**Ohio Valley IACRN Meeting Minutes**

**May 17, 2017**

Lori Brunner (Co-President) and Kristal Hatter (Co-President) welcomed everyone and discussed below topics:

* IACRN 2017 Conference
  + October 18-20 in Providence, Rhode Island
  + “Clinical Research Nursing: Incorporating Professional Scope and Standards to Advance the Coordination and Care of Research Participants”
* Grab a member and Go campaign
  + May 1st through September 15th
  + For each new or reinstated member that you refer to the IACRN, you will earn a chance to win a free conference registration
* Local open research nurses positions
  + Gamble program at CCHMC
    - Full time
    - Complex vaccine and treatment studies for all ages, inpatient and outpatient
    - Contact Michelle Dickey if interested ([Michelle.Dickey@cchmc.org](mailto:Michelle.Dickey@cchmc.org))
  + The Christ Hospital
    - 2 full time and 1 part time position (30 hours/week)
    - If interested, apply at TheChristHospital.com/Careers
* Annual Survey Results reviewed (<https://cctst.uc.edu/iacrn>)
* Upcoming elections for open officer positions on the Ohio Valley IACRN Board

**(\*\*MUST be a member of the parent IACRN organization to apply for open positions\*\*)**

* + President-Elect (2-year term)
    - Works closely with the president on activities of the chapter
    - Updates to webpages
    - Save the date flyers
    - Send meeting agenda to members
    - Maintain chapter records-attendance
    - Will start to take over tasks from the President throughout term
  + 2 Members-at-Large (2-year term)
    - Plan a minimum of one meeting per term
    - Oversee recruitment efforts
    - Create initiatives based on annual survey results
  + Nomination and Election Process
    - Interested candidates submit application by **August 1st** 
      * Application is attached to email
    - Slate of candidates to be presented **September** **20th**
    - Ballots distributed to all voting members of the Chapter by **October 1st** 
      * Voting members are members of the parent IACRN organization
    - Votes to be cast by **November 1st**
    - Newly elected officers will assume their responsibilities beginning on **January 1st**
* CCTST
  + Membership is free, easy to join
  + Benefits
    - Networking, access to education opportunities, REDCap, research support services
* Updates to Ohio Valley IACRN webpage (<https://cctst.uc.edu/iacrn>)
  + - Wordle, By-Laws/Policies and Officer Responsibilities for the Chapter, Contact List, Survey results
    - Link to Research Nurse video
    - Nomination Application
    - Meeting minutes, slides from Keynote speaker
* Keynote speaker
  + Matt Cline, MS, CCDS from Medtronic: “A Sponsors’ Perspective of Clinical Research with Clinical Trial Centers”

Respectfully submitted,

Lori Brunner, BSN, RN, CPN and Kristal Hatter, BSN, RN, CPN