanez Chair: Damien Fisher*  *Liaison: Jean Moon* | *Annual meeting PRN focus session*   * *Unclear how groups are combine (by ACCP or PRN has to initiate)* * *Potentially only the chair has access to submit through PRN portal (may need to make chair standing liaison for this committee if only chair has access)* * *Submit idea by 12/4/20*   *Assess membership needs – combined survey*  *Survey needs to go to PRN digest by 11/20/20.*  *Maintain list of pulm PRN focus sessions*  *Newsletter guidance*  *Develop of SOP/guidance document*   * *Submit to steering committee by May 2021* |
| **Workforce committee updates**  *Chair: Paul Boylan Chair-elect: TBD*  *Liaison: Megan Fleischman* | *Nominations for ACCP Awards*  *Increase membership by 20% this year*   * *Who do we target? Learners, esp residents*   *Development of awards – this should help recruit members, especially if learner specific*   * *Goal time frame: 6 months* * *Ideas: small funds like travel grants similar to other small PRNs. Questions to answer about interest in pulm or their involvement with it (see ex in email)*   *Maintenance of PRN homepage and Twitter homepage*   * *Consider rotating responsibility of posting on Twitter*   *Develop of SOP/guidance document*   * *Submit to steering committee by May 2021* |
| **Research committee updates**  *Chair/Liaison: Brittany Bissell Vice chair: J. Andrew Woods* | *Increase publications through PRN –lead research*   * *Theophylline use in practice* * *Steroids in COPD study*   *Development of awards with workforce committee (see above)*  *Development of pre-peer review program for pulm PRN research projects*   * *May increase resident recruitment*   *Track PRN related abstracts at annual meeting*  *Maintenance of SOP/guidance document*   * *Plans to add modifications* |
| **Open Topic forum** | Description of responsibilities for the officers  Ideas for roles based on assignments brought up   * Chair-elect obtains questions from committee chairs and sends out Membership needs survey |
| Next meeting | End of November/early December to discuss survey results prior to 12/4/20 |