

## AANLCP Outreach Committee Meeting Meeting Minutes

### September 29, 2023 Noon.

#### Members in attendance:

Susan Burke  
Tiffany Lightfoot  
Liz Holakiewicz

#### Members Absent:

Jenn Craigmyle  
Shirley Daugherty

### Minutes from August 25, 2023 were reviewed and approved

1. Newsletter
  - August/September newsletter was published and distributed today.
  - Tiffany to attend 10/10/23 Executive Board Meeting per request.
  - Will discuss with EB combining the November/December newsletter into one.
  - Tiffany to forward question template for member spotlight again.
  - Susan will develop a calendar of quarterly topics for the upcoming year. We will modify the calendar proposed in last month's meeting to the following:
    - October: Crash cart by Shirley
    - November/December: Member benefits by Susan (published at end of November)
    - January: Book/Chapter Review by Liz
    - February Member spotlight by Tiffany
2. Non renewing member survey
  - Survey has not yet been distributed.
  - One adjustment made to clarify what we mean by resources in question 2
  - Susan will contact Colin about sending it out to non renewing members
3. Agreement with CMSA for collaboration, reviewed (attached) Signed by EB.
  - Discuss with EB who is implementing these details, us?
  - We will use this as a template for collaboration with other organizations
  - Liz to contact AALNC and Susan will contact ARN re collaborative efforts.
4. Other organizations targeted.
  - List of organizations developed by Susan (attached). Does not include personal contacts only info gleaned from website. Will begin to ID pertinent contacts.
  - Tiffany sent fall conference info to organizations on this list
  - Feedback received from National Association of Home Hospice care and the American PT Association, mostly declining info because of conflict with their own conference.

#### Future Agenda items:

Formalize arrangements for completion of the collaboration with CMSA.

Put a link to their site on our site: Organizations with collaborative relationships  
Pull together articles for CMSA use in newsletter or similar  
Educational webinar to be provided to CMSA,  
Discount for their members and how to implement?  
Establish quarterly meeting dates with CMSA contact, Tara

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Develop an educational presentation/power point on life care planning that can be tailored as a presentation for use with these other groups either for conference presentation or for educational presentation for collaboration with CMSA C.

Identify/Develop articles for use in the other member journals about the role of a life care planner and what our knowledge base is.

For discussion with Colin: How can we harness data collected by the organization for us to track members up for renewal, what other organizations they are involved with, how many in each category of membership, etc.

## Partnering Agreement/Memorandum of Understanding

American Association of Nurse Life Care Planners  
And  
Case Management Society of America

This document describes the agreed-upon responsibilities and expectations of the American Association of Nurse Life Care Planners (AANLCP) and the Case Management Society of America (CMSA) for collaboration and the advancement of shared goals.

Together, AANLCP and CMSA agree on the following:

- Each organization promotes the other on its website with a link
- Each organization promotes the other's annual conference on their website
- Each gets a booth at the other's conference (or a similar option if the conference is virtual) free of charge with up to two individuals manning the booth receiving free registration to the conference
- Each organization provides up to two articles for the other for use in a newsletter or similar educational distribution
- Each organization provides an educational webinar to the other organization's membership or collaborates to produce an educational webinar
- Each organization provides agreed-upon online continuing education courses or resources to members of the other organization at a discounted rate or for free
- Both organizations will explore opportunities and other creative ways to share content and engage each other's audience
- Both organizations commit to connecting on a quarterly basis to ensure that agreement expectations are being met and to discuss additional collaborations goals if appropriate

This agreement is not a commitment of Funds.

This agreement is at-will and may be modified by mutual consent of authorized officials from AANLCP and CMSA. This agreement shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from AANLCP and CMSA, this agreement shall end October 31, 2024.

 \_\_\_\_\_ Date: 29Sep2023

(Jessica Urie, RN, BSN, CLCP, LPC-C, CNLCP, AANLCP President Elect)

\_\_\_\_\_ Date: \_\_\_\_\_

(Amy Black, CMSA, Executive Director)

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You can access the outreach committee -email account here: <https://webmail.aanlcp.org/> user: [outreach@aanlcp.org](mailto:outreach@aanlcp.org) password: OutRe@ch