**Pulmonary PRN Officers and Committee Chairs Meeting**

(8/4/23)

Attendees: ***Melissa Santibañez*** *(Chair),* ***Paul Boylan*** *(Chair-Elect),* ***Linda Fitzgerald*** *(Secretary-Treasurer),* ***Melissa Lipari*** *(Education and Programming Committee Chair), Julio Rebolledo (Workforce and Awards Committee Chair),* ***Brooke Foster*** *(Research Committee Chair), Lori Wilken (Research Committee Chair-Elect),* ***Jean******Moon*** *(Communications Committee Chair),* ***Jeff Gonzales*** *(Communications Committee Chair-Elect, Education and Programming Committee Chair-Elect)*

-Bolded names indicated attendance: Special guests: **Reena Gosser and Carmen Smith**

**Called to order: 12:01pm (ET) by Melissa**

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| AGENDA ITEM | NOTES |
| **PRN Chair**  *Melissa Santibañez* | * Introduction of guests (Rena Gosser, Carmen Smith)   + Review provided responses to ACCP Member Relations Discussion Questions   + Rena asked clarifying questions about the following:     - Committees having a liaison to executive board -yes     - Process of navigating transitions within committee leadership – Melissa explained role of the past immediate chair remaining on the committee to foster continuity of initiatives     - Newsletter dissemination- Melissa explained sent to email listserve and stored on PRN portal   + Best practices topics: Increased ACCP support for small PRNs in regard to conducting business meetings/recruitment (notification of broader audience); increased communication on advocacy efforts (ex listserve/digest) * Reviewed outgoing PRN chair slide:   + Completion of DEI training   + Implementation of Communication committee (aim to build involvement in upcoming year)   + “Firsts”: speaker bureau; Theophylline scoping review in *Pharmacotherapy* (should be e-pub at the time of business meetings); Walking rounds for Virtual poster symposium (will announce winners at business meeting); Student travel award & research presentation * ACCP Board of Director updates will be provided by Melissa Badowski after upcoming August meeting * Paul will provide any PAC captain updates * **All committee chairs are asked to update their section in the 2023 business meeting slides ASAP** |
| **Membership and Finances**  *Linda Fitzgerald* | * Current members: 83 (including 1 resident and 5 student) * Balance: $6,289.70 (June 2023)   + Still does not reflect the $250 donation to ACCP Foundation – Linda will reach out to Sheldon Holstad for clarification of when this would be reflected this donation * **2023-2024 Annual membership assessment** will be sent out to members to **complete by 8/22/23** to include in business meeting   + Will add a question gauging members feedback on using PRN funds for APCs on PRN papers   + Will inquire to other PRNs at officers meeting about using PRN funds to pay for PRN paper fees. Goal is to provide transparency of where PRN funds are spent and establish standard procedure for future projects. |
| **Communications Committee**  *Chair: Jean Moon*  *Liaison: TBD* | * Update on annual newsletter still aiming for end of September   + Working on finalizing article from Haley from Montana (global pulmonary education)   + Will contain student articles   + Member spotlight: Kimmy Nguyen from Wilkes (nominated by Jeff) |
| **Education and Programming Committee**  *Chair: Melissa Lipari*  *Liaison: Melissa Santibañez* | * Update on 2023 focus session – all speakers are confirmed and met deadlines * PRN focus session: Saturday, November 11, 2023, 3:30pm-5pm CST |
| **Awards & Nominations Committee**  *Chair: Julio Rebolledo*  *Liaison: Paul Boylan* | * Update on officer nominations/elections – FCCP awarded, New Educator awarded to Pulm PRN members * Results from ACCP VPS Best Poster Award votes – will be announced at business meeting * Updates on student/resident travel award – **applications due 8/31/23**   + $205 for student award or $255 for resident award to cover meeting registration cost * Call for PRN fall report achievements sent out – due by 9/15/23   + Spring 2023 report had increase in # of publications and # of awards over Fall 2022 |
| **Research Committee**  *Chair: Brooke Foster*  *Board Liaison: Melissa Santibañez* | * Theophylline scoping review publication update - **COMPLETED** * Theophylline prescribing practice survey update - **ONGOING** * History of PRN poster update -**ONGOING** * Interstitial Lung Disease (ILD) project update - **ONGOING** |
| **Other Business** | * Will have open forum time at Business meeting   + Opportunities for engagement in PRN   + Ask for fundraiser ideas     - Plan to use Custom Ink -> can set up as fundraiser, easy payment/distribution, no shipping costs upfront for “fundraiser” events     - Will need to ask Jon Poynter for approval to use ACCP logo     - Plan to be overseen by the secretary/treasurer position |
| **Next Meeting** | * **Annual Business Meeting (Zoom) – Tuesday 9/19/23 @2pm-3pm ET** |

**Adjourned 1:10pm (ET) by Melissa**