**NAACCR Professional Development Steering Committee**

**Minutes**

**Thursday, December 16, 2021 8:30 am Pacific**

1. **Welcome, Roll Call** – The meeting was attended by Angela Martin, Andrea Sipin Baliwas, Carrie Bateman, Claudia Hamill, Jim Hofferkamp, Kevin Ward, Mignon Dryden and Monique Hernandez, Jeremy Laws
	1. **Approve minutes from the last meeting** - minutes were approved
	2. **Meeting ground rules reminder**
		1. **Tell us your name and registry before each comment**
		2. **Silence equals agreement**
2. Ongoing activities – Updates from workgroups (written updates via email)
	1. R&R workgroup (Keri Miller)
	2. Survey course and LMS (Angela)
	3. NPCR education project (Jim)
	4. Ambassador program (Angela Meisner/Deirdre)
3. **New activities / Discussions**
	1. **Mentorship Program** – there was discussion on how to approach this, going to use minutes to record how we would do this, idea was to use the ambassador landing page as a sort of facilitator to provide those connections. For members who need support and those members that can support, we disused the idea of the bulletin board idea where individuals could post their needs and others could respond. The idea is to start with a simple approach compared to what we did with the prior program. Kevin Ward mentioned that it was on the Board, the Board was enthusiastic and they were asked for any ideas on how to most effectively revive the membership program with the context that there was funding in the past but no there is no funding but needing a way to develop this in a sustainable way with limited funding. Sarah Nash did mention to Kevin that the RDU goals has this as a priority as well and would to be involved in helping.
		1. **Should we convene a working group?** – we should reach out to Sarah to see who in their committee would like to be involved in helping. Sarah to reach out to RDU Chairs cc Carrie and Andrea to initiate discussion on cross-committee collaboration.
		2. **Should we collaborate with Communications Steering Committee?** – maybe we could use the committee to inquire of the membership of what members need, to find out with issues that people are struggling with or enable more visibility for the bulletin board if we decided to have it and how to access it.
		3. **Request NACCR staff support** – Do we need to ask the Board about NAACR Staff in helping get zoom meetings together but we need to clarify in writing in what we think that support works likes. Monique Hernandez said she could work on the charter but wondered if there was a template and she is going to contact Sarah Nash. Monique also asked if a board member could chair a work group under a steering committee. Andrea Sipin-Baliwas said she would look into that. Angela Martin, mentioned that Deirdre wanted to see if there were needs that PDSC had any needs for members to get involved in. Angela suggested that the Mentorship group would be a good idea to mention to her. It was agreed upon but that we hold off on announcing until we have confirmation from Sarah and RDU and we clarify on the objectives. Angela would contact Deirdre.
	2. **Linkages Toolkit – SMP Goal 1 Objective 3** – Carrie Bateman, mentioned she was on the Discharging Claims Task Force, under S&RD. She mentioned that they were going to be convening a linkages task force to work on best practices for different types of linkages. Carrie feels like we should collaborate with S&RD and wanted feedback. Jim Hofferkamp, suggested that S&RD would be the one to develop linkages and that PDSC would be the group to facilitate the dissemination of this information out to the registry community and training on the toolkits. Jim Hofferkamp asked if Carrie could be the liaison with S&RD and PDSC, she agreed.
	3. Carrie will email Recinda and Sarah to get in contact with the chair of the Data Analyst Handbook Workgroup so that we can get periodic updates and collaborate on disseminating the information to the membership.
	4. Andrea Spin-Baliwas suggested revising our work plan with revised language depending on how we coordinate with RDU. Andrea also suggested that maybe we could help provide templates or help to put that document together while the group provides the contact, this is all dependent on the topic.