



**National Tuberculosis Nurse Coalition
Executive Board Conference Call Notes
March 19, 2009**

- I. Welcome and Attendance
 - Members in attendance
 - Kathleen Hursen
 - Kathy Kolaski
 - Linda Brown
 - Carol Pozsik
 - Judy Gibson

- II. Approval of Notes
 - Notes of 1/7/09 were redistributed to all members

- III. Dear Colleague Letters from CDC – Judy Gibson
 - Three “Dear Colleague” letters from CDC have been mailed to TB Controllers
 - The implementation of NTIP
 - Transition of the TB Evaluation Work Group into the TB Performance Network
 - The request for evaluation focal points in each state.
 - Matters related to TB evaluation were discussed.

- IV. NTNC Conference Update
 - The conference registration site is operational.
 - Attendance at the retreat for officers was discussed. Carol Pozsik will determine who should attend from NTNC and notify Kathy Hursen
 - NTNC membership has decreased by 30 persons. Solutions being considered:
 - Membership committee
 - Membership application on web site
 - Allowing the payment of dues by credit card, through Pay Pal
 - Decisions:
 - Kathy Hursen will work with Carol Pozsik on the membership committee
 - Carol will provide officers with list of names who are no longer members
 - Judy Gibson will analyze the list for possible non renewal reasons
 - Officers will develop a letter to send to the above individuals to determine reason for non-renewal of membership and ask them to renew membership

 - Carol stated there was money available to reprint the NTNC brochure

- Officers will determine how brochure needs to be updated and submit for reprinting.
- The NTNC pin and other items (bracelet, luggage tags, etc.) were discussed. Will ask membership committee to determine needs in this area.

V. Topics for Discussion

- Bylaws
 - Bylaws changes have been approved by the Bylaws Committee and can go out with the election ballot
- Candidates for President Elect and Secretary
 - President Elect
 - Dawn Farrell has agreed to be on the ballot
 - Lynelle Phillips' name has been suggested; she will be contacted and asked to be on ballot
 - Mary Spinner's name has been suggested; she will be contacted and asked to be on ballot
 - Secretary
 - Linda Brown has agreed to be on the ballot
 - Tammy McKenna's name has been suggested; she will be contacted and asked to be on ballot
 - The final ballot will be complete in 2 weeks and will be submitted for voting by members
- Conference Planning
 - Two speakers have not submitted their resumes and conflict of interest forms. Kathy Kolaski will contact them again for this information.
 - Shannon Terregone will submit a list of members whose dues are current.
- Survey
 - Kathy Hursen is having a statistician to evaluate the survey results and will then develop an abstract for submission to NTCA
 - An email will be sent to NTNC members notifying them that the survey results are on the NTNC web site.
- Informal poll of states to determine current nursing issues in the last year
 - Decision: to conduct a resurvey by new officers after the June annual meeting
- Website minutes
 - After discussion, Kathleen Hursen will analyze the first 3 months of 2008 meeting notes and edit for decisions made
 - The edited notes will be sent to officers for input and finalization, then placed on web site
 - The same process will be followed for other minutes in 2008
- Case management manual
 - Decision: to focus first on the case management process

- Kathy Hursen will develop a table of contents and send to officers for review and input.

VI. The meeting adjourned at 3:55 p.m. Eastern Time

VII. The next meeting is scheduled for April 16, 2009, 2:00 p.m.-4:00 p.m. Eastern time