

CVCSCCM Retreat Minutes

Meeting date: 11/1/19

Raleigh, NC

Meeting Call to Order@ 12:13PM w/ introductions; each person shared a fun fact about themselves

Treasurer updates

1. Budget for 2020 introduced
 - a. Largest dollar amount allocated to Education committee
 - b. Allocation to communications committee decreased
 - c. Outreach committee allocated \$5000
2. Additional discussion concerning the possibility of the Chapter providing financial support for members' travel when presenting research conducted within the Chapter's region, sponsored by the Chapter, and/or conducted by the Chapter's Research Committee
 - a. Recommendation to target funding locally in order to enhance membership and involvement/engagement in the Chapter
 - b. Recommendation to set aside funds to support members who are presenting
 - c. Kristie to develop a proposal for BOD review

Leadership

1. Brief discussion on leadership and the various ways in which members can be leaders which include through patient care, departmental, institutional, and organizational
2. Non-professional leadership
3. BOD would ideally like to see members of the Chapter be active in committees; reinforced the importance of the board members and Chapter executives to lead by example

Discovery in Critical Care Medicine

Diversity

1. Promoting inter-professional collaborative education, facilitating members becoming FCCS/PFCCS instructors, providing FCCS/PFCCS and stop-the-bleed campaign training
 - a. Request made to provide an opportunity for FCCS/PFCCS training in the eastern portion of NC during the next 1 to 2 years
 - b. Discussion concerning funding to support infrastructure within chapter to provide FCCS/PFCCS training
 - i. Motion made and approved to reimburse Kristie H. for travel and expenses for PFCCS training
 - c. Status of Stop-the-Bleed campaign still in the works through the Outreach committee

Advancement

1. Primary focus of the day
 - a. Communication, membership engagement, research, chapter website (under construction)

- i. Membership engagement – currently 390 members
- ii. Opportunities for engagement – BOD, executive committee, speaker/presentations, outreach endeavors, twitter journal clubs, chapter challenge

Recognition

- 1. Chapter and national awards

Empowerment

- 1. Mentorship committee promoting members' applications for FCCM

Shark Tank Group Activity

- 1. Reasons for joining chapter
 - a. Develop networking opportunities
 - b. Educational opportunities
 - c. Potential for support – research, clinical, financial
 - d. Personal and professional gain
- 2. Identified barriers
 - a. Defining member engagement
 - b. Lack of knowledge of opportunities
 - c. Return on investment perceived or real
 - d. Knowledge of regional meetings and offerings
 - e. Poor sense of community
 - f. Time for travel
 - g. Cost for travel, chapter and organizational engagement
 - h. Personal reservation
 - i. Knowledge of who to contact
- 3. Leadership opportunities to improve membership engagement
 - a. Engage BOD/executives and have a BOD take a month where they monitor the list serve and engage members; send out items to engage members if the list serve is slow; facilitating engagement of others w/ experience in “the specialty/area” in the event that folks have questions that the Board Member is not well versed.
- 4. Develop a process through which we identify members to become more involved that incorporates membership
 - a. In addition to current information included in new member packets also provide contact information for a current, active member that will serve as the new member's Chapter liaison. Within the first quarter of that new member being in the chapter the liaison contacts the member and goes through a predefined checklist that helps to identify the member's potential interests. The liaison then facilitates communication between the new member and committee chairs, board members, other chapter members that may facilitate their engagement.
 - b. Additional suggestion to add communication in new membership packets concerning symposium scholarships.
 - c. Develop infrastructure for tracking members' engagement activities.
- 5. Additional strategies to improve engagement

- a. Have individuals choose a committee when joining chapter.
 - b. Send communications requesting members to join committees.
 - c. Provide membership mentors within institutions.
 - d. Advertise the Chapter at a local level.
 - e. Round table networking opportunities.
 - f. Discounted registration with membership activities.
- 6. Committee chair engagement
 - a. Awareness of information availability via emails, website, and word of mouth.
 - b. Develop infrastructure within Chapter's website to facilitate joining committees ("click to join").
 - c. Use Chapter's website to define committees.
 - d. Develop process for chairs to utilize/follow/implement when leading chairs.
 - e. Establish a co-chair structure.
- 7. Executive committee to meet and pick three action items from suggestions/discussion.

Chapter Alliance

- a. Chapter Challenge Fund Raiser
 - i. CVCSCCM currently in the lead; other chapters still to complete their fund raising efforts

Committee Updates

- 1. Communication committee
 - a. Twitter journal club and newsletter to continue on a quarterly basis.
 - b. Additional opportunities through SCCM connect, Twitter, Facebook and email.
 - c. Request for ideas to be incorporated into newsletter.
 - i. Idea for clinical byte or pearl offered.
- 2. Membership committee
 - a. New board liaison for committee – Amy A.
 - b. There have been issues with identifying those who have new or expired memberships.
- 3. Education committee/Symposium
 - a. 2020 Symposium in Ashville, NC
 - b. Discussion concerning platform for educational sessions with focus on procedural education and/or pediatrics.
- 4. Mentorship committee
 - a. Committee looking to engage additional members to serve as mentors.
 - b. Discussion concerning potentially developing a mentorship program.
 - i. What would this look like?
 - ii. Would there be a need for this?
 - iii. What would the goals and expectations be?
- 5. Nomination(s)

- a. 4 board members and secretary
- 6. Research
 - a. New leadership – George Kasotakis
 - b. New meeting being organized
- 7. Outreach
 - a. Second Rwanda trip in November
 - b. Additional FCCS training being considered and/or developed for Ethiopia and the West Bank
 - c. Training to be provided via hardcopies vs. electronic of FCCS materials

Congress Chapter Meeting

- 1. Sunday, February 16th 3:15to 4:15; Hyatt – Discovery 47
- 2. Spring meeting(s) will focus on finishing work on bylaws.