



National Tuberculosis Nurse Coalition  
Executive Board Conference Call Agenda

Date: May 25, 2011

Time: 11-1 PST; 12-2 MST; 1-3 CST; 2-4 EST

Call in number: 1-800-250-2600

Moderator Pin: 820338#

Participant Pin: 743951#

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**I. Welcome and Attendance**

Larry will not be present

Present on call, Dawn Farrell, Karen Farrell, Kathy Kolaski, Carol Pozsik.

**II. Approval of April Notes: approved**

**III. NTCA update – Dawn Farrell**

NTCA up date Kim Fields resigned as President of NTCA, Phil Griffin will chair the meeting in June and the Conference. Charles Wallace, Tb Control from Texas will be the incoming President of NTCA for 2011-2012.

**IV. Executive Director Report – Carol Pozsik**

Carol reported on the Manual committee and the Manual will be ready for print, with a June 14, 2011 tentative date, but in all, probably not in time for the meeting. There will be an on-line version for NTNC executive board to review that will be password protected. We also discussed cost of the book, a recommendation to charge \$40.00 for nonmembers and \$30.00 for members was discussed. This price would include shipping and handling. A suggestion to develop a flier with the picture of the Manual could be distributed to: TB Controllers, TB Nurse Consultants, RTMCC Regional Centers, and make available on the web site. Versa Pharm did award \$3500.00 for publishing. Carol and Jennifer are in the process of getting bids from various publishers. We discussed forming a distribution committee, Dawn, Kathy and Tammy were suggested to be on that committee. A suggestion is to provide order forms at the conference, have them available at the registration table. It was also decided to announce the Manual completion at the NTNC Nurse Business meeting. Reminder to give special credit to Jan Young and Gayle Schack for their diligence in getting this project completed.

**V. CDC Report – Judy Gibson Judy will not be present**

**VI. Old/Ongoing Business: Discussion of the Business Meeting at the June conference. Larry will read the minutes from the June 2010 business meeting. Need to get the minutes from Tammy McKenna, if she didn't already send to Larry. Do Roll call at the beginning of the business meeting. For quorum we need 50% of the membership or 25% of the states, territories, and big-cities**

represented by one or more current attending members. Need to finalize agenda for the business meeting. Discussion of transfer of duties to new officers. Dawn to email NTNC forms, by-laws list of committee chair persons and committee membership to incoming President Karen Farrell.

-Carol Pozsik has received the NTNC/NTNCC history from Brenda Askar. She is reviewing for any additional content and approval before we submit to Jennifer Kanouse for placement on the web site.

- Nominating Committee update: Ballot out and selection completed at special call, Kathy Kolaski, Larry Niler and Dawn Farrell present on that call and selection.
- Discussion on who will give out the Nurse Award. Current President will give out the annual award. Question as to whether we should briefly mention all the nominees or just announce the winner. Dawn had sent an email to the awards committee and NTCA board for feed back. In the consideration of time, we will only announce the winner, comments from the committee and board were mixed. Decided a brief overview of our selection process would be appropriate. Will add the criteria used for all candidates and the selection is based on a board decision. There was a concern brought forward that because so many of the nominee's for this year are well known to the Board we want to avoid any appearance of pre-selection or favoritism.
- Committee Reports:
- Manual committee requested a conference call for May 26<sup>th</sup> to discuss the details of the Manual distribution. This meeting was called by Manual committee Co-Chairs: Jan Young and Gayle Schack.
  - Chair person from each committee will be asked to give a brief overview of what their committee has worked on through the year and what they plan on for the coming year at the business meeting. Dawn will make up committee sign-up sheets for the new committees. We will need two copies, one copy to NTNC president and another copy to be sent to each Committee Chair.
  - Requested by the membership committee chair to add "Are you interested in being a member of a Facebook TB Nurse group" to our sign in roster for the educational and business meetings. Karen will contact Regina regarding adding this question.
- Other: Next meeting June 14, 2011 in Atlanta.

VII. New Business -

Contact retired NTNC nurses to see if they are interested in helping to keep up the NTNC web site.

Distribution of Nurse Manual. See notes from Carol P. section.

VII. Next Meeting – June 14, 2011 NTNC Meeting