**NAACCR Professional Development Steering Committee**

**MINUTES**

**Thursday, January 23, 8:30 am Pacific/11:30 am Eastern**

1. **Welcome, Roll Call** – the meeting was attended by Mignon Dryden, Angela Martin, Angela Meisner, Stephanie Hill, Jim Hofferkamp, Lynn Giljahn, Wendy Aldinger, Andrea Sipin and Deirdre Rogers
2. **Approval of minutes** from 12/19/19 – the minutes were approved.
3. **Survey Course and LMS Update** 
   * Angela received all IT modules from Dennis. These will be available on You Tube by the end of next week. The next phase will be updating the recordings to reflect changes. A method to rerecord audio is being investigated and Angela will be contacting group members for help.
   * There was some misunderstanding with the integration parameters and Angela has resolved these with the company and should be done by January 31, 2020. A demonstration will be given on the final system at the next meeting. Angela will into the need to log in twice from the NAACCR site.
4. **Update on NPCR Education Project** Jim has completed the materials for the February urinary webinar.
5. **Final Version Telecommuting Document – BOD suggestions** The document was approved by the board per suggested changes which Lynn has made. A correction has been made on the Tennessee documents and forwarded on. Lynn is waiting on an update from Canada and Missouri. All participants gave permission for their contact information to be used. This should be finalized by the end of January as planned. Jim suggested a ListServ be sent and a short webinar be made available.
6. **R&R Update – will be on BOD Feb call** Stephanie will be presenting this to the board next month at an in-person meeting.
7. **NAACCR Ambassador Workgroup - Update** Angela Meisner discussed with Charlie the meet and greet at the annual meeting. She will meet with others in February to start detailed program planning.
8. **Salary Survey** Jim will send out the results from a past NCRA survey that Lori Swain provided.
9. **Update: Guidelines for Citing References – FLccSC group** Stephanie will plan to address this in February.
10. **Other** 
    * Angela Martin reported that several projects have been received and assigned for review regarding the Hackathon. The Hackathon will take place in the annual meeting hotel.
11. **Items to send to Communication Committee** 
    * Survey Course announcement
    * Tentative dates for the Hackathon
12. **The next meeting is February 27, 2020.**