



SOCIETY OF TRAUMA NURSES

APN SIG Monthly Conference Calls : 2 nd Thursday of the month 11:00 – 1200 EST Dial in: 866-316-1519 Passcode: 52017693#

APN Special Interest Group (SIG) Monthly Teleconference Meeting Minutes

DATE: 11/12/2009 Scheduled 11:00 - 12:00pm EST

Present: Christy Thomas , Yvonne Michaud; Becky Cook; Stephanie Czuhajewski (STN Staff)

Excused: Melissa Twomey (sick child)

October 2009 minutes accepted with additions (Michaud to provide additions to Czuhajewski).

Topic: EAST: from Becky Cook

Discussion: Ms. Cook advised that EAST is moving along well and that she is building rapport with other committee members and ensuring that STN/APN has adequate representation. She reported that Christy Thomas will serve on the advanced practitioners panel and that Julia Reeves (CNS) will also serve on the panel. Ms. Cook reported that Dr. Jenkins may moderate and that Kate Fitzpatrick could moderate in his absence. Ms. Thomas reported that she received an e-mail contact today regarding the speaking opportunity. Ms. Cook reported that a speaker call would be scheduled soon (possibly on the 23rd). Ms. Cook reported that there has not been a formal decision regarding the conference fee for STN members.

Action: Ms. Cook will follow up with Kate Fitzpatrick and Judi Muir to determine what the conference fee will be for STN members.

Topic: APN SIG Conference Calls: from Yvonne Michaud

Discussion: Ms. Thomas advised that she did not receive notification for the call. Ms. Czuhajewski verified her e-mail address. The group reported that they like receiving notifications in a calendar request.

Action: Ms. Czuhajewski will follow up with a test e-mail to Ms. Thomas to confirm that e-mail is being received properly.

Action: Future meetings will be scheduled and minutes distributed in a similar manner.

Topic: Journal of Trauma Nursing, APN Issue: Christy Thomas

Discussion: Ms. Thomas reported that everything is on track for the APN issue, which is scheduled for release in the summer of 2010. She has notified authors to begin writing and assigned a December 31, 2009 deadline. She reported that she and Dana Noffsinger will be serving as guest editors for that issue. Ms. Thomas reported that she did not receive a CNS article for the issue and that most articles

were mainly on clinical topics including a breath alcohol program, and APN outpatient clinic and several case studies.

Topic: Website Update: facilitated by Yvonne Michaud

Discussion: Ms. Thomas reported that she sent an e-mail to Sarah Clements to remove the call for JTN topics for JTN and to post the APN member list. Ms. Czuhajewski reported that she has sent the roster to Dana Noffsinger for feedback and that it will be posted soon. She has also asked the webmaster to remove the call for topics for JTN.

Action: Ms. Czuhajewski will follow up to ensure that assigned tasks have been accomplished.

Topic: STN Conference Update: Christy Thomas

Discussion: Ms. Thomas reported that the paperwork has been sent for abstract reviews and reminded that group that the abstract deadline is November 15th. Ms. Thomas inquired whether the abstracts would be sent to the committee for review? Ms. Czuhajewski advised that she would follow up with Alicia DeBoor at headquarters to determine how the abstracts would be disseminated for review. Ms. Michaud asked whether the SIG APN group would hold an informal meeting during the conference. The group discussed possibilities of an informal gathering.

Action: Ms. Czuhajewski will follow-up with Alicia DeBoor to determine how abstract submissions will be disseminated for committee review.

Topic: SIG Chair Conference Call: Yvonne Michaud

Ms. Michaud reported that the SIG Chairs are focusing on how to ensure that new members are invited and welcomed. She reported that a member support toolkit is being put together by headquarters staff. Ms. Thomas suggested that if STN can provide a contact list that is pre-printed that people could verify participation. The group discussed opportunities for making people feel more involved in the workgroup including an electronic invitation for new members. The group also discussed holding topic-specific conference calls in the future. Ms. Michaud reported that headquarters is researching ideas for a document-sharing platform such as SharePoint.

Topic: General Announcements

**Action: Next APN monthly conference call:
Thursday December, 2009 11:00 – 12:00 EST**

**Meeting adjourned at 11:30 a.m. EST.
Respectfully submitted,
Stephanie Czuhajewski, STN Headquarters**