**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
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| **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
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| **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
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| **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
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| **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
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| **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
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| **Next Meeting** | * **August 2023**
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**Adjourned 1:59pm (EST) by Melissa**