

Agenda

Maryland Pain Initiative

06/26/2001

American Pain Foundation (APF) Office:
The Gallaria on Calvert Steet
Suite 2700
Baltimore, MD

Meeting called by: Cathy Jackson
Type of meeting: Steering Committee Meeting
Facilitator: Cathy Jackson
Note taker: Micke A. Brown

Attendees: Cathy Jackson, Yvette Colon, Lennie Duensing, Karen Crosby, Micke A. Brown, Mary Vargas, Mary Lou Perrin, Kathryn Smolinski, Karen Kaiser, Ruth Lebet, Judie Blanchard, Bonnie Weissfeld

Agenda topics

Minutes for Approval	Micke Brown
AACPI	Mary Lou Perrin
Goals/Objectives	Micke Brown
Membership	Marcia Strittmatter
Tax ID	Mary Vargas
Website	Yvette Colon
Stop Pain Now Campaign	Lennie Duensing
Pain Awareness Month	Kathy Smolinski
Run/Walk Status	Mary Vargas
Upcoming Events/ Open Forum	Group
July Meeting	

Special notes: Final Draft of Mission Statement & Draft of Goals/Objectives Provided

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Minutes for Approval

Micke Brown

Discussion: Meeting began at 1815; Minutes of the May meeting were reviewed & accepted with suggested corrections.

Debate: none

Conclusions: Karen Cosby (not Karen Kaiser) volunteered to co-chair MPI with Cathy Jackson; the name of the legal firm providing probono work for the Tax ID was clarified by Mary Vargas

Action items: Corrections will be made.

Person responsible:

Deadline:

Micke Brown

Prior to
7/24

AACPI		Mary Lou Perrin
Discussion: A highlight of events from the National Meeting in Madison, Wisconsin on 6/14-16/01 was provided; diversity of membership, use of area health education agencies and vacancy in regional ACS leadership out of Richmond, VA were key issues		
Debate: none		
Conclusions: Expansion of membership beyond steering committee must include diverse cultures and backgrounds; Exploration to improve use of State and City agencies essential to strategic planning		
Action items: Held for future membership drive and planning	Person responsible:	Deadline:
Goals & Objectives		Micke Brown
Discussion: Feedback on prioritization of draft was received from Marcia Strittmatter; her critique was reviewed. Mary Lou redrafted an action plan for consideration. Need for strategic planning session was examined and suggestion of facilitator recommended; Judie Blanchard shared her South Carolina Cancer Pain Initiative experience with emphasis of attracting support from larger healthcare institutions using strong focus on educational outreach.		
Debate: Recommendation to change priorities was deferred until strategic planning session; Additional objective was added to include financial plan.		
Conclusions: Judie Blanchard suggested contacting, Ellen Tobin from Chevy Chase to guide strategic planning; Other experts known to committee should be approached		
Action items: Judie to approach Ellen about interest; Mary Lou provide disc of format for action plan to secretary.	Person responsible:	Deadline:
	Judie	July 24

Membership		Marcia Strittmatter	
Discussion: Review of Marcia's brainstorming ideas was shared by Micke in Marcia's absence			
Debate: Large membership drive should be considered following strategic planning; Continue to bring new members if there is interest especially in non-nursing professions.			
Conclusions: Launch membership drive with educational forum may be best tactic to be considered			
Action items: Steering committee to consider diversity issue when inviting new members especially for future Board of Directors		Person responsible:	Deadline:
		Group	Ongoing
Tax ID		Mary Vargus	
Discussion: Mary has a meeting with legal council on June 27; Report of status will be ready for July meeting			
Conclusions: Committee in full support of her efforts			
Action items: Approved to continue		Person responsible:	Deadline:
		Mary	Ongoing

Website		Yvette Colon	
Discussion: Website (URL) can be established at cost of \$70/year; Address suggested was: marylandpaininitiative.org.			
Debate: Collection was made amongst participants of meeting with \$102.00 raised in cash; checks to be written pending			
Conclusions: Yvette was supported to proceed; Much appreciation to the generosity & spontaneity of steering committee should be noted			
Action items: None		Person responsible:	Deadline:
		Yvette	
Stop Pain Now Campaign		Lennie Duensing	
Discussion: Request for reviewers of the document was made; Karen Kaiser and Judie Blanchard volunteered as reviewers; others requested to have copies of draft; Micke will forward PowerPoint presentation of Pain Screening to Lennie, Karen Kaiser and Cathy Jackson for review.			
Debate: None			
Conclusions: Any member of the steering committee may assist as desire; Lenny expressed gratitude for the enthusiasm and willingness to critique			
Action items: Bonnie provided copies prior to the close of the meeting		Person responsible:	Deadline:
		All volunteers	Mid-August

Pain Awareness Month		Kathy Smolinski
Discussion: Status of letter in process; Run/Walk planning is underway for 9/08/01; Mary Vargas requested help from Committee members		
The following members agreed to form Planning Task Force: Mary Vargas (leader), Karen Crosby, Judie Blanchard, Cathy Jackson, Karen Kaiser, Kathy Smolinski		
Conclusions: Task Force meeting planned for 7/10/01 at the new APF office		
Action items: Task Force will meet and plan;	Person responsible:	Deadline:
Letter draft from Kathy Smolinski will be reviewed by Cathy Jackson	Mary Vargas (Run/Walk) Kathy Smolinski (Letter)	ASAP
Upcoming Events/Open Forum		Group
Discussion: See agenda for events announced; APF new location provided; Mary Lou presented the Shenandoah Project		
Conclusions: Parking will be less costly and improved meeting space in new office		
Action items: Micke will forward new APF address and phone # once finalized via Email; Mary Lou will send more information RE: Shenandoah Project via Email	Person responsible:	Deadline:
	Micke & Mary Lou	ASAP

June Meeting		Group
Discussion: Next meeting is scheduled for July 24, 2001. Reminder of 4 th Tuesday decision; Review of flyer made and suggested for revisions received to include mission statement.		
New members are strongly urged to be invited; Maryland ASPMN & Southern Pain Society members should be contacted		
Conclusions: June meeting adjourned @ 2040		
Action items: Micke will make revisions of flyer	Person responsible:	Deadline: