**Pulmonary PRN officers meeting**

(11/4/20)

Attendees: *Brittany Bissell (chair), and Megan Fleischman (secretary), Jean Moon (chair-elect), Melissa Santibanez (EPC Chair), Paul Boylan (WSP chair)*

Unable to attend*:*

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| Agenda Item | Notes |
| **Updates or items from the chair** | *SOP development objectives:** *General timeline for committee and annual responsibilities*
* *Tips learned from previous experiences (i.e. when the board needs to be contacted for approval)*
* *Add that there is an officer as liaison on the committee*
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| **Education committee updates***Chair: Melissa SantibanezChair: Damien Fisher**Liaison: Jean Moon* | *Annual meeting PRN focus session** *Unclear how groups are combine (by ACCP or PRN has to initiate)*
* *Potentially only the chair has access to submit through PRN portal (may need to make chair standing liaison for this committee if only chair has access)*
* *Submit idea by 12/4/20*

*Assess membership needs – combined survey* *Survey needs to go to PRN digest by 11/20/20.**Maintain list of pulm PRN focus sessions**Newsletter guidance**Develop of SOP/guidance document** *Submit to steering committee by May 2021*
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| **Workforce committee updates***Chair: Paul BoylanChair-elect: TBD**Liaison: Megan Fleischman* | *Nominations for ACCP Awards**Increase membership by 20% this year* * *Who do we target? Learners, esp residents*

*Development of awards – this should help recruit members, especially if learner specific** *Goal time frame: 6 months*
* *Ideas: small funds like travel grants similar to other small PRNs. Questions to answer about interest in pulm or their involvement with it (see ex in email)*

*Maintenance of PRN homepage and Twitter homepage** *Consider rotating responsibility of posting on Twitter*

*Develop of SOP/guidance document** *Submit to steering committee by May 2021*
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| **Research committee updates** *Chair/Liaison: Brittany BissellVice chair: J. Andrew Woods* | *Increase publications through PRN –lead research** *Theophylline use in practice*
* *Steroids in COPD study*

*Development of awards with workforce committee (see above)**Development of pre-peer review program for pulm PRN research projects** *May increase resident recruitment*

*Track PRN related abstracts at annual meeting**Maintenance of SOP/guidance document** *Plans to add modifications*
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| **Open Topic forum** | Description of responsibilities for the officers Ideas for roles based on assignments brought up* Chair-elect obtains questions from committee chairs and sends out Membership needs survey
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| Next meeting | End of November/early December to discuss survey results prior to 12/4/20 |