



DRAFT

National Tuberculosis Nurse Coalition Executive Board Conference Call Minutes

Date: January 20, 2017

Time: 8 PST; 9 MST; 10 CST; 11 EST

Call in number: 1-800-250-2600

Participant Pin: 56577601#

- I. **Welcome and Attendance** Lisa
Present: Lisa True, Jennifer Kanouse, Lorna Will, Patty Woods,
Midia Fulano, Rosieo Agraz, Donna Wegener
Absent: Traci Hadley, Denise Hodges, Pat Iyer,
- II. **Approval of Minutes** Midia
The Minutes from the December NTNC meeting were read by the secretary and approved by the board
- III. **Update on TB Nurse Conference planning** Pat
 - All speakers have been selected and confirmed, with the exception of Heartland for panel discussion
 - Jennifer is working on registration, questions for registration will go to Jennifer
 - Pre nurse meeting social may be held the first night, but will be confirmed at a later date
 - There is need to reach out to local nurses in Atlanta to see if they want to participate in the nurse meeting. The meeting would be free to the local nurses
- IV. **Travel awards** Lisa
 - Jennifer will work with Lorna to send the board an updated list on the membership
 - The number of travel awards that will be available is not known yet. NTCA will provide that information soon
 - Award amount: In the past, awards have been a set amount to cover accommodation and travel
 - All eligible applications will be sent to board members for review and scoring. Deadline for submission is February 17, 2017. A scoring sheet will be mailed to the board members.
 - The board will have another conference call on Feb 22, 2017 to review and finalize the award recipients.
 - There is need to draft a letter to travel award recipients to ensure they attend the nurse meeting; all travel award recipients will be introduced and recognized at the nurse meeting

- Donna gave a clarification on the reimbursement process: it is quick and timely; Award recipients get a check at the conference, no need to send expenses to NTCA. VA TB foundation will give the funds for the awards
- Donna discussed the option of pre paying for airfare for people that do not have the funding upfront.
- Nurses to consider for travel awards will include: Those who have been working in the field for 5 years and under, and those needing professional development. A suggestion was made to have both experienced and new nurses considered in order not to penalize experienced workers who have no means of attending the conference. Experienced nurses could mentor new nurses.

V. **NTNC Webinar**

- A presenter has been identified and is ready. Objectives are ready. A date and time is needed in order to start sending out notifications early
- General presentation on labs for TB
- Contact at the Eastern New Mexico for CEU's is no longer available. A suggestion was made to reach out to Donna for help in establishing a contact

VI. **List Serv**

- Format will be a daily digest, with a link to archives so people can read responses; a question was raised whether there would be an option to directly respond to participants questions
- A suggestion was made for the possibility of private messaging in the list serv
- A question was raised on whether the subscription could be expanded, and whether there was enough coverage

Meeting adjourned @ 11.58am EST

Respectfully submitted
Midia Fulano, Secretary,

January, 20, 2017