



National Tuberculosis Nurse Coalition
Executive Board Conference Call Minutes
Date: May 19, 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, Lorna Will, Patty Woods, Denise Dodge, Midia Fulano,
- II. **Approval of Minutes** Midia
The Minutes from the March 17 board meeting were read by the secretary and approved by the board
- III. **NTNC officers/elections** All
 - Lisa informed the board that 2 positions on the board were open: President elect and Secretary.
 - Lisa informed the board that Jon Warkentin, from Tennessee had recommended a nurse from TN for the secretary position.
 - A question was raised whether we needed more than one person per position in order to conduct elections. It was noted that was not necessary
 - Lisa suggested that the board obtain letters of interest from the candidates that are interested in the open positions, and a letter of support from their supervisors, and then a survey monkey would be set up for elections.
 - Midia would work with Lorna to obtain the necessary documentation from the candidates to get the process going
 - Some people at the TB conference in Atlanta had volunteered to be on the nomination committee
 - It was suggested to start working with the nominating committee soon to get ready for the positions that would be available next year
- IV. **Membership committee /membership list**
 - It was noted that there are 2 NTNC distribution lists: The listserv and sectional emails.
 - Lorna was working with Sherry to create one complete and updated list
 - It was noted that some people get regular emails and not the list serv. It was therefore suggested that keeping both distribution lists would be the best way for now
 - Board members should have a copy of the list
 - A question was raised about how to get more local and regional involvement in the NTCA/NTNC.
A suggestion was made that the LHD liaison in all states could be the best person to contact, and also to highlight membership on the listserv

- LHD can now register as institutions
- It was noted that some nurse leaders are more involved the NTCA than the NTNC

V. Listserve

- Lisa enquired how the listserv was working. It was stated it was working well as a daily digest so far.
- A question was raised as to how to respond to emails on the listserv; Lorna noted that reply to all is the way it currently works; an individual response needs to be sent to the private email account of the person.
- Lorna is approving messages
- It was noted that some people reported that listserv email was going into Spam

VI. NTCA conference /Nurse Meeting

- Jennifer is working on the NTNC evaluations.
- Approximately 100 people were in attendance
- Almost half of the participants were new nurses
- The lab talk was well received
- NTCA is looking to host next meeting in Palm Springs, CA

VII. Other matters

- Nurse Manual: Currently in process of being revised. Looking for volunteers to assist.
- The membership committee is looking for someone to be in charge of nurse webinars and membership

Meeting adjourned @ 11.58am EST

Respectfully submitted
Midia Fulano, Secretary,

May 19, 2017