**Oregon Action Coalition Leadership Workgroup**

**Meeting Minutes**

**February 9, 2016**

**10:00am – 11:00am**

Presiding: Gladys Campbell

Recording Gladys Campbell

Present: Tom Engle, Renee Menkens, Gladys Campbell, Kelly Fox, Jana Bitton, Michael Polacek

Absent: Jennifer Feeney, Lance Cook, Cindi Warburton, Jake Creviston, Christina Cowgill, Tamara Rose, Trish

 Rojas, Carol Reitz, Holly Fay, Rebecca Silva, Iris Boston

Guests: Dana Bjarnason

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| **Agenda Topic** | **Discussion** | **Decisions Made / FollowUp** |
| Welcome, Roll Call, welcome and introduction of any new Members | Gladys provided a roll call and welcomed the Leadership Workgroup members. A review of our SIP grant priorities was provided on the agenda as a reminder and point of focus for the group. * Provide key criteria and qualifications to guide the selection of staff person to be hired to address the required deliverables of the grant
* Plan a conference to provide education related to the qualities necessary for the successful board trustee. This work should include the title of the conference, a decision on if this would be a didactic or workgroup type of a meeting, and a decision about the attendees – should the conference be open to all who are interested or by invitation only. This conference is to be a “culmination” event occurring towards the end of the grant period.
* Identify which Oregon nurses on working on the National Nurses on Boards Coalition – 10K Nurses by 2020
* Create a two-tiered directory of boards that would benefit from nurse trustee membership. The first tier to be health care specific board such as CCO and health system boards. The second tier boards are to be identified.
* Create a directory of nurses who desire to be on a board, and determine if all interested can be included or would this list require an application.
* Identify existing board training programs
* Identify organizations that are making policy decisions that may benefit from nursing input
* Identify barriers to board service that nurses face
* Create a mentorship plan for nurses desiring board service that would compliment trustee education.

These focus areas will be viewed as the workgroup’s “marching orders” unless otherwise directed by JanaJake provided the following amendment to the November Leadership Workgroup Minutes:* “Jake suggested that we add PR/Communications as an additional focus area for the Leadership Workgroup.”
 | **FOLLOW -UP:**  |
| Discussion on with the Chair of the OAC Communications workgroup on: SIP Grant requirements related to communications Areas of communication work that can be shared between the Communications Workgroup and the Leadership Workgroup General Plans the Communications Workgroup has to share the full work of the OAC to the Oregon community Our need for assistance in marketing our June Nurses on Boards workshop | Dana Bjarnason, Chair of the OAC Communications Workgroup was welcomed to the Leadership Workgroup for discussion of our agenda item on Communications. Gladys shared with Dana that the group had 4 areas we would like to discuss:1. SIP grant requirements related to communications
2. Areas of communication work that can be shared between the Communications Workgroup and the Leadership Workgroup
3. General plans that the Communications Workgroup has related to sharing the full work of the OAC with the broad Oregon Nursing Community, and
4. The Leadership Workgroup’s need for assistance to appropriately market our June workshop on “Nurses on Boards”

Dana began by sharing the goals of the Communications Workgroup which include:1. Building the coalition membership with a 2015 goal of 25 members and a 2016 goal of 50 members..
2. To create and publish a quarterly newsletter. The workgroup got their first newsletter out in December and plan to publish the next newsletter in March of 2016. The workgroup has created several email lists to increase their communication and distribution of the newsletter. One email list is all nursing academy members in Oregon, one is CNOs and nurse leaders and another is an email list to Deans and academic leaders.
3. To develop both a list of key leadership groups across Oregon and to also develop a nurse leader speakers bureau to include nurses leaders who would be available to speak to leadership groups in Oregon about nursing and the Action Coalition
4. To provide presentations across the state on the IOM report and the work in Oregon to advance work against the IOM recommendations.

Dana then shared key work against these goals that the group has accomplished:1. 7 Coalition members have been recruited. Steering Committee members will be asked to join and to also recruit others.
2. 20 presentations on the IOM report and its recommendations have been given
3. The OAC website has been developed and is up and running
4. A slide deck on the IOM recommendations was created and is available to send to stakeholders
5. The workgroup developed an exhaustive list of key leadership groups across Oregon and plan to offer up the names of nurse leaders from their speakers bureau who could be available to speak to these groups about nursing and the OAC.

Jana next shared the specific requirements of the SIP grant related to communications:1. Create a website which may be general to the Oregon Action Coalition, but must contain content specific to our work to advance nurses on boards
2. Build collateral materials to assist in both getting nurses onto boards and to assist nurse who are already on boards to enhance their effectiveness in the trustee role. This material is to include a tool kit.
3. To utilize OCN POD casts as a communication tool to advance the messaging related to nurses on boards
4. To create a speakers bureau related to nurses on boards

After these presentations the workgroup engaged in discussion related to communications. Specific points raised included:1. Dana was asked to investigate a purchase of the email address of all RNs in OR through the OSBN. Beyond the website the workgroup members felt it was important to “push” information directly to OR nurses.
2. Dana was asked to include information on our upcoming June workshop in the March Newsletter.
3. The group felt our two workgroups need to maintain ongoing communication to this end it was suggested that we have face to face join meetings every three months. The group agreed to attempt a face to face meeting on March 11th  at 12N, after the Steering Committee meeting. Renee requested the ability to attend by Skype or conference call
4. Since both Jake and Jana serve on both workgroups it was requested that they serve as ongoing information conduits between the workgroups
5. Dana agreed to work on a marketing plan for the June workshop on “Nurses on Boards”, with an understanding that marketing materials need to begin going out in March.
6. Kelly suggested that we earmark communications to our graduate students.
7. Gladys shared that she and Karren Kowalski of the National Nurses on Boards Workgroup #5, are presenting their findings related to what nurses need to enhance their effectiveness in the trustee role at the March AONE National meeting
8. Dana shared that she has had two of her workgroup members resign (Christy Cowgill and Judy Ulibari) and is actively recruiting new members
9. Kelly suggested that personal invitations to attend the June workshop could be a powerful marketing tool. Gladys agreed to request that each workgroup member and each Steering Committee member commit to invite two people – with the understanding that invitees will still need to pay for their registration.
 | **DECISIONS / FOLLOW-UP:**Dana will include information on the June workshop in the March OAC NewsletterJake and Jana are to serve as communication conduits between the Communications and Leadership workgroupsDana will work on a marketing plan for the June workshop with a plan for completion and action by March 1stThe Leadership Workgroup will plan to meeting face to face with the communications workgroup, quarterly, beginning on March 11th Gladys will email the workgroup members to confirm the March 11th meeting. Each workgroup member is asked to personally invite two nurses to attend the Nurses on Boards workshop |
| Focus area #1 – Guide the selection of a grant staff employee* Update from Jana on candidates and the interview process

Any next steps that Jana/OCN needs help with | At the beginning of the meeting, Jana provided a report out on the status of her hiring process for a grant staff person. Her second round of recruitment has not been as fruitful as the first but she dose have two new candidates and will be doing a screening meeting with one of those candidates on Feb 10th. Gladys requested that Jana think about and provide the workgroup with suggestions on what work the volunteer workgroup members can advance while we are waiting for a staff person to be hired. Jana and Gladys will discuss this off line in preparation for the next Leadership Workgroup meeting. Jana requested new volunteers for the search committee and Gladys volunteered with the understanding that her calendar can be challenging | **DECISIONS / FOLLOW – UP:**Workgroup members were asked to consider service on the Search Committee – Gladys volunteered. Jana will define what work the workgroup can advance prior to the hiring of the grant staff person.  |
| Focus area #2 - Plan a conference to provide education related to the qualities necessary for the successful board trustee. * Progress Report on planning for the 1st conference:
* Selected Date
* Selection of Speakers
* Selection of Site

Next Steps for first conference:* Decision on registration fee
* Creation of a communications flyer
* Creation of online registration process
* Marketing plan
 |  Gladys provided an update on the decisions made related to our conference planning. She is waiting for “head shots” and bios from each national speaker and once those are received she will be able to finalize the flyer draft and get it to Jana. We plan to begin distribution of the flyer in March.  | **DECISIONS FOLLOW –UP:** Conference date June 9thConference location UP CampusRegistration cost $80/person – student fee to be determined and to cover food costs onlyJana will explore options for providing CEUs at the conference. Gladys will create draft 1 of a conference flyer. Jana will finalize the conference flyer and provide online registration for the conference through the OCN website.All team members agreed to participate in marketing the conference as specifically defined in the mins.Gladys will ask Dana to have her workgroup also create a marketing plan for the conference.  |
| Announcements – Closing comments | 1. From our discussion of the learning needs of nurse trustees, Kelly suggested that we define deliberate content related to Emotional Intelligence.
2. Gladys was asked to include content on the arenas of education for trustees (didactic / social/political) as part of the introduction of our closing panel at the Nurses on Boards Workshop
3. Renee suggested that we add content related to what inspires nurses leaders to take that first step to get onto a board… could our panel members share what made them take that first step. Additionally the “power of invitation” is also evident in the board journey; many nurses begin their journey because they were asked to consider board service.
 | **DECISION / FOLLOW-UP:** |
| Adjournment |  Gladys adjourned the meeting at 10:55am – thanking attendees for their continued participation and support.  | **DECISIONS / FOLLOW-UP:** |