**Nurse Practitioner Alliance of Rhode Island (NPARI)**

**Education Committee Business Meeting Minutes**  
**Date:** 7/23/2025  
**Time:** 7:00 pm  
**Location:** Zoom

**1. Call to Order**

* Meeting called to order by **Mary Cabral**.
* Confirmation that the meeting was being recorded and transcript enabled.

**2. Attendance**

**Present:** Mary Cabral, Anne Neuville, DNP, Janel Snowden, Administrative Assistant, Marianne Hurley, Sharon Garber, Simmone Fite (student guest from California),

**Absent:** [List if known]

**3. Review of Agenda & Conference Recap**

**Conference Attendance & Demographics**

* Total attendees: **75** (19 non-members, 5 student members, 4 retirees).

**Financial Summary**

* Registration revenue: **$10,590**.
* Vendor revenue: **$27,000** (noting significant impact of vendor support).
* Lunch sponsorship: Phantom Pharmaceuticals covered **$4,000** lunch cost.
* Facility cost: **$3,313** (room rental increased from $540 to $700 in 2026).
* AV/tables/videography: **$4,112.50**.
* Supplies: **$3,000** (includes $1,700 orthopedic workshop supplies, remainder printing, tote bags, prizes).
* Staff salaries: **$1,900**.
* Speaker honoraria: **$2,800** ($300 per speaker).
* **Total expenses:** $19,265.
* **Net revenue:** $24,000 – highest to date.

**Recognition**

* Mary commended the Education Committee for exceptional work.
* Supplies from orthopedic workshop donated to Jerry for Rwanda mission trip due to inability to return.

**4. Conference Evaluations**

* Overall evaluations were extremely positive, with scores in the high 90s.
* Only noted concern: conference break scheduling.
* Concurrent sessions impacted attendance numbers for individual sessions but did not reflect quality.

**5. 2025 Conference Planning**

**Date & Venue**

* Contract secured with Kirkbrae Country Club for **Saturday, March 21, 2025**.

**Potential Topics Identified**

1. **Acute & Chronic Pain** – especially back/neck pain.
2. **Diabetes & Weight Loss Management** – GLP-1 injectables, CKD link.
3. **Women’s Health** – focus on menopause (HRT, symptom management).
4. **Legislative Updates** – State & Federal, AA NP and Government Affairs split (25 min each).
5. **PrEP** – new twice-yearly injectable and patient demand.
6. **Respiratory Health** – Obstructive Sleep Apnea diagnosis/treatment.
7. **Skills Lab** – INDs, suturing, biopsies, specimen handling, derm procedures.
8. **Men’s Health** – BPH, prostate cancer, urinary issues.
9. **Orthopedic/Hand Injuries** – potential future topic.
10. **New Drug Updates** – to ensure pharmacology credit.

**Workshop & Vendor Alignment**

* Select topics that align with vendor interests to encourage sponsorship.

**Potential Pediatric Component**

* Screening/managing autism.

**6. CME/CEU Video Posting**

* Recorded sessions to be posted on ENP Network.
* Proposed: free access for active NPARI members; $25 per session for non-members.
* CEU eligibility ends **January 2026**; videos can remain for up to 2 years as non-CE courses.
* Mary to follow up with ENP Network rep; Anne to check if board approval is needed for pricing.

**7. Membership & Committee Communication**

* Current membership: **221**.
* Plan to verify Education Committee membership and update contact list.
* Explore creation of a group committee email for ongoing communication.

**8. Marketing & Outreach**

* Discussion on improving conference promotion and increasing membership attendance.
* Consider dedicated marketing/PR volunteer or part-time hire to discuss with BOD & New Fiscal year
* Suggest collaboration between Education Committee and Legislative/Board efforts.

**9. Scheduling Next Meeting**

* **No August meeting** due to summer schedules.
* Resume in **September**; date to be determined via Doodle poll.

**10. Action Items**

| **Task** | **Responsible** | **Due Date** |
| --- | --- | --- |
| Follow up with ENP Network posting conference videos and pricing | Mary Cabral | Within 2 weeks |
| Determine pricing approval process for CEU sessions | Anne Neuville | Before next meeting |
| Create/update Education Committee contact list | Janel Snowden | Before September meeting |
| Send Doodle poll for September meeting date | Janel Snowden | August |
| Draft mock 2025 conference schedule | Janel Snowden | September meeting |
| Gather recommendations for identified topics | All Committee Members | September meeting |

**11. Adjournment**

* Meeting adjourned
* Next meeting: **September [TBD]**, via Zoom.

**Minutes submitted by:**  
Janel Snowden (Administrative Assistant)

**Approved by:** Mary Cabral (Chair)

| **Time** | **Session** | **Presenter(s)** | **CEU Credit** |
| --- | --- | --- | --- |
| **7:00 – 7:45 AM** | Registration, Breakfast & Vendor Exhibits | — | Vendor hall open |
| **7:45 – 8:00 AM** | Welcome & Opening Remarks | Mary Cabral, DNP & Janel Snowden | Conference overview |
| **8:00 – 8:45 AM** | **Acute & Chronic Pain Management** | [TBD Speaker] | Back/neck pain strategies |
| **8:45 – 9:30 AM** | **Diabetes & Weight Loss: GLP-1s & CKD Connection** | [TBD Speaker] | Pharmacology credit |
| **9:30 – 9:45 AM** | Break & Vendor Visits | — | Refreshments served |
| **9:45 – 10:30 AM** | **PrEP Updates & HIV Prevention** | [TBD Speaker] | New biannual injection; Pharmacology credit |
| **10:30 – 11:15 AM** | **Women’s Health: Menopause Management in 2025** | [TBD Speaker] | HRT, non-hormonal options; Pharmacology credit |
| **11:15 – 12:00 PM** | **Skills Lab Block 1** *(Concurrent)* | Various Faculty | INDs, suturing, biopsy, derm procedures |
| **12:00 – 12:45 PM** | Lunch & Vendor Networking | Sponsored by [Vendor] | Raffle drawings |
| **12:45 – 1:25 PM** | **Legislative & Policy Update** | AA NP Rep & Government Affairs Chair | 20 min each; State & Federal updates (40 min total) |
| **1:25 – 2:10 PM** | **Men’s Health: BPH, Prostate Cancer & Urinary Issues** | [TBD Speaker] | Practical management |
| **2:10 – 2:25 PM** | Break & Vendor Visits | — | Final vendor raffle |
| **2:25 – 3:10 PM** | **Respiratory Focus: Obstructive Sleep Apnea** | [TBD Speaker] | Diagnosis & treatment |
| **3:10 – 3:45 PM** | **Skills Lab Block 2 / Overflow Session** | Various Faculty | Allowing second group to attend |