

AANLCP Outreach Committee Minutes

April 26, 2024 Noon

Members Present: Susan Burke, Kristin Clarkson, Julia Marshall, Liz Holakiewicz, Jessica Urie (Board Liaison)

1. Review and Approval of March 22, 2024 meeting minutes approved
2. Committee member introductions:
 - Jessica Urie EB Board President: Outreach Liaison
 - Susan Burke hss.burke@gmail.com
 - Kristin Clarkson kristinmclarkson@gmail.com
 - Julia Marshall marshall3137@gmail.com
 - Caroline Williams caroline@ciplcp.com
 - Liz Holakiewicz cnlcpnurse@gmail.com
3. Newsletter: Discussed Tiffanys resignation from the committee. Volunteer needed to do the monthly newsletter. Kristin Clarkson will assume role. Liz will coordinate joint meeting with Tiffany for Kristin to be oriented. Kristin is aware of Google drive info and can access
4. Policy and Procedure review: Susan explained status of changes based on EB statement that membership functions are largely automated through Colin. Some oversight will be needed to assure process stays current
5. CMSA Collab: oriented new members to status of the efforts to market at conference.
 1. Completed hand out, will be edited and artwork applied for distribution
 2. Need new logo artwork asap to order booth materials and hand outs. Jess will provide as available
 3. Julian Marshall will pick up on ordering materials for exhibit booth and interface with Emily (marketing) to coordinate. Jessica to see if Anne Gowing can attend conference on the free registration, as she is not available
 4. Liz and Erin are scheduled to complete powerpoint for planned July webinar with CMSA
6. Membership: Reach out to non member conference attendees, Susan will draft a letter and coordinate with Colin to send it out.

Access outreach committee email account:

<https://webmail.aanlcp.org>

User: outreach@aanlcp.org

Password: OutRe@ch