



**DRAFT**  
**National Tuberculosis Nurse Coalition**  
**Executive Board Conference Call Minutes**  
**Date: February 17, 2017**  
**Time: 8 PST; 9 MST; 10 CST; 11 EST**

Call in number: 1-800-250-2600

Participant Pin: **56577601#**

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- I. **Welcome and Attendance** Lisa  
Present: Lisa True, Jennifer Kanouse, Lorna Will, Patty Woods, Pat Iyer, Denise Hodge, Midia Fulano, Traci Hadley,  
Absent: Rosieo Agraz
- II. **Approval of Minutes** Midia  
The Minutes from the January NTNC meeting were read by the secretary and approved by the board
- III. **Update on TB Nurse Conference planning** Patty
- All speakers have been confirmed
  - Objectives are ready, slides should be ready Feb ending/beginning of March 2017, they will be sent to Jennifer
  - Pre nurse meeting social may be held the first night, a local nurse is helping find a venue. NTCA social will be held the same night.
  - Board members to bring souvenirs/gifts from home state for prizes
- IV. **Travel awards** Lisa
- They are 23 complete applications that have been received
  - They are approximately 5 scholarship awards
  - Jennifer will compile a list of all eligible travel award applications, and divide them equally among all board members for review and scoring
  - Board members will convene 2/22/2017 via conference call for review and selection of travel award recipients
  - A question was raised by Denise Hodge on the scoring criteria: how to measure the strength of letter of support; Lisa responded that in the past, measurable, identifiable criteria were used. A suggestion was made to look for keywords, however the board agreed to table those changes to next year
  - It was stated that 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
- Carol Pozsik award  
All scores for the nominees have been received except one. Lisa will tally up the scores and inform the board of the results

V. **NTNC Webinar**

Lorna

- The webinar will be held March 17<sup>th</sup>. A “save the date” will be sent out
- Registration will open soon
- Last year approximately 2/3 of attendees were non-members, this year there will be a question on the registration about membership so the board can reach out to non-members after the webinar
- A suggestion was made to highlight the list serve and to explain the benefits of NTNC membership

VI. **List Serve**

- This will be a daily digest via email; it will have a link to archives, and a link to all the answers received from the pediatric medication question that was asked earlier this year, as well as other questions that are sent to the list serve

VII. **Essential components of a TB program):** NTCA is working on a 60 page document that will serve as a guideline for new TB controllers. It is a checklist of what a good program should look like, and has references and tips. It is expected to be released in April, 2017

VIII. **Other business/misc**

A question was raised at to what offices are due for elections this year. It was noted that the Secretary and President elect positions would be open. It was also noted that there is no past president as Deborah Isaacks had left her job. Previously, the past president was head of the nominating committee. This discussion was tabled to the next meeting. State and big city representatives serve for two years; the cycle is June to June.

Meeting adjourned @ 12.02pm EST

Respectfully submitted  
Midia Fulano, Secretary,

February 17, 2017

