

P.R. MEETING MINUTES (10/27/24)

1. Call meeting to order (2:33 pm)
2. Reminder to silence cell phones.
3. Moment of silence followed by serenity prayer.
4. Roll Call – P=Present A=Absent V=Vacant F=filling In

- PR Chair
- Secretary
- Literature Coordinator
- Helpline Coordinator
- Special Projects Coordinator
- Web Coordinator 1
- Web Coordinator 2

p
f/v
v
f/v
v
f
f

- PR Vice-Chair
- H&I Coordinator
- Schedules Coordinator
- PI Coordinator
- Newsletter Coordinator
-

v
p
a
v
a

5. Approval of previous meeting minutes (if applicable)

no objections brought forward

6. Read reports – FILL IN VERBAL REPORTS AND ATTACH FULL REPORTS TO BOTTOM BEFORE FINAL SUBMISSION

- PR Chair- open positions at area, RCM₁ - hopefully rcm 2 will move into the position, fellowship development, assistant recording secretary, SINAC liaison. I also got oriented for the PI presentation this month. I was not at the quarterly admin meeting as i didnt know it was something I had to attend. I will be going from now on! The main concern of the admin meeting is the budget. our current budget is 1250 which we don't fully use. Thanks Alan for the info on the Helpline budget, I will pass that info along to ASC so they are updated.
- PR Vice Chair-
- Secretary-
- H&I Coordinator- a few of us got oriented for being able to do the PI presentation so that we can establish relationships with new treatment centers and set appropriate expectations with them. Some treatment centers sharee that they would like to have more of an open meeting rather than a panel. H&I came to an understanding of what H&I is able to offer vs not offer and present that info to the treatment centers. Possibly doing a PI presentation refresher.
- Literature Coordinator-
- Web Coordinator 1-
- Web Coordinator 2-
- Helpline Coordinator- Filling in - Alan was out of town and Connor helped to answer voicemails. Alan is back now and they are both helping to answer voicemails. Still looking for a helpline coordinator!
- PI Coordinator-
- Special Projects Coordinator-

- Newsletter Coordinator-
 - Schedules Coordinator- Nicole emailed in a report, please see in google shared group.
7. New Business –
- Open Discussion - (NEW TOPICS BROUGHT UP FROM REPORTS)
Alan gave helpful info on Helpline budget being paid for by region
agreed to add a mention of the NAWS surveys on ASC website

 - Elections – (LIST NOMINATIONS AND RESULTS)
 - i. **January** - Newsletter Coordinator
 - ii. **February** - PR Subcommittee Chair, PR Subcommittee Vice-Chair
 - iii. **March** - PI Coordinator, Helpline Coordinator
 - iv. **April** - Web Coordinator
 - v. **May** - PR Literature Coordinator
 - vi. **June** - Schedules Coordinator
 - vii. **July** - PR Recording Secretary
 - viii. **November** - H&I Coordinator, Special Projects Coordinator
- NO ELECTIONS HELD

8. Call to close (2:57)