## AACN Chapter at UCLA Chapter meeting: September 19th, 2018 5-7 pm @ Ronald Reagan UCLA Medical Center, Room B-124



**Location**: Ronald Reagan UCLA Medical Center, Room B-124

**In-Person Attendees**:

**Phone attendees:** 

| Professional<br>Role | Time        | Time<br>Frame | Topics/<br>Description           | Responsible<br>Member               | Notes  | Follow Up Action Items<br>& Deadlines                     |
|----------------------|-------------|---------------|----------------------------------|-------------------------------------|--|---|
| Leader               | 1700 – 1715 | 15 min        | Introductions                    | Diana                               | Prompt: How are you ACTING your way into a new way of THINKING?  |   |
| Leader               | 1715-1735   | 20 min        | Community<br>Outreach<br>Updates | Theresa, Laura,<br>Feri, Becky      | Becky - Care Harbor updates:  Who has registered?  Who needs help registering?  Feri - Stop the Bleed updates: |   |
| Leader               | 1735-1815   | 40 min        | Program<br>Planning              | Jasmine, Eliza,<br>Anna, Diana, ALL |  | Action Item: Person Responsible: Deadline:                |
| Leader               | 1815-1830   | 15 min        | Membership<br>Update             | Sandra, Darrel                      | New memberships: Updates to databases:   | Action Item: Person Responsible: Deadline Date completed: |

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| Leader | 1830-1845 | 15 min | Financial<br>Update | Eileen, Feri | Check the grid: Account balances:  Savings: Checking: Pending checks to be disbursed: Pending checks to be cashed:   | Action Item: Person Responsible: Deadline: Date completed: |
|--------|-----------|--------|---------------------|--------------|--|--|
|        |           |        | Next meeting        |              | Save the Date! Chapter meetings are every 3rd Wednesday of the month, 5-7pm  Next meeting: on October 17th, 2018 will be an educational dinner. Location TBD |  |

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