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

**Tuesday, October 17, 2017**

**Center for Nursing, Guilderland, NY**

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

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

Ellen Howie – St. Luke’s alum

Deb Elliott – Exec. Dir. & Co-Director

Trudy Hutchinson – Co-Director and Staff Support

Kennedee Blanchard – Scheduler/Liaison of LENS site programs

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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**: 2:09pm |  | By Nancy Michela |
| **Review of Minutes** | October minutes were written but not at meeting. | Minutes will be sent by email to members. Will be approved at February 2018 meeting. |
| **OLD BUSINESS:**  **A.** **Scholarships**    **B. LENS**  a. Update on number of LENS programs    b. Recruitment of more LENS  presenters – strategies?    **C. FON State Fair/FON 2018 Nursing Summit**  **D. Substance Use Disorder Group**  **E. Recruiting new members for the Advisory Council** | Deb Elliott reported on the awarding of both the St. Luke’s and Barbara Zittel scholarships. Catherine (Carrie) Rewakowski (Binghamton University) received to $3000 St. Luke’s scholarship; Catherine Barry (Chamberlain College SON) received the $2000 Zittel scholarship.  Kennedee Blanchard shared that since July 2017, 25 programs have been given to multiple centers by 3 presenters: Dan Leffingwell, Nancy Michela, and Trudy Hutchinson.  Kennedee shared that Dan Leffingwell reports his need for surgery in the near future. She also reported that Josephine Rodan and Wendy Nelson expressed interest in LENS, but have not heard anything more from them. Cathy Huber had also expressed interest and has never responded to any requests to present.  Nancy Michela reported that she was spoke about the LENS program at the most recent meeting of the Northeastern NY Professional Nurses Organization meeting: reported that all programs have objectives and clear outcomes, at “scoop and go” ready, and that Kennedee will be certain that information is clearly disseminated to all presenters. She also outlined that presenters would be paired with a seasoned presenter for the first program they attended and then would be supported during the 1st program a new presenter would do.  Deb Elliott reported on the 2017 State Fair. Had 150 volunteers during the 13 days of the NYSF.  Deb reported that the date for the **2018 FON Summit** is **June 5, 2018**.  Deb Elliott reported that this is a huge undertaking. Working with the group and thinking about how to break this up into modules.  Following up on suggestions of Carole Wickham (currently co-chair of the FON), and Jeanne Moore (working with the National Forum) to join the council. | Ellen Howie asked about posting the scholarship information earlier in the year. Nancy Michela said that fall semester students usually look for scholarship opportunities in the January or Spring semesters. It was decided that “Call for Scholarships Applicants” will be posted on the CFN website starting **February 5, 2018.**  Need to recruit more providers to help during Dan’s absence/recuperation. Trudy thanked Nancy for her efforts on behalf of all the presenters and the Advisory Council in Trudy’s absence at the meeting.  Plan: to write up a news article for the NNYPNO newsletter and look into local newspaper outlets.  Nancy said that Josie is pretty busy, but she will followup with Wendy Nelson.  Trudy related that Cathy takes in new LPN students every 2 months. The consensus of the group was to stop reaching out to C. Huber.  Deb explained succinctly how the FON fits under the umbrella of the CPE.  2018 Summit Keynote Speaker will be Jean Watson. Venue: Siena College  Planning committee is meeting.  Trudy Hutchinson and Deb Elliott both concurred that Carole Wickham’s schedule is too heavy to approach at this time. Deb will follow-up with Jeanne Moore. 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. |
| **NEW BUSINESS:**   1. **Annual Appeal** 2. **Website targeting and Heat Mapping** | D. Elliott spoke about sending out the 3rd appeal targeting the CPE and suggestions were sought.  Trudy reported on information she learned about website targeting and heat mapping as a way to learn who uses your website and how long people are stopping on certain phrases, words, or subjects. | The appeal will be going out October 31or November 1. |
| **ANNOUNCEMENTS:** | Kennedee Blanchard shared that Dan Leffingwell to have surgery soon. |  |
| **NEXT MEETING:** | **New TCC #: 1-515-603-3165; 806437#**  Discussion ensued about planning for 2018.  All members agreed to this **tentative schedule** listed in Outcome column. Lee Carr stated that the meetings may have to be changed when the BOD meets in November. All there stated understanding. | **3rd Tuesdays, 12-2p (working lunch meeting)**  **2/20/2018; 5/15/2018; 8/21/2018; 10/16/2018.** |
| **Adjournment:** | Unanimous –adjourned at 3:56 pm |  |