**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)*

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| 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
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| **Membership and Finances***Linda Fitzgerald* | * As of September 2022
	+ Current members: 94 (including 11 residents and students)
	+ Balance: $5,075.42
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| **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
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| **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
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| **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
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| **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
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