



MULTIPLE SCLEROSIS NURSES INTERNATIONAL CERTIFICATION BOARD

MEETING INFORMATION	
<b>Name</b>	<b>MSNICB</b>
<b>Date</b>	March 28-29, 2019
<b>Time</b>	8-4pm respectively
<b>Location</b>	Marriott Hotel, Tampa Florida
<b>Facilitator</b>	President: Marijean Buhse
<b>Recorder</b>	Secretary: Sarah Cecil

ATTENDANCE					
Marijean Buhse (USA) Sarah Cecil (USA) Patricia Melville (USA) June Halper (USA)	Present	Therese Burke (AU/NZ) Walette Widener (USA) Karen Vernon (UK)	Present	Astrid Stettenaar (The Netherlands) Jennifer Boyd (Canada) Eileen Scheid (USA)	Present
Margaret Keller (USA) Joelle Massouh (Lebanon) Ana Filipa Cardoso (Portugal)	Present	Cindy Phair (USA) Margaret Keller (USA) Marian Finehirsh (USA)	Present	Karen Sturges- Vera (PTCNY)	Present for exam review only on Friday
Berta Augusto ( Portugal) Phillippe Calay (Belgium)	Present				



**MINUTES OF MEETING**

<b>Agenda Topic</b>	<b>Summary of Discussion</b>	<b>Action Items /Person Responsible</b>	<b>Due Date</b>
<b>Introduction of Members</b>		Personal introduction of members	Complete
<b>Annual Business</b>	Confidentiality Statements Minutes approved March 23, 2018	All signed given to Leny Almeda Minutes approved Motioned by PM, seconded by SC	Complete
<b>Presidents report</b>	<p>Marijean Buhse and June Halper</p> <p>Packets distributed to each board member present of meeting agenda and topics. See attached.</p> <p>Motion to hold meeting in Tampa, Florida</p> <p>Discussion regarding accreditation for exam.</p> <p>Recertification: Discussion of certified MS nurses, and exploring reasons why the numbers had dropped. Various reasons, including outdated addresses, and no reminders.</p>	<p>March 25-27, 2020 Tampa Fla</p> <p>June will facilitate obtaining cost, constructing a budget, and discuss further at next board meeting</p> <p>Explore ways to facilitate renewal and reminders. Ana Suggested a Webinar on recertification process, frequently asked questions. Leny, Michelle, and Marijean will work on this</p>	<p>Complete</p> <p>Complete</p> <p>3/2020</p> <p>8/2019</p>



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	<p>Also, there is some wording by the IOMSN distributed in a 1 hour call; that is misleading, and confusing.</p> <p>Michelle Lee reported Recertification System is online process and now paperless.</p>	<p>Stephanie will follow up regarding changing the wording of the 1 hour call in which the MS society has distributed.</p> <p>Michelle (PTCNY) is going to send a Blast to everyone with their username/PW to log on and begin the online system. Leny will update the current website</p>	
<b>Treasurer's Report</b>	Marian Finehirsh See attached	Approved	Complete
<b>Liaison's report</b>	Stephanie updated on IOMSN. Focus on increasing membership and promoting the organization		Complete
<b>International Reports</b> <b>Netherlands</b> <b>Australia</b> <b>Canada</b> <b>Middle East</b> <b>UK</b> <b>Portugal</b>	Therese Burke, Jennifer Boyd, Karen Vernon, Astrid Slettenaar Individual reports provided, see attached documents for specific.	See attached individual reports provided	Ongoing process of striving to offer this certification options in each region. Each representative for that country will assist when necessary working with PTCNY.
<b>Annual Review of Bylaws and SROPS</b>	Bylaws attached for review. The language was updated/	<p>Language was updated and all in consensus.</p> <p>June will send SROP to Bylaw committee</p>	<p>Jennifer will update, and forward to Leny, to distribute to board members. 6/2019</p> <p>Discussion at next meeting 3/2020.</p>



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<b>Committee Reports</b> <b>Attached documents</b> <b>provided at meeting</b>	<p>Recertification Committee see attached Presented by Therese Burke.</p> <p>Proposed to increase conference hour's category to 50 hours.</p> <p>Emeritus Status Discussion</p> <p>Timeliness of recertification reviewers</p>	<p>Voted and approved. Update website and recertification booklet to reflect such.</p> <p>Need clear criteria established first. Retired and one-time fee of 125.00</p> <p>2 weeks and Sarah Cecil Will be added reviewer to assist in this process</p>	<p>Complete</p> <p>Discuss at next board meeting. 3/2020</p> <p>Complete</p>
	<p>Item Writing Committee See attached There was success in receiving questions at CMSC. The question bank is ongoing process as newer therapies are available.</p>	<p>The committee will solicit for questions again CMSC.</p>	<p>Ongoing process the committee will facilitate through CMSC and other venues.</p>
<b>Officer openings</b>	<p>Officer Roster reviewed and update</p> <p>Secretary, Treasurer</p> <p>Board members are good 5 years for certification, after leaving the board</p> <p>Terms for International Board members will be eliminated.</p> <p>Lori Mayer will be asked to serve as a trustee</p>	<p>Updates submitted to Leny.</p> <p>Sarah Cecil Secretary, Marian Finehirsh term to continue 2 years.</p> <p>Voted</p> <p>June and Marijean will facilitate</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>3/2020</p>



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<b>Scholarship/Award</b>	June proposed an award/scholarship on behalf of Nicki Ward-Abel	Amount will be determined and IOMSN will take care of logistics	CMSC 2020
<b>Review of exam application and exam</b>	PTC provided handouts for review to the board members. Review of Exam 2018. Establishment of score was set at 110. Test Questions reviewed, revised.	The board approved newest version of the test. There is an ongoing need for additional bank questions. Repeat venue at CMSC soliciting test questions.	Continue test item writing venues, and soliciting MSCN for questions.
<b>Closing/Adjourn</b>	The meeting adjourned at 4pm on March 29, 2019		