



National Tuberculosis Nurse Coalition
Executive Board Conference Call Minutes

Date: October 21, 2016

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, Deborah Isaack, Denise Hodges, Traci Hadley
Absent: Pat Iyer,
- II. Approval of Minutes Midia
The Minutes from September NTNC meeting were read by the secretary and
approved by the board
- III. Update on Membership committee/Webinar Lisa

It was noted that the webinars are usually held in January, and that this year the committee wanted the webinar to focus on labs, as nurses always have questions about labs. The following suggestions were made:

- a nurse moderate the session, and that there be a question and answer session
- to have lab report samples during the presentation
- Lorna noted that the new TB director in Wisconsin has experience with managing a micro lab, and could be a potential presenter
- to consider a presenter that would also attend the NTNC conference in Atlanta
- to have the Webinar early January in order to maximize number of participants

- IV. Committees
 - It was noted that the membership committee currently has no chairperson, and a suggestion was made to consider making it a subcommittee under the education committee
 - Deb stated that Gloria Smith had expressed interest in getting involved; she also suggested reaching out to past travel grant recipients to see if anyone was interested in joining the committee.
 - Lorna would help draft a letter for the president, that would be sent out to the NTNC membership soliciting members to join committees
 - A clarification was made stating there were no current restrictions on the nursing credentials needed to head a committee (RNs vs LPNs)

- V. TB Nurse Conference planning
- Draft agenda is ready
 - *Jennifer is working on a survey that would allow submitting questions with registration*
 - Business lunch will have boxed lunches
 - Committee members encouraged to bring gift from their home states for giveaways
- VI. Listserv Lorna/Jennifer
- Lorna is working on a daily digest – A test will be sent out to committee members first and then it will be sent out to NTNC membership
 - An email will be sent out to the membership instructing them on how to access the listserv and also on how to unsubscribe
 - Lorna also noted that there could be an option to send the listserv to private email accounts if needed
 - A suggestion was made to make the subject line more specific in order to illicit more response
 - Jennifer is working on a membership only section that would allow for postings/submissions
- VII. NTNC social media Lisa
- Lisa questioned whether there was need for an NTNC social media presence such as a Facebook page. It was noted that most employers have blocked Facebook at work and nurses could be reluctant to use it outside of their work time.
 - Denise noted that maintaining a Facebook page is a full time job, as it requires maintenance and someone would be needed to respond to any questions in real time.
 - A suggestion was made to consider a technology committee that could be a subcommittee under education/membership committee that could manage the social media presence.

Meeting adjourned @ 11.58am EST

Respectfully submitted
Midia Fulano, Secretary, October 21, 2016

Minutes approved by the committee 12/16/2016