



CNY-NCARE Board Meeting  
 Room 1202-Saint Joseph's Hospital  
 March 14, 2018

Attendees			
Attendees: Cathy Hayden, Chris Aris, Denise Deppoliti, Gina Myers, Priscilla Worrall			
Topic	Discussion	Action	Individual
Call to order	4:03 PM		Cathy
Treasury Report	Current balance: Savings \$525.47 Checking \$229.03	+ 0.6 interest unchanged	
Topic	Discussion	Action	Individual
<b>Old Business</b>			
Review of minutes	Board was asked to review minutes from Feb 13 <sup>th</sup> meeting and approve or email changes		Cathy and Chris
Collaborative meeting with area nursing organizations	Two separate articles were discussed for publication in American Nurse: 1) polish/ update previous article about alliances collaborating 2) CNY groups collaborating (CNY-NCARE, CNYNA, SIGMA- 2 groups merging in April)	:	Cathy, Gina
	Gina reported that representatives haven't discussed yet	Prospective authors from each CNY group: Gina, Mara Kaufman, Jody Brown, and Kathy Rodriquez	Gina, Cathy

<p>CNY-NCARE website</p> <p>Finnan Chair Lectureship</p>	<p>Highlights from subgroup planning minutes re: May collaborative dinner (led by CNYNA)</p> <ul style="list-style-type: none"> <li>• Date set for May 8<sup>th</sup></li> <li>• Student awards from each degree level</li> <li>• Posters by student/faculty max 2 per school</li> <li>• Group tables (reduced price as last year)</li> <li>• Members decided that a 15 minute CNYNCARE update (inspiring collaborative research) is appropriate</li> <li>• Date is set for May 8<sup>th</sup></li> </ul> <p>Need to revise and post February minutes, add Finnan Chair event to activities</p> <p>Sponsorship: Goal is four \$250 donations. Deb Elliot obtained 1. Cathy sent sponsorship letter to Hematology-Oncology group. Other ideas: Upstate Cancer center</p>	<p>Cathy agreed to present update at dinner</p> <p>Propose that CNY-NCARE lead planning December event</p> <p>Invite Roberta Rolland to present research at December event</p>	<p>Cathy</p> <p>Cathy, Tracy</p> <p>Cathy</p> <p>Chris</p>
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	<p>Attendance: minimum attendance goal is 40 (20 from each alliance). Flyers have been sent to Hematology Oncology group, CNY-NCARE members and St Joseph's research innovations committee</p> <p>Maria's tabling event: Cathy to discuss with Finnan planning group</p> <p>Transportation: Caz limo cost is prohibitive; No response from Bernie Bus in Utica; Cathy suggested that board members look into a van affiliated with their organization</p> <p>Registration site is not taking credit card information.</p>	<p>Board members were asked to disseminate flyer within their facilities</p> <p>Need to confirm and coordinate with Maria</p> <p>Look into vans affiliated with organizations</p> <p>Arrange car pooling</p> <p>Contact event organizers</p>	<p>Cathy, Gina, Denise</p> <p>Cathy</p> <p>Cathy, Chris Gina</p> <p>Cathy</p>
<b>New Business</b>			
Future meetings	<p>April 11<sup>th</sup> membership is Finnan event</p> <p>May 8<sup>th</sup> membership meeting at collaborative dinner with CNYNA. Board will try to meet ahead. Need to decide on ballot and by-laws by May 14<sup>th</sup> to meet</p>	<p>Board members were reminded to register and send reminder out to membership</p> <p>Call venue about room availability to meet ahead of time</p> <p>Board members were asked to reach out to</p>	<p>Chris</p> <p>Cathy</p>

	<p>June 13<sup>th</sup> deadline for election. Need to fill board positions for:</p> <ul style="list-style-type: none"> <li>• Governance (2)</li> <li>• Secretary</li> <li>• Treasurer</li> <li>• Staggering the co-chair position was discussed, which would create a new assistant co-chair position</li> </ul> <p>Highlights for needed changes to bylaws:</p> <ul style="list-style-type: none"> <li>• section 1b organization membership list not shared (password protected on website)</li> <li>• article 4, sec 1b rotating host institutions</li> <li>• Page 5- co-chair positions: stagger (see above). Need to specify period for each</li> <li>• Page 5- secretary role, keeping minutes and records in binder</li> <li>• Page 7 section 3- specify alternating</li> </ul>	<p>potential nominees. Nominees do not need to be current members.</p> <p>Governance committee was asked to start the ballot process (tap into new members), and address by-laws</p> <p>Model the Foundation's staggered chair/vice chair position</p> <p>Reviewed and determined no changes needed.</p> <p>Need to create binder for minutes, forms, membership listing, bylaws, etc.</p>	<p>Cathy, Chris, Gina</p> <p>Priscilla, Gina, Darlene</p> <p>Chris</p>
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Next Meeting:	Membership	May 8 <sup>th</sup> before collaborative dinner at 4 pm.	
	Board	June 13 <sup>th</sup> location TBD.	
Meeting adjourned	5:35 PM		

Respectfully submitted,  
Christine Aris MS, NNP-BC Secretary CNY N-CARE

March 26, 2018