Commission of Continuing Education Meeting Minutes

Vision
Inspire New Hampshire nurses as leaders to expand the impact of the nursing profession to improve the health of the people of New Hampshire.

Mission
As a Constituent State Nurses Association (C/SNA) of American Nurses Association (ANA), the New Hampshire Nurses’ Association (NHNA) exists to promote nursing practice and the wellbeing of New Hampshire nurses by providing professional development, fostering nurse innovation and leading in health advocacy to enhance the health of the people in New Hampshire.

DATE: October 2, 2018  
Start Time: 4:00 PM  
End Time: 4:45PM  
Location: Call-In Conference Call  
Chair: Rae Mello-Andrews  
Recorder: Paula MacKinnon, Staff  

Members in Attendance: Rae Mello-Andrews; Debra Hastings; Kristine Irwin; Julianne Van-Kalken; Lynn LaGasse, Mary Scott; Nancy DeSotto  
Members Absent: Amy Guthrie; Kathi Poplar and Karen Tollick  

MEETING AGENDA & MINUTES:

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<th>Agenda Topic/Link to Mission and Vision</th>
<th>Discussion Summary</th>
<th>Action / Follow-Up</th>
<th>Responsible Person(s)</th>
<th>Due Date</th>
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<tr>
<td>Programs and Applications Reviewed</td>
<td>Rae Asked all to identify a list of programs and reviews they have done in the past year for the annual report.</td>
<td>Email to Rae</td>
<td>All</td>
<td>A.S.A.P.</td>
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<td>NEMSD</td>
<td>Survey was sent to all on the CCE to get feedback on how things are working with NEMSD. One of the issues identified is getting new people trained in a timely fashion. Joan is well aware of this issue. This issue will be taken to the NEMSD meeting on October 12th and 13th. Rae suggested that the best way to learn is to do some applications together with the newer members. &quot;mentoring&quot; Has anyone been getting regular emails from NEMSD or from Carol? Only one person has received one email since early July. Julie is not getting responses from emails she sends to them. Rae was getting regular emails but now is not getting them anymore. Everyone who can review should be getting emails and they are not. The emails should go to all, not a few.</td>
<td>Feedback and issues will be brought to the NEMSD at their regional meeting. Regular meetings: could be used to go through a review together to mentor the new reviewers. Could be used to also bring people up to speed on new forms, etc.</td>
<td>Joan and Board of Directors</td>
<td>October 12th and 13th Meetings have been scheduled</td>
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<td>Julie had a conversation with Carol and asked her if she could start reviewing activities with Khris (she also does this in her job) Was told “this is not the way we do this”. Lynn LaGasse: “There is a systemic problem that needs to be handled internally”</td>
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<td>Lead Nurse Planner for NH</td>
<td>Last year’s leader retired. Rae asks if someone would take on the role of lead nurse planner for NH. At the max there would be 4 per year. Deb would consider it, but would like help or someone to mentor. Mary Scott volunteered to be mentored by her. Deb’s final response was she would think about it.</td>
<td>Deb and Mary to Consider</td>
<td>Deb and Mary to let Rae know in one week.</td>
<td>10-12-18</td>
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| Meeting Dates                          | November 20, 2018  
January 15, 2019  
March 19, 2019  
June 18, 2019  
September 17, 2019  
December 17, 2019  
Mary and Lynn want the meeting earlier than 6:30  
Julie and Deb  6:30 is late;                                                                 | Agreeable time for all is 4:30           | Rae to talk to Joan to reserve room          | now       |
| Letter to providers                    | Customer service initiative: letter to providers to let them know they are expiring. This is not happening now with the NEMSD. Rae would like to see us go back to that.       | All in agreement: will need names and expiration dates. Faith used to have this information but she is no longer with NEMSD | Rae to ask Joan if the information is obtainable | By next meeting |