



MULTIPLE SCLEROSIS NURSES INTERNATIONAL CERTIFICATION BOARD

MEETING INFORMATION	
Name	MSNICB
Date	March 7, 2024 / March 8, 2024
Time	8:00 AM – 4:00 PM / 8:00 AM – 12:00 PM respectively
Location	Marriott Hotel, Tampa Florida
Facilitator	President: Patricia Melville
Recorder	Secretary: Sarah Cecil

ATTENDANCE					
Marijean Buhse (USA) Sarah Cecil (USA) Patricia Melville (USA) Eileen Scheid (USA) Margaret Keller (USA) Marian Finehirsh (USA) Jennifer Slough (UK) Susan Agland (Australia) Phillippe Calay (Belgium)	Present	Walette Widener (USA) for Board meeting only on March 8, 2024 Leny Almeda (USA) for Board meeting only on March 8, 2024	Present	Karen Sturges- Vera (PTCNY)	Present for exam review only on Friday
Joelle Massouh (UAE) Monique Booy (Netherlands)	Present (via Zoom)				



MINUTES OF MEETING

Agenda Topic	Summary of Discussion	Action Items / Person Responsible	Due Date
Introduction of Members		Personal introduction of members	Complete
Exam Review	March 7, 2024	PTC provided handouts for review to the board members. Establishment of score was set at 110. Test questions reviewed, revised and approved.	Complete
Annual Business Meeting Presidents Report	Discussion was made regarding review of exam results and failure rates and need to review variables such as specific items including exam questions, practice differences, language barriers or interpretations.	The board has requested reports of exam results to review data of pass/fail rates and variables that may impact failure rates. Compare data over 3 years for comparison. Leny indicated she needed to obtain this information from June and PTCNY. She will facilitate this request after speaking to June and provide reports to the board.	2024
	Pat Melville called the meeting to order at 8 am March 8, 2024. Packets distributed prior to meeting through email of each board member present of meeting agenda and topics. See attached.		
	Discussion of certified MS nurses, exploring reasons numbers have dropped. Discussed variables including failure rates, translation issues, practice differences in various countries compared to USA. There is a need to update the exam questions and have review material resources for test takers.	Explore ways to facilitate increasing exposure to certification, including ways to provide education seminars. The International candidates will lose future support in funding for test cost. Explore ways internationally to assist with financial resources. Discussed offering the exam less frequently, every 2 years.	2025



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Liaison's report	Wallette updated on IOMSN. Focus on increasing membership and promoting the organization.		Complete
International Reports: Netherlands Australia Middle East (UAE) UK Belgium	Individual reports provided, see attached and presented.	Individual reports provided.	Ongoing process of striving to offer this certification option in each region. Each representative for that country will assist when necessary, working with PTCNY. Explore options for future funding.
Annual Review of Bylaws and SROPS	Need to review Bylaws discussed. This was last updated in 2019.	Pat will distribute a copy of the Bylaws to Board members for review. Leny will assist with facilitation.	2024 Copy of Bylaws will be distributed prior to CMSC. Plan to have a brief meeting at CMSC 2024. Pat will facilitate this and let everyone know.



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Committee Reports Attached documents provided at meeting	Committee Reports were provided to Board members for review. There is a need to update the committees and their respective members. All agreed the need for item writing is a priority and would be beneficial to explore having a pediatric representative as well as international presence in item writing items.	This will be further discussed at the CMSC and after review of test results.	2025 Ongoing process the committee will facilitate through CMSC and other venues.
Treasurer Report	Treasurer's Report provided to Board for review by Marian Finehirsh. There is currently a deficit. It is not clear to the board the financial stability of this organization because there is insufficient data available today to understand the funding of the organization. There were no previous reports for comparison to review.	Request official report from accounting firm and schedule a meeting with accountant and June to review MSNICB account for past 5 years. Explore ways to increase revenue. Review cost related to test administration. Explore options for administration of certification testing venue.	2024
Officer openings	Officer Roster reviewed and updated. Discussion of vacate officers and terms ending in Dec 2024 versus June 2024. Need to review Bylaws to clarify the terms.	Updates submitted to Leny.	Complete
	President-Elect vacant and Sarah Cecil was nominated by Pat, and second by Susan with unanimous vote.	Sarah Cecil elected President-Elect	Complete
	Secretary, vacate; Margaret Keller was nominated by Sarah, and second by Marian, with unanimous vote.	Margaret Keller elected Secretary	Complete
	Need to review other open vacancies.	Pat will distribute Bylaws to Board members.	2024



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Closing/Adjourn	The meeting adjourned at 10:30 am March 8, 2024.		

Respectively Submitted By: **Sarah Cecil**

Date Submitted: **03/12/2024**