

Agenda

Maryland Pain Initiative

03/20/2001

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

Meeting called by: Cathy Jackson
Type of meeting: General Planning Session
Facilitator: Cathy Jackson
Note taker: Micke A. Brown

Attendees: Cathy Jackson, Karen Kaiser, Yvette Colon, Kathy Smolinski, Lennie Duesing, Carol Billett, Micke A. Brown, Mary Vargas, Candis Morrison

Agenda topics

Organization Needs	Cathy Jackson
Mission Statement	Cathy Jackson
Tax ID	Mary Vargus
Executive Board	Karen Kaiser
Pain Month	Kathy Smolinski
Stop Pain Now Campaign	Lennie Duensing
Website	Micke Brown
Open Forum	All
Next Meeting	Cathy Jackson

Special notes: Draft #2 of Mission Statement Provided

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Agenda topics

Mission Statement

Cathy Jackson

Discussion: Redraft of Mission Statement suggested following review of examples from State Cancer Pain Initiatives that included California, Michigan, Arizona and New Jersey.

Debate about name of organization & review of relationship with American Association of Cancer Pain Initiatives (AACPI) followed. Noted that other establishes Cancer Pain Initiatives are in the process of evolving to State Pain Initiatives. Maryland has opportunity to show leadership in this transition

Conclusions: Maryland Pain Initiative will remain the name of this organization; Rewording of areas of

Mission Statement was finalized

Action items: The final draft will be completed and provided

Person responsible:

Deadline:

to the membership electronically

Cathy Jackson

Prior to next meeting date

Tax ID		Mary Vargas
Discussion: Requirements of 501-C3to qualify reviewed, such as: Name, Purpose, Indemnification; Legal firm informally consulted & may provide donate professional services, if desired		
Possibility that original organizational planner may have secured a Tax ID and may be accessible as renewal with IRS		
Conclusions: Option #1: research archives for evidence of Tax ID		
Option #2: secure legal firm to assist with new application, as necessary		
Action items: Initiate options	Person responsible:	Deadline:
	Mary Vargas	
Executive Board		Karen Kaiser
Discussion: Report of potentiate candidates from University of Maryland & Central Maryland sources provided to include representatives from media, law, business entrepreneurs, academicians and healthcare administrators		
Common questions from candidates: Role & responsibilities, time commitment, mission statement, amount of travel required for meetings; Roles discussion included: oversight of operations, fundraising, strategic planning		
Conclusions: Requirements before formalizing a Board of Directors are: Adopt Mission Statement, Establish organizational goals and bylaws		
Suggested to invite potential candidates to planning meetings as recruitment opportunity; current members will be considered working board members during initial phase		
Action items: (1) Bylaws draft framework	Person responsible:	Deadline:
(2) Organizational goal development	(1) Mary Vargas, Lennie Duensing, Cathy Jackson	April Meeting
	(2) Micke Brown & Karen Kaiser	April Meeting

Pain Month		Kathy Smolinski	
Discussion: Kathy Smolinski reviewed her conversation with Governor Glendenning's office; method of requesting a proclamation for Pain Month requires letter to the governor, contact (Donna Schiman) at office will initiate process			
Kathy requested sample of drafts from Donna S. and pending			
Conclusions: Need idea of turnaround time from request to notice of proclamation			
Action items: Samples to be provided and query on timetable required	Person responsible:	Deadline:	
	Kathy Smolinski	April meeting	
Stop Pain Now Campaign		Lennie Duensing	
Discussion: Stop Pain Now (SPN) is collaborative effort with AACPI; Maryland will be seen as site of excellence for other state campaigns.			
APF interviewing for part-time coordinator for the campaign & qualities of candidates reviewed			
Conclusions: Call for candidates requested from MPI members			
Action items: MPI should submit names to Lennie ASAP	Person responsible:	Deadline:	

Website		Micke Brown	
Discussion: Recommendations for website dependant on needs assessment, hosting fees and design			
Yvette Colon assisted as advisor			
Informational (Newsletter-style) format may be best early option and expand to inter-actional (listserv, chat rooms) as MPI matures; Suggestions included: clearinghouse of all educational opportunities for consumers and professionals, support groups and pain service sites within the state			
Conclusions: Clarification of options, cost and strategies to accomplish objectives is required			
Action items: Yvette will explore possibilities for MPI		Person responsible:	Deadline:
		Yvette	April meeting
Open Forum		All	
Discussion: Publicity of MPI existence to assist with membership recruitment			
Conclusions: Fast, simple methods needed			
Action items: Candis will write small article for Nursing Spectrum about MPI using interview style with Carol for historical perspective; Reference to other local pain newsletters about MPI		Person responsible:	Deadline:
		Candis & Carol	

Next Meeting

Cathy Jackson

Discussion: Space issue re-visited due to APF relocation plans and as MPI grows

Time of meeting discussed; some suggest a later starting time due to difficulty with work schedules, others voiced concerned that later hours are more difficult for those traveling longer distances

Conclusions: April meeting will continue at APF office, can expand to outside lounge if needed; other options will be explored at next meeting

Time frame will continue as previously scheduled

Action items: April 24, 2001 from 1800-2000	Person responsible:	Deadline:

