**Pulmonary PRN officers meeting**

(7/22/21)

Attendees: *Brittany Bissell (chair), Megan Fleischman (secretary), Jean Moon (chair-elect), Melissa Santibanez (EPC Chair), Paul Boylan (WSP chair),* Damien Fisher *(EPC Chair-elect)*, Lori Ann Wilken *(immediate past chair)*

Unable to attend*:* J. Andrew Woods (Research Chair-elect)

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| Agenda Item | Charges/Updates/Notes |
| **Updates or items from the chair** | *PRN business meeting** Waiting for more direction from ACCP to finalize planning

*SOP/guidance document** *Passes on expectations for committees from year to year*
* *Feedback today*
* *Goal: upload to website by annual meeting – send to Megan to upload*
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| **Membership and financial updates from secretary** | Membership 88 total members (6 students, 3 residents)Financials: $2,962 (June) |
| **Education committee updates***Chair: Melissa SantibanezChair-elect: Damien Fisher**Liaison: Jean Moon* | ***Charges****Annual meeting PRN focus session: Updates in asthma treatment guidelines: comparing GINA and EPR-4** *Received full approval. Confirmed speakers.*

*Maintain list of pulm PRN focus sessions**Newsletter* * *In development, deadlines have been set. Goal to complete in mid August and send to the steering committee.*

*Membership needs survey* * *Eval completed for 2020-2021*
* *Develop and issue for 2021-2022*

*Develop of SOP/guidance document** *Submitted to steering committee, pending feedback*
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| **Workforce committee updates***Chair: Paul BoylanChair-elect: Lori Wilken**Liaison: Megan Fleischman* | ***Charges:****Nominations for ACCP Awards** *Submitted for the 2020-2021 year*

*Solicitation for officers complete and submitted 2 candidates for each category**Increase membership by 20% this year - ongoing**Development of awards* * *Posted on ACCP website*
* *Will be developing a rubric at next committee meeting*
* *Consider adding membership fee to the award (ask outcomes PRN how they do it)*

*Maintenance of PRN homepage and Twitter homepage** *Submitted to steering committee, feedback provided*

*Biannual - Next due to Peter Burns (**pburns@accp.com**) on 8/11/21**Develop of SOP/guidance document** *Submitted to steering committee, feedback provided*
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| **Research committee updates** *Chair/Liaison: Brittany BissellChair-elect: J. Andrew Woods* | ***Charges****Increase publications through PRN* * *Theophylline use in practice*: write up in development
* *Steroids in COPD study: Data combination*
* *Theophylline survey to assess theophylline prescribing practices: IRB submissions being submitted*

*Development of awards with workforce committee (see above)**Development of pre-peer review program for pulm PRN research projects - did not have volunteers this year* *Track PRN related abstracts at annual meeting**Maintenance of SOP/guidance document** *Submitted for review, pending feedback*
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| **Open Topic forum** | *Plan for proposal to create a model like the Rx for Change initiative for pulmonary medicine in general. (next steps in 4/2021 minutes)** Needs assessment survey sent and feedback provided
* Add
	+ Explanation of what we are trying to develop
	+ Question on survey taker’s interest in developing a topic
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| Next meeting | PRN business meeting. Finalize communications and tasks via email. Meeting only if needed.  |