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**St. LUKE’S CPE ADVISORY COUNCIL MEETING (CPEAC)**

**Tuesday, February 20, 2018**

**Center for Nursing, Guilderland, NY**

Attendance: Nancy Michela- Chair Excused/Absent: Kennedee Blanchard

 Lee Carr – BOT Liaison

 Ellen Howie – St. Luke’s alum

 Deb Elliott – Exec. Dir. & Co-Director

 Trudy Hutchinson – Co-Director and Staff Support

 Gail DeMarco – Member at Large

 Jeanne Moore – UAlbany, SUNY, School of Public Health; National Workforce Forum – (TCC)

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| **TOPIC** | **DISCUSSION** | **OUTCOME** |
| **Welcome**  | Trudy welcomed all present for the meeting and thanked them for their participation. Jeanne Moore was formally welcomed to the Advisory Council and shared her background with all | Lunch orderedHutchinson turned the meeting over to the Chair, Nancy Michela |
| **Call to Order**: 12:15pm  |  | By Nancy Michela |
| **Review of Minutes** | October minutes were approved |  |
| **Resignation Letter from M. Britten** | Masha Britten sent a letter of resignation via email. Due to health issues, Masha is resigning from the CPE Advisory Council effective immediately. | A letter of gratitude will be sent to Masha thanking her for her service and creative ideas shared with the CPEAC |
| **OLD BUSINESS:** **A. LENS** a. Update on number of LENS programs**B. SUBSTANCE USE DISORDER GROUP** | Trudy Hutchinson shared that 67 programs were given in 2017 by 3 RN volunteers: Dan Leffingwell, Nancy Michela, and Trudy Hutchinson. 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. Trudy shared that they both promoted recruitment of LENS volunteers at recent NNYPNO meetingsDiscussion occurred about ways to recruit and expand the program to different areas or should LENS should change its focus from seniors to baby boomers and millennials as well. Trudy Hutchinson reported that she and Deb Elliott will be meeting 2/21/18 to discuss the directions of this group.Trudy asked the group their thoughts about continuing to go it alone or to co-sponsor with another group.Deb Elliott shared the previous process of pulling together experts from the profession to deal with this topic as modules.  | Schematic of programs shared with group (attached to these minutes)To date – no return on recruitment of volunteers. Trudy asked all to think about it and discuss at the next meeting.D. Elliott asked T. Hutchinson to take on this project. She will be involved, but Trudy will be the lead.Concern about time investment vs final return on investment. |
| **NEW BUSINESS:**1. **Scholarships**
 | Deb Elliott reported on the awarding of both the St. Luke’s and Barbara Zittel scholarships. It had been decided at the last meeting that the “Call for Scholarships Applicants” would be posted on the CFN website starting **February 5, 2018.** That did not occur. Discussion of how to proceed and new date decided. 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.The reason for password was reviewed. Some discussion ensued – password was formed. Minutes will be posted on the Center for Public Education webpage under the area for CPE Advisory Council Meeting Minutes. | It was decided that “Call for Scholarships Applicants” will be posted on the CFN website starting **March 15, 2018.** Deb Elliott said she would update the “Call” and post it on the CFN website. |
| **ANNOUNCEMENTS:** | 1. **FON 2018 Nursing Summit**

Nancy Michela asked about the need for student volunteers1. **FON State Fair – 8/23/2018-Labor Day**
2. **Password for the CPE Advisory Council area on Website**
 | June 5, 2018 at Siena College’s Baldwin School of Nursing. Registration form will be going up on the CFN website and disseminated to nursing groups in March or April. Keynote by Dr. Jean WatsonDeb Elliott instructed Nancy to follow up with Lisa Flack.To volunteer – contact D. Elliott. Password: **ahLv1974.**Trudy will send out the password to all members and will send out the minutes via email and then post on the website.  |
| **NEXT MEETING:** | **TCC #: 1-515-603-3165, CODE 806437#** |  **May 15, 2018, 12n-2pm, CFN, Guilderland.** |
| **Adjournment:** | Unanimous –adjourned at 1:50 pm |   |