**Pulmonary PRN Officers and Committee Chairs Meeting**

(5/16/23)

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);* ***Jean******Moon*** *(Communications Committee Chair),* ***Jeff Gonzales*** *(Communications Committee Chair-Elect)*

-Bolded names indicated attendance

**Called to order: 1:06pm (EST) by Melissa**

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| AGENDA ITEM | NOTES |
| **PRN Chair**  *Melissa Santibañez* | * All officers/chairs completed ACCP DEI training * Fully formed Communications Committee   + Jean (Chair), Jeff will be taking over next year   + Melissa S. provided updated trainees information in ACCP directory for PRN for this year     - Future years this will be a communication committee task   + Jean/Jeff: plan to do newsletter (member spotlight) & will try to find resident to write an article     - Aug or late fall for newsletter timeline   + Melissa- can reshare volunteer spreadsheet     - Survey results to help with newsletter (n=12)   + SOP document will need draft for communications by the EOY |
| **Membership and Finances**  *Linda Fitzgerald* | * Current members: 87 (including 2 resident and 6 student) * Balance: $5,907.20 (April 2023)   + Balance does not reflect Pulmonary PRN $250 donation to ACCP Foundation fund |
| **Education and Programming Committee**  *Chair: Melissa Lipari*  *Liaison: Melissa Santibañez* | * Proposal approved for annual meeting “As Good as GOLD: Updates in COPD Management”   + PRN focus session will occur Saturday, November 11, 2023 from 3:30pm – 5pm CST * Action Items:   + Need to contact speakers (use template email)   + Update information on focus sessions master tracker |
| **Awards Committee**  *Chair: Julio Rebolledo*  *Liaison: Paul Boylan* | * Open call for officers’ nominations   + 1 nomination for Secretary/Treasurer so far   + 1 nomination for Chair-elect so far   + Due date 5/26/23   + Send info to Julio   + Final slate of candidates for PRN officer positions due to ACCP by 6/2/23 (Jon Poynter) * Spring awards completed   + Can use same nomination for 2 years   + Need a list of nominations to help keep track (live document on who nominate, time left on continuity)   + Will bring back to ACCP the lack of communication with PRN leadership of previous nominations     - Will inform our Board liaison - Melissa Badowski |
| **Research Committee**  *Chair: Brooke Foster (maternity leave)*  *Board Liaison: Melissa Santibañez* | * Theophylline scoping review – accepted for pharmacotherapy for publication! Yea for the team!   + Will move forward in production form, anticipate on website end of May/June   + Followed ACCP handbook for PRN paper format; a lot of miscommunications from ACCP; recommend attaching email chain that John Poynter or Kathy Pham (provide ACCP approval)   + JACCP will be aim for future papers * Theophylline prescribing practice survey- will aim JACCP * History of PRN poster- resident/student express interest to create poster for annual meeting * Interstitial Lung Disease (ILD) project – meeting in June   + Planning for 2 parts- phenotypes, pharmacist role |
| **Other Business** | * Virtual Poster Session (VPS): 5 members to be presented   + Walk around to grade with a rubric, provide a recognition from PRN (in newsletter & annual meeting)     - Melissa S will draft google survey for the rubric   + Involve membership to provide feedback along with leadership   + Posters will be up for entire week, can go ask questions on 5/23 & 5/24 * Business meeting – very costly at meeting, will hold virtual in the summer 2023   + Not to post link on Twitter (zoom bombing)   + Paul will run the meeting     - Melissa will send slides to Paul from last year to update   + Plan to have member survey updates prior to meeting to add to next year’s charges to slides/plan   + Scheduling: September 2023 * Small networking event – offsite, like last year   + Paul has food recommendation for Dallas ☺ * Member survey will be sent out   + Melissa S will send out   + Keep pre-peer review charge on member survey * Fundraiser   + Plan to use Custom Ink -> can set up as fundraiser, easy payment/distribution, no shipping costs upfront for “fundraiser” events   + Send check to main ACCP address (Jon Poynter), will need to ask him for approval to use ACCP logo   + Will poll members to ask for ideas   + Plan to be overseen by the secretary/treasurer position |
| **Next Meeting** | * **August 2023** |

**Adjourned 1:59pm (EST) by Melissa**