



National Tuberculosis Nurse Coalition  
Executive Board Conference Call Minutes  
Date: July 21, 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 Patty Woods  
Present: Patty Woods, Ann Scarpita, Lorna Will, Lana Tyer, Jessica Quintero, Denise Dodge, Pat Iyer, Rocio Agraz, Rachel Yonkman
- II. Approval of June Minutes Rachel Yonkman  
The minutes from May monthly board meeting were read by the secretary and approved by the board
- III. Committee Update Lana Tyer, Jessica Quintero

Correction Committee

Jessica

- Jessica shared that renewed focus of the committee this past year includes defining a new goal for the group and updating the current work plan; looking to focus on something that may be relative to the subgroups
- Working to update current minutes on the website
- Consideration of changing meeting day to the second Thursday of the month
- Attendance is down and Jessica encouraged anyone interested in participating email her for additional information

Education/Nursing Certification Committee

Lana

- Lana announced that since the Nurse Certification Committee is a large majority of the education group she is now chairing both groups
- Lana provided details from a meeting she had with a member of the accreditation board
- Things to consider from their meeting includes the number of nurses interested in certification (at least 300/yr to validate testing), ANCC certification vs interpersonal certification, cost of certification
- Considering a survey to solicit feedback to gauge interest in certification, along with perceived benefits/draw backs
- Lorna suggested extending the survey to all NTCA members and those who attended the webinar
- Discussion about who to extend the certification opportunity to (members only, all-inclusive with cost cut for members)

Website update

- Discussion about cleaning up the website including removing AD Hoc Committee/IJ; group agreed there is nothing currently in works with this committee as the forms were just recently updated

- Patty suggested we update the committee vacancies on the website with a clear description of the positions; Patty to write up description of committee chairs as was done with board members

#### Subcommittees

- Patty asked for the group's thoughts on subcommittee for webinar under the membership committee and perhaps moving the manual committee to a subcommittee under the education committee
- Current committee vacancies includes chair for membership committee and co-chair for webinar group

#### Recruitment

- Patty obtained a list of people who volunteered for committees at the conference and distributed to the committee chairs. She will reach out to those that volunteered to committees with no chair to see if we can solicit potential candidates to chair the vacant committees.
- Lorna suggested putting an announcement on list serve and drafting a paragraph that could be given out when a membership profile is completed (Sherry Carlson point of contact)

#### IV. Progress to date

##### Nursing Manuel

Lorna Will

- Noted that manual historically brings in money and proposed the idea of looking into a corporate sponsor, as done in the past, to cut production costs
- Patty suggested reaching out to state TB controllers to see if there may be an interest to purchase for their TB programs
- Discussed creating cost for non-members to access manual, print and online version with reduction in price for online version only, or having the price you pay for hard copy also include the online version
- Rocio questioned if the we could sell the APP, and the cost associated with building an APP was discussed which may be a barrier
- Lorna stated they have hired a technical editor to ensure language/voices match throughout and that NTCA as agreed to pay for this
- Ann provided a time line for updating the manual:
  - 1<sup>st</sup> round – Deadline is August (Alicia and Ann to go through and send out 2<sup>nd</sup> edits)
  - 2<sup>nd</sup> round – Deadline is end of September
  - Final – Deadline is end of November
- It was recommended that we start reminding everyone that a revised version is underway

##### Membership

- Discussed marketing ideas to promote membership (includes all webinars hosted by NTNC, educational credits, access to the manual)
- Pat proposed the idea of “associate memberships” vs voting membership where you charge prorated amounts based (priced could be based on

participants involvement such as a decreased price for those only using membership educational purposes/credits)

- Lorna said she would take the idea of an affiliate membership back to the NTCA board

#### Webinars

- Patty has asked to be put on the 8/2 RTMCC call agenda to discuss the proposal of hosting webinars/case conference
- Discussed cost associated with webinars and nursing credits, pros and cons of charging a few for non-members
- Patty asked we begin thinking about webinar idea

#### Miscellaneous/other business

- Patty shared idea of gaining additional funding by identifying a franchise or corporation who may donate money (ex. company who has a donate button on their website and allows patrons of the site to donate to that charity)
- Requested a future discussion that revolved around lack of RN support and PH nurse vacancies; opportunities for writing a position paper or developing video about what a PH nurse does, perhaps even a webinar on this topic

Next Meeting – August 18, 2017

Meeting adjourned @ 12:08 pm EST

Respectfully submitted  
Rachel Yonkman, Secretary

August 4, 2017