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**St. LUKE’S CPE ADVISORY COUNCIL MEETING**

**Tuesday, April 20, 2017**

**Center for Nursing, Guilderland, NY**

Attendance: Nancy Michela- President Excused/Absent: Gail DeMarco – Member at Large

Lee Carr – BOT Liaison (TCC) Masha Britten – Member at Large

Ellen Howie – St. Luke’s alum (TCC) Deb Elliott – Exec. Dir. & Co-Director Kennedee Blanchard – Staff Support

Trudy Hutchinson – Co-Director and Staff Support

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| **TOPIC** | **DISCUSSION** | **OUTCOME** |
| Welcome & Introductions | Trudy welcomed all present for the meeting and thanked them for their participation. | All introduced themselves. |
| Call to Order: 12:07pm |  | By Trudy Hutchinson |
| Review of Minutes | No minutes to approve. |  |
| OLD BUSINESS:  **A.** Scholarships        **B.** LENS  a. Providers meeting 3/27    b. Update Linda Millenbach and Kathy  Morgan  c. New provider      d. Update on the number of LENS  Programs  e. Recruitment of more LENS  presenters – strategies?    **C.** Substance Use Disorder Group | Discussion ensued about the **St. Luke’s Scholarship.** Lee & Ellen stated that the call will go out in May (as stated on the CFN website). Lee thought that the award amount would be the same as 2016 - $3000 – but will clarify.  In Deb’s absence, no report on the status of the Zittel scholarship.  Nancy reported on the meeting held with Dan Leffingwell, Deb Elliott, Trudy Hutchinson, Kennedee Blanchard and herself. All the present programs were examined, those needing updated to current information and those currently up to date were identified. Of the 19 extant programs, consolidation could occur with 6. New ideas for programs were identified.  Linda Millenbach and Kathy Morgan had offered to help with the vetting of programs.  Brittany Hurd, RN, BSN, and NP student at Sage volunteered to become a LENS presenter. She is only available to present programs scheduled for Mondays.  Kennedee Blanchard reviewed the response to the publicity letter sent out in January about the LENS programs.  Discussion about the need for more presenters. The goal of all the presenters’ meeting was to develop standards for classes that presenters can just “pick up and go.” Suggestions were made to reach out to other professional groups such as dental assistants (for current info about oral hygiene in the senior population), or nursing students, NNYPNO.  Group is reconvening. A doodle calendar was sent out. Ellen stated that the group will meet sometime in May. | Lee will follow/up next week (4/25-4/27) about the amount available for award for 2017.  Trudy will follow/up with Deb upon her return to the office.  Nancy, Dan, and Trudy will vet the information of present programs and update those programs that need to be brought current. All courses will be set up following the ANCC Course Provider outline.  Trudy will email Linda and Kathy to let them know of the decision at the 3/27 meeting and ask them to become presenters.  Trudy proctored Brittany’s presentation on 4/17/2017. She presented “Laughter is the Best Medicine.” Trudy reported that Brittany did a wonderful job, was relaxed, engaged all participants, and presented current information. She notified Brittany that she is now a LENS presenter.  We have 12-15 sites and many of the program coordinators requesting programs work for several difference facilities.  The brochure has been updated. Nancy said she would be glad to present about LENS at the May NNYPNO meeting to publicize our work and the need for more presenters.  Nancy also pointed out that with the ability by facilities to schedule programs out several months, that nursing students working on their advanced practice degree could develop a program and present as completion of a class assignment. This would also be a way to grow our presenter corps.  Deb will be sending out the information upon her return to the office next week. |
| NEW BUSINESS: | Strategic Planning 4/26 by BOT | The Purpose statement for the CPEAC will be brought to the meeting by Board Liaison Lee Carr. |
| ANNOUNCEMENTS: | Future of Nursing (FON) Summit  June 8, 2017 @ Armory, Sage Campus, Albany.  NYS Fair: 8/23-9/4/2017 | To volunteer – contact D. Elliott. Kennedee stated that “Sign-up Genius” is now live for state fair registration. |
| **NEXT MEETING:** |  | **July 11, 2017, 12n-2pm, CFN, Guilderland.** |
| Adjournment: | Unanimous –adjourned at 1pm |  |