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

**Tuesday, July 11, 2017**

**Center for Nursing, Guilderland, NY**

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

Lee Carr – BOT Liaison Masha Britten – Member at Large

Ellen Howie – St. Luke’s alum Deb Elliott – Exec. Dir. & Co-Director Trudy Hutchinson – Co-Director and Staff Support

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| **TOPIC** | **DISCUSSION** | **OUTCOME** |
| **Welcome** | Trudy welcomed all present for the meeting and thanked them for their participation. | Hutchinson turned the meeting over to the Chair, Nancy Michela |
| **Call to Order**: 12:19pm |  | By Nancy Michela |
| **Review of Minutes** | April minutes were sent electronically. | Minutes were approved. The last board report (4/27/2017) was shared with the Advisory Council at the request of Dir. Elliott. |
| **OLD BUSINESS:**  **A.** **Scholarships**            **B. LENS**  a. New Provider  b. Update on number of LENS programs    b. Update on the number of LENS  Programs  c. Recruitment of more LENS  presenters – strategies?    **C. FON Annual Summit 6/8/2017**  **D. Substance Use Disorder Group** | Discussion ensued about the **St. Luke’s Scholarship.** Lee Carr stated that the amount of the 2017 award will be $3000.  Discussion ensued about the **Barbara Zittel Scholarship.** In 2016, Peter Karandeyev was notified that he was tentatively chosen as the recipient for 2017. However, the award was based on his “This award was to be based on your complying with the following requirements: ‘To receive the $2,000 award in June 2017, you will not need to reapply, but must comply with the following:   1. Continue your studies towards a Bachelor of Science in Nursing degree 2. Maintain a GPA of at least 3.50 3. Submit an official copy of your 2016-2017 transcript 4. Submit a letter of recommendation from one of the faculty in your baccalaureate program   Please submit the above to my attention by June 15, 2017.’  Because I have not heard from you by June 15, 2017, the Committee has decided to issue another call for applicants for the Dr. Barbara Zittel Baccalaureate in Nursing Scholarship. As stated last year, the Committee was impressed by your application. In fairness to you, the Committee is encouraging you to reapply.”  Brittany Hurd was proctored on 4/17/17 by T. Hutchinson  Trudy shared that 32 programs have been delivered since the last A. C. meeting.  Nancy shared that she has presented 3 programs in one week and this is wearing. This discussion includes a strategy for recruiting of more LENS presenters.  Nancy and Trudy will be meeting to be certain that all the LENS offerings have objectives and current evidence-based information. Then recruitment can start. Potential presenters will be oriented and then mentored before presenting independently.  Reports were given about the successful summit in June.  In Deb Elliott’s absence, it was reported that a date will be finalized to a group meeting. Discussion surrounded possibility of creating a brochure, of area on the CFN website …. | There will be a meeting of members of the St. Luke’s Scholarship Committee following this meeting to vet the current applicants.  The award will be made shortly after the decision is reached.  No word has been received from Mr. Karandeyev. It is recommended that a 2017 “Call for Scholarships” be posted on the CFN website with a **deadline of 8/21/2017**. A decision about the awardee will be made on **8/23/2017.** The committee asks that Deb Elliott send a letter to Mr. Karandeyev informing him of the situation and that he would be free to reapply. Lee Carr and Trudy will follow-up on this with Ms. Elliott.  Hurd did well. Is only available on Mondays. N. Michela does not know her present school schedule.  Hutchinson shared that both Kathy Morgan and Linda Millenbach are unavailable to serve as presenters at this time.  Trudy will create a “Volunteer Sign-up Sheet” for distribution at the fall NNYPNO meeting.  Also, she will write a report on LENS to be presented at each meeting.  Nancy Michela will promote LENS at the NNYPNO meetings.  2018 Summit Keynote Speaker will be Jean Watson. Venue: Siena College  Planning committee to start meeting in July.  Lee Carr will discuss this at the Board meeting tomorrow. |
| **NEW BUSINESS:**   1. **Recruiting New Members** | Discussion ensued about bringing new members to the advisory council. D. Elliott’s suggestions are to approach Carole Wickham (currently co-chair of the FON), and Jeanne Moore (working with the National Forum).  Ellen Howie & Lee Carr both suggested contacting the School Nurses’ Association to ascertain the name of a nurse who might be interested in becoming a member | Nancy Michela asked Trudy to contact Carole Wickham to invite her to join. She asked that Trudy ask Deb Elliott to contact Jean Moore concerning the same question and report back at the next meeting. |
| **ANNOUNCEMENTS:** | 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:** | **TCC #: 1-712-432-1500** | **October 17, 2017, 12n-2pm, CFN, Guilderland.** |
| **Adjournment:** | Unanimous –adjourned at 1:42 pm |  |