



**DRAFT**  
**National Tuberculosis Nurse Coalition**  
**Executive Board Conference Call Minutes**  
**Date: June 16, 2017**  
**Time: 8 PST; 9 MST; 10 CST; 11 EST**

Call in number: 1-800-250-2600

Participant Pin: 56577601#

---

- I. **Welcome and Attendance** Patty  
Present: Lisa True, Lorna Will, Patty Woods, Denise Dodge, Midia Fulano,
- II. **Approval of Minutes** Midia  
The Minutes from the May monthly board meeting were read by the secretary and approved by the board
- III. **NTNC officers/elections** All
  - Lisa informed the board that NTCA had sent out an email/survey monkey the previous week regarding the NTNC officer elections. Closing date will be June 23, 2017
  - Lorna informed the board that results would not be available until the following week as NTCA was busy with the upcoming New York webinar
- IV. **Webinar**
  - The NTNC currently hosts one webinar a year to attract members, a suggestion was made by Lorna to host the webinar more often.
  - Another suggestion was made to ask each RMTCC to present case studies (Have each RMTCC host one a year). It was suggested that the board join the RMTCC at their monthly meeting in order to pitch the idea to them; A request should be made in advance to be included on their agenda
- V. **NTCA conference /Nurse Meeting 2018**
  - A recommendation was made to reach out to nurses in CA and AR in preparation for the NTCA conference next year. It was noted that this would be good exposure for NTNC as many nurses in CA are not members.
  - Lisa will help send out an email to nurses in CA
- VI. **Miscellaneous/other business**
  - Patty requested that all past officers make a list of their responsibilities so they can be posted on the website. The lists will be sent to Lorna for compilation.
  - The Education Committee is working on the updating the nursing manual, goal is to pull together all people who volunteered to assist, and give them each a chapter to review and rewrite, and to have this completed by year

end. A suggestion was made to consider making the nursing manual an APP

- The membership and webinar committees both need a chairperson. A suggestion was made to consider reaching out to the volunteers to see if someone might be interested to act as interim chairperson.
- Another suggestion was made to invite committee chairs to the monthly board meetings
- Patty will send the list of volunteers to the committee chairs
- A question was raised as to how many members the NTNC currently has, Lorna stated that an official count would be available in July.
- Patty will draft an email to the NTNC members and listserv regarding change of officers.
- It was noted that the EPI group has a newsletter, something the board could look to emulate for updating members on different activities. A suggestion was made to consider making it a subcommittee under membership.

Meeting adjourned @ 11.54am EST

Respectfully submitted  
Midia Fulano, Secretary,

June 16, 2017