



DRAFT  
National Tuberculosis Nurse Coalition  
Executive Board Conference Call Minutes  
Date: March 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, Denise Dodge, Midia Fulano, Rosieo Agraz
  
- II. **Approval of Minutes** Midia  
The Minutes from the February NTNC meeting were read by the secretary and approved by the board
  
- III. **Update on TB Nurse Conference planning** Patty
  - A call will be scheduled at the end of March for final touches
  - There is a need to look at the registrations to see who signed up for mentors/mentees
  - Donna will send list of volunteers
  - Lisa will send letters to all travel award recipients to remind them to attend the nurse meeting
  - Carol Pozsik award: **Karen Galanowsky** is recipient of award
  
- IV. **Nomination committee**
  - No past president to lead the committee as past president Deborah from New Mexico resigned from her position
  - A suggestion was made to try and recruit members for the different committees at the NTCA conference
  - It was noted that in the past, members of the executive committee could make recommendations, and then the board would reach out to them
  - Two positions will be open in June: President elect and Secretary
  - A question was raised whether to conduct elections before the annual NTCA conference or to look for potential members at the meeting. Due to lack of time, a decision was made to highlight the open positions at the conference.
  
- V. **List Serve**
  - Lisa enquired how the list serv was working. It was noted that it was generating some good responses
  - Denise asked how questions would be distributed and Pat enquired on how to post a question on the list serv. It was stated that questions are to be sent to TBnurse@simple list

- It was also noted that when responding to a question in the general email, the response will automatically be sent also to person who asked question
- A suggestion was made to put the list serv instructions/conditions in an email to members so they would know how it works. Lisa and Lorna will write protocol to go with email, and then send it out to NTNC members.
- A suggestion was made to highlight the list serv at the business meeting as a great tool for education and consultation

**VI. Membership list**

- It was noted that head of membership committee is responsible for keeping the membership list.
- Sherry has an updated list as renewals are coming in, it was however noted that some are institutional memberships, and therefore may not be as current.
- Lorna noted that she was getting some bounced emails from the list serv

**VII. Other business/misc.**

A question was raised as to whether there was a planning committee for the 2018 TB nurse conference, it was noted that there was a list of people who had signed up.

Meeting adjourned @ 11.30am EST

Respectfully submitted  
Midia Fulano, Secretary,

March 17, 2017