**IACRN Chapter Governance Committee Meeting**

February 3, 2016

Minutes

Attendees: Linda Pitler (Boston), M Larkin (Boston), Catherin Griffith (Boston),

Noriko Fujiwara (Tokyo) -
Noriko Fujiwara fujiwaranorikorn@gmail.com

Co-Chair-Jonathan Roland (Ottawa, Canada), Co-Chair-Diane Branham (Denver)

1. Welcome introduction from the new chairs.
* Jonathan and Diane reiterated their pleasure and honor to take over the guiding leadership of Mary for this committee and they look forward to working with all of the members of this committee.
* Introduction to our newest CGC member-Noriko Fujiwara. She is from Tokyo, but is currently fulfilling a mission in San Diego. She has attended the IACRN Conference since 2010 and is interested in creating a new chapter in Tokyo. She will return to her home in Japan at the end of this year. We welcomed her to our group and look forwards to assisting her in building her Tokyo Chapter.
* The group discussed what a challenge it will be to find the best time to meet due to our multiple time zones. East Coast (Boston), to the West Coast (San Diego) to Canada, the UK and Tokyo.

2. - Full Chapter Affiliates/updates

* Boston (01)
	+ Updates
		- Boston Chapter-New President -Amy Sbrolla. Amy will be in this role for two years.
		- New Treasurer- Maureen Demenna, RN, BSN, Manager, Clinical Research Program, South Shore Hospital, South Weymouth, MA.
		- The Board met on February 2nd, 2016 and there was a discussion regarding the qualifications and competencies as a CRN. They plan to develop a better collaboration with the Harvard Catalyst.
* Pilot Chapters updates
	+ Ohio Valley (02) (2014) “Advisor (M. Larkin)”
		- Ohio Valley submitted their application for “full chapter status”. They should become the second official chapter of the IACRN.
	+ Rocky Mountain (03) (2014) “Advisor (L. Pitler)”
		- The Rocky Mountain Pilot Chapter met on January 12th. There were 24 in attendance and included research nurses from the University of Colorado, Children’s Hospital of Colorado and the College of Nursing.
	+ Northeastern Oklahoma Chapter (04) (2015) “Advisor (C. Griffith)
		- From Candi Barlow:  We (St. Joseph Medical Center) are having a Clinical Research Symposium March 10th and 11th where we are having a table for IACRN Local Chapter sign up. Next meeting will be February 25 (4th Thursday of the month)
	+ UK-Wide Chapter
		- Jonathan was able to get in touch with Jennifer Alison by Twitter. Jennifer is busy traveling and was not be able to make the CGC call on that day. Gordon has changed job and Catherine will send his new e-mail to Jonathan. Additionally, Noriko is traveling to Scotland at the end of February so she will see him and will discuss his potential future involvement in the CGC.

3. - Groups interested in applying

* Updates
	+ DC area -Still no news. Catherine believed that Shaunagh Browning was the contact. Her e-mail information will be sent to the Co-Chairs. Jonathan and/or Diane will reach out to Shaunagh.
		- *Late note*-Shaunagh Browning from DC, brownins@georgetown.edu.
	+ Michigan
		- No one on the call has heard from anyone in Michigan. Mary will send the contact name to the Co-Chairs.
			* *Late note*-the contact for Michigan is Tamara Kempken Mehring at TKempken-Mehring@uwhealth.org.
	+ Ottawa, Canada
		- Jonathan is reaching out to Toronto as well as in OOttawa trying to encourage a community of support for CRNs.
			* His new focus effort is on recruiting clinical research nurses at the Ottawa Hospital. He is building support among key leaders of research nursing and clinical research professionals. He is spreading the word about IACRN by attending the CRN’s meetings.
			* He is working on publishing something about clinical research nursing and IACRN in the internal journal of the Hospital and other internal venues as a way to reach out to the clinical research nursing community at the facility. His question to the group---Does he need approval from the IACRN Board to add something to this journal?
				+ The cost is free. Linda stated that she posted in a journal from MGH and did not need Board approval. Linda’s “blurb” was information regarding date and time of the IACRN meeting.
				+ The discussion among the CGC members on the call is as long as Jonathan keeps the “blurb” to an informational content, he did not need IACRN Board approval. Anything outside of informational content will be sent to the CGC for review.
			* Jonathan has been invited to a Roundtable meeting about Research Nurses. He states that there is a huge population of CRNs in Canada and would like to bring those numbers to IACRN.

4. - Committee Work

* Chapter Advisor Guidelines
	+ Mary Larkin stated that there are *Chapter Advisor Guidelines* and she will send them to everyone.
		- What is needed to be successful with our strategies and to identify ways to effectively help assigned chapters grow more quickly is a clear link between the Advisor and the Chapter. This relationship needs to be promoted. The Advisors and chapters need to communicate more often.
* Goals for 2016
	+ Building new chapters (at least two new pilot chapters in 2016)
		- Strategies
			* How do we become ~~for~~ more vocal leaders and bring members in a collaborative way?
			* How do we get professional CRNs to look at the IACRN website?
		- Jonathan suggested that we team with the IACRN Membership/Marketing & Communications Committee. Linda agreed that we should work with the other committee to grow from the top down and the bottom up. Jennifer Allison from the UK is the Chair of the committee and Gordon Hill is also a member. Jonathan will contact Jennifer and Noriko will contact Gordon to determine if we can work collaboratively to increase membership.
* Call frequency
	+ Same frequency: every other month
	+ Same dates as already scheduled by Mary
	+ Jonathan proposed that we meet in a way to increase participation and engagement. The interface GoToMeetings is a new meeting platform which will promote better interaction and better engagement with one another. Face to face is important and will help us to be “more present.”
		- <http://gotomeeting.com>
		- IACRN already uses this interface and pays for it.
		- If you have a computer, iPhone or iPad, Android or tablet, you can download it.
		- We would be able to see each other or share screens.
		- If we want to invite someone, they can GoToMeeting also.
		- Helaine will start the calls and provide the long in and password (as she has always done) and we will be able to see each other.
		- The CGC members voted, “Yes” to this new technology and we will initiate this new process at the next call.
		- As an opportunity for everyone to be prepared, Mary suggested that the site, log in and password be sent with the meeting invite so everyone has it prior to the agenda. We all agreed.
* Online storage of documents pertaining to the committee activities
	+ We need to be more efficient with communication between committee members plus we need a safe and accessible place for our IACRN CGC documents. Currently, we pass e-mails from one person to another.
	+ Jonathan suggested that we use **Dropbox** as our formal storage location. It is a secure web-based site that will be shared by committee members. All members will be able to access and download documents as needed. The Co-Chairs would have privileges to edit documents. The group agreed that they would test this new technology.
	+ Google “Dropbox” for the site.
* Ways to effectively communicate with each other for committee work?
	+ Jonathan suggested a platform called, “Evernote.” It’s a user-friendly app that can be downloaded on Smartphones, tablets or computers. The site is <https://evernote.com/?var=1>
	+ Once we download and share each other’s contact information, we will be able to send messages via Evernote and the messages will come across as a text.
	+ The CGC agreed to share this worksite and report progress at the next meeting.

5.- Chapter Workshop for 2016 Global Conference in Orlando

* Jonathan proposed some brainstorming for ideas-
	+ PowerPoint presentation
	+ More interactive/animated presentation
	+ Topics of discussion/ Format of discussion
	+ What are the best ways to break down the hurdle of building chapters and to motivate people to go and build their own chapters?
	+ The group discussed the various ideas and will continue to share the discussion on Evernote.

6.- Committee leadership

* + Diane and Jonathan are now assuming and sharing the chairmanship of this committee, however everyone is a leader. The philosophy of this team with rich and diverse expertise renders our collaboration and commitment towards a common goal more doable.
		- Everybody has a say in everything related to the committee work
* Everybody must come forward with whatever initiatives or ideas they have for the common good of the committee and share it with other members. ANYTHING. We should cultivate an attentive listening because great ideas come from small or random thoughts.

8.- Wrap up and to do list

* Co-chair will complete minute and circulate to committee for review.
* Members will download Evernote and begin communicating with each other.
* Catherine will speak to Candi Barlow regarding the Oklahoma Chapter and Noriko will speak to Gordon.
* Jonathan and Diane will reach out to the contacts in Washington D.C. and Michigan.
* Everyone will think of ideas for the Global Conference in 2016.

Respectfully submitted by Diane Branham, Co-Chair CGC

Approved by Jonathan Roland, Co-Chair, CGC