

## Meeting Minutes for 7/17/2020

### **Meeting Start Time: 7/17/20 at 3:09PM**

- Liaisons given administrative privileges to access HNS Website and Facebook page
- Vote on June Meeting Minutes
  - Vote to approve June Meeting Minutes: Approved
- PostDoc Research Talk: July 23, 2020 @ 5:30PM
  - Flyer has been posted on all platforms and distributed to ListServ
  - Bethany will moderate, Kelly will send out reminder on HNS ListServ, Stella will update evaluation forms and send evaluations out after talk, and Hannah will send out CE certificates as she receives evaluations.
- Fall Social:
  - Kelly suggested pairing the fall social with another type of event to increase participation since it will be virtual.
  - Ideas:
    - Consider breaking into smaller panels to allow for easier discussion
      - E.g., Racial Inclusion, Women in Leadership, COVID-19
      - Will need members (board and non-board) assigned to lead each breakout panel to create structure
    - Lindsay suggested we integrate the new HNS Mentorship program into the fall social. Maybe having a way to designate who are potential mentors.
      - Perhaps mentors could wear a certain color to designate their status as a potential mentor so that mentees can easily identify them. This will help facilitate introductions.
  - Date: TBD
- 2020 HNS Fall Symposium:
  - Topics: Jenny suggested syndrome-based topics with a woman-focus
    - Ideas: Rhett's Syndrome, Menopause, Multiple Sclerosis, Migraines,
      - Jenny will send out list of suggested topics from the last HNS survey.
    - Plan to still have HNS poster session virtually
    - Adriana suggested we shorten the time of the symposium and consider recording it and distributing it for CE credits as an additional revenue opportunity.
      - We will send out survey to gauge member interest in online symposium and offer multiple options to help narrow down the logistics of how long it will be and if it will be recorded for folks to view on their own time.
      - Will need to choose speaker by next board meeting.
- HNS Mentorship program
  - Materials and Emails approved
  - Kendra will send out HNS Mentorship emails to ListServ over the weekend. After that, she will reach out to program directors to gauge interest from potential mentees.

- Kendra is also working on drafting a mentor/mentee contract and evaluation form.
- By-Laws Revision
  - Initial Goal: Create mission statement
- Discussion of Meeting Time:
  - Our current HNS Board meeting time may not be ideal as many folks arrive late or need to leave early. Hannah will send out survey to find the best time.
- Attendance: Jennifer Stinson, Lindsay Niccolai, Hannah Combs, Beatriz MacDonald, Kelly Halverson, Michael Williams, Stella Kim, Christina Burrows, Adriana Strutt, and Kendra Anderson

**Meeting End Time: 7/17/20 at 4:02PM**