**Pulmonary PRN Officers and Committee Chairs Meeting**

(11/3/22)

Attendees: *Melissa Santibañez (Chair), Linda Fitzgerald (Secretary-Treasurer),* *Melissa Lipari (Education and Programming Committee Chair), Julio Rebolledo (Workforce and Awards Committee Chair), Brooke Foster (Research Committee Chair)*

Excused*: Paul Boylan (Chair-Elect)*

|  |  |
| --- | --- |
| AGENDA ITEM | NOTES |
| **PRN Chair**  *Melissa Santibañez* | * Call to order at 12:04pm * Introduction and welcome from new officers/chairs * ACCP DEI training module completion required by ACCP for all PRN officers and at least 1 member of nominating committee   + All PRN officers/chairs for Pulmonary PRN must complete by 11/30/22 * Plan to develop speaker’s bureau with members’ stated areas of interest for development of future focus sessions and educational webinars * Action items for all committee chairs   + Update committee SOP documents accordingly if not already done by outgoing chairs (Research Committee missing updates from last year’s cycle)   + Procure chair-elect nominations by next meeting |
| **Membership and Finances**  *Linda Fitzgerald* | * As of September 2022   + Current members: 94 (including 11 residents and students)   + Balance: $5,075.42 |
| **Education and Programming Committee**  *Chair: Melissa Lipari*  *Liaison: Melissa Santibañez* | * Will follow up with Joanna Gillette at ACCP regarding deadlines for focus session proposal considering 2023 Annual Meeting will be earlier |
| **Workforce and Awards Committee**  *Chair: Julio Rebolledo*  *Liaison: Paul Boylan* | * Fall 2022 awards updates   + Melissa S. to email Julio mail template from ACCP to gather nominations |
| **Research Committee**  *Chair: Brooke Foster*  *Board Liaison: Melissa Santibañez* |  |
| **Other Business** | * ACCP PAC captain updates to be provided at each meeting by current Chair-Elect * Open discussion regarding monthly vs quarterly meetings 🡪 will keep quarterly meeting schedule * Communications Committee progress   + New committee formed this year considering expansion in membership     - Workforce and Awards Committee charges: internal and external awards     - Communications Committee charges: annual PRN newsletter, social media account management   + First task: update student/resident/fellow information * Fundraising opportunities   + Transplant PRN held 2 successful fundraisers last year using their own vendors   + Will be discussed at next meeting for Pulmonary PRN fundraising options |
| **Next Meeting** | * PRN business meeting to be scheduled in summer prior to Annual Meeting; officer transitions will occur at this juncture * Adjournment at 12:57pm |