

Meeting Date: Fri 11/22/19	2-3p	Teleconference: Phone Audio-Only <b>1-855-257-8693</b> <b>Meeting ID: 4095204</b> <i>Call/text Kris if issues: 503-730-3365</i>
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## Northwestern States Residency Conference Planning Committee

<b>Facilitators:</b> Rebecca Britton and Kris Marcus
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**Attending:** ✓ Attending Conference Call 11/22/2019

✓	<b>Rebecca Britton (OHSU), Co-Chair</b> <a href="mailto:linesr@ohsu.edu">linesr@ohsu.edu</a> 503-502-5019 mobile/text	✓	<b>Kris Marcus (Pacific U SOP), Co-Chair</b> <a href="mailto:marcusk@pacificu.edu">marcusk@pacificu.edu</a> 503-730-3365 mobile/text Conf call leader ID: 4664482	PRN	Chelsea Balumas (OHSU Event Planner)
	Rachel Chlasta (Legacy Health PGY2 AmbCare)	✓	Ruthie Nguyen (Asante)	PRN	Stacey Barrett (UM/ OSHP Account Manager)
	Angie Christianson (PeaceHealth SacredHeart)	✓	Brandon Nuziale (Pacific U SOP)		
✓	Matt Haferman (U Washington)	✓	Ryan Parker (Peace Heath Southwest)		
	Brian Holland (Sky Lakes)	✓	Tanya Ramsey (Kaiser Northwest)		
✓	Adriane Irwin (OSU COP)		Rachel Seitz (St. Charles)		
	Jessica Jacobo (Confluence Health)	✓	Matt Tanner (Salem Health)		
✓	Gwen Moscoe (Asante Three Rivers)	✓	Elva Van Devender (Providence Portland Area Multisite)		
✓	Michelle Murray (Legacy Health)	✓	Laura Owen (U Washington)		

Topic	Discussion			Summary/Action Items
<b>Determine Frequency of Committee Meeting Dates</b>	Week of	Frequency	Date of Meeting	Agreement with plan for frequency of meeting Smaller subcommittees will meet on their own schedules to complete work in between committee meetings. Discussion Points/Action items/Accomplishments from subgroups should be forwarded to NWSRC Committee Chairs 48h before Committee meeting Will cancel meetings if not needed in respect of participants' time. Committee members may be asked to estimate their hours of volunteerism at end of year via an OSHP websurvey.  <b>ACTION ITEMS:</b> <ul style="list-style-type: none"> <li>- Kris/Rebecca will send Doodle poll to identify future dates then calendar appts to follow.</li> <li>- All participants: Please forward other interested committee participant info to Kris Marcus (<a href="mailto:marcusk@pacificu.edu">marcusk@pacificu.edu</a>) for addition to distribution list and calendar appts.</li> <li>- Rebecca/Kris report to OSHP BOD at their every other month meetings (Jan/Mar/May).</li> </ul>
	Mid November	Monthly	11/21/2019 2-3p	
	Mid December	Monthly	Only if needed – Email check-in	
	End January	Monthly		
	Mid-February	Monthly		
	Mid-March	Twice Monthly	Avoid March 7 Avoid spring breaks. When are they?	
	End March	Twice Monthly	Avoid spring breaks. When are they?	
	Mid-April	Twice Monthly	Avoid spring breaks. When are they?	
	End April	Twice Monthly		
	May Wk 1	Weekly		
	May Wk 2	Weekly		
	May Wk 3	Weekly		
	May Wk 4	Weekly	Final check-in before event	
<a href="#">EVENT = Saturday, May 30, 2020, 0730-1800 at OHSU RLSB in Portland</a>				

<b>Review Committee Minutes</b>	<ul style="list-style-type: none"> <li>No minutes to review since first meeting.</li> <li>Reviewed report sent to OSHP BOD (Attachment 01 - NWSRC Nov 2019 Report to OSHP BOD)</li> </ul>	<ul style="list-style-type: none"> <li>Comments captured in other sections</li> </ul>
<b>Updates from OSHP/UM</b>	<ul style="list-style-type: none"> <li>Reviewed feedback survey from last year: <a href="#">SurveyMonkey Results from Participant Feedback 2019</a></li> <li>Per Stacey: App will be ready for use; does not require additional work from committee other than usual provision of schedule, eval, feedback form data for build</li> <li>Budget approved: \$30,000 income and \$28,000 expenses (\$2,000 to net NWSRC Fund).</li> <li>Financial Statement Oct 2019: <ul style="list-style-type: none"> <li>Last year: 7060 - NWRC Income \$31,150; 7062 - NWRC Expense \$27,745</li> <li>Existing in equity fund: 1520 · NWRC Fund \$7,675.64</li> </ul> </li> </ul>	<p>Low feedback response rate but things to improve:</p> <ul style="list-style-type: none"> <li>Directions/wayfinding <ul style="list-style-type: none"> <li>Balloons for the colors of the room</li> <li>Maybe re-coding the rooms or plaquard</li> <li>A, B, C, D, room</li> <li>Parking signage</li> <li>Address on the website</li> </ul> </li> <li>Engagement and attendance <ul style="list-style-type: none"> <li>Game on app: earn points</li> <li>Maybe assign like 2 sessions per preceptor</li> <li>Reward system for attending different sessions (raffle ticket) or a bingo card – buy prizes for the reception</li> <li>Finish earlier?</li> <li>Trim some time off the day (get rid of the mid-day session and just have lunch</li> <li>Not using ASHP keynote so we could decrease total time offered for preceptor CPD</li> </ul> </li> <li>Room capacity optimization <ul style="list-style-type: none"> <li>Which topics would be predicted to be more attended?</li> <li>Size of the rooms – tracking the room quantity</li> </ul> </li> </ul>
<b>Subgroups: Call for Volunteers</b>	<ul style="list-style-type: none"> <li>Gather volunteers for subgroups <ul style="list-style-type: none"> <li>Program</li> <li>Communications</li> <li>Day of Logistics and Volunteers</li> <li>What are we missing</li> </ul> </li> </ul>	<p><b>Volunteers Secured for Workgroups:</b></p> <p>PROGRAM:</p> <ul style="list-style-type: none"> <li>Preceptor development and keynote topics/speakers <ul style="list-style-type: none"> <li>Rebecca, Adriane</li> </ul> </li> <li>CE approval – OR, WA, MT <ul style="list-style-type: none"> <li>Matt Tanner and Tanya</li> </ul> </li> <li>Abstract screening and schedule of resident presentations <ul style="list-style-type: none"> <li>Brandon</li> </ul> </li> <li>Explore/Bring Proposal for adding Poster session <ul style="list-style-type: none"> <li>Brandon, Elva, Rebecca</li> </ul> </li> <li>Site logistics/wayfinding: Food, reception, signage, parking <ul style="list-style-type: none"> <li>Gwen</li> </ul> </li> </ul> <p>COMMUNICATIONS:</p> <ul style="list-style-type: none"> <li>Communications – contacts list updates from residency directories - RPD/RPC emailing list updates – directory OR, WA, AK, MT [not ID, NV or UT – Mountain States] <ul style="list-style-type: none"> <li>Ryan</li> </ul> </li> </ul> <p><b>Volunteers Still Needed for Workgroups:</b></p> <p>PROGRAM</p> <ul style="list-style-type: none"> <li>Program and presentation evaluations (likely part of app)</li> </ul> <p>COMMUNICATIONS:</p> <ul style="list-style-type: none"> <li>Website – Content review and updates <ul style="list-style-type: none"> <li>Abstract and poster language review</li> <li>Event language review</li> <li>?Add Housing, travel, and social/activity ideas for website</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>- Updates sent to UM/OSHP for edits</li> </ul> <p>DAY OF LOGISTICS</p> <ul style="list-style-type: none"> <li>• Volunteer coordinators and training (moderators and registration staffing)</li> </ul> <p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li>- Kris to send charges to subgroups via email so group has each other's contacts, instructions, and deadlines</li> <li>- Circle back next mtg to fill last volunteer spots</li> </ul>
<b>OPEN FORUM</b>	<ul style="list-style-type: none"> <li>• <b>Questions, Concerns, Comments, BIG IDEAS!</b></li> </ul>	
<p>Next Meeting: End January, Doodle poll to be sent by Rebecca  Phone Audio-Only  <b>1-855-257-8693</b>  <b>Meeting ID: 4095204</b>  <i>Call/text Kris if issues: 503-730-3365</i></p>		

Respectfully submitted,

Rebecca Britton  
Co-Coordinator

Kris Marcus  
Co-Coordinator

PARKING LOT:

Moderator Volunteers from Initial Save-The-Date Call:

- Eddie Saito (Pacific/VG)
- Tuyen (Tom) Vo (Legacy)