



**MEETING INFORMATION**

<b>Name</b>	<b>MSNICB</b>
<b>Date</b>	March 13, 2025/March 14, 2025
<b>Time</b>	8 am – 4 pm/ 8 am to 12 pm respectively
<b>Location</b>	Marriott Hotel, Tampa Florida
<b>Facilitator</b>	President: Sarah Cecil
<b>Recorder</b>	Secretary: Margaret Keller

**ATTENDANCE**

Sarah Cecil (USA) Margaret Keller (USA) Patricia Melville (USA) Eileen Scheild (USA) Phillip Calay (Belguim) Marian Finehirst (USA) Belinda Bardsley (Australia/New Zealand)	Present	Jeffrey Hernandez (USA) IOMSN liaison for Board meeting only on March 14  Leny Almeda (USA) for Board meeting only on March 14	Present	Karen Sturges-Vera (PTCNY)	Present for exam review on 3/13
Joelle Massouh (UAE) Monique Booy (Netherlands)	Present (via zoom)				



MULTIPLE SCLEROSIS NURSES INTERNATIONAL CERTIFICATION BOARD

**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>Exam Review</b>	March 13, 2025	PTCNY provided handouts for review to the board members. Test questions reviewed, revised, and approved.	Complete
<b>Annual Business Meeting: President's Report</b>	<ul style="list-style-type: none"> <li>● Called to order on March 13, 2025 at 8:07</li> <li>● Quorum was established</li> <li>● Motion made by President to adopt a flexible agenda—motion made by Pat Melville/seconded by Belinda Bardsley and passed unanimously</li> <li>● Minutes from 2024 meeting approved unanimously—motion by Margaret Keller/seconded by Belinda Bardsley</li> </ul>	None	
<b>Bylaw Review</b>	Review of bylaws, last reviewed in 2015. Reviewed updated proposed changes. Approved with majority vote, motion by Pat Melville, seconded by Marian Finehirst.	Bylaws with proposed updates were approved. President will finalize the draft of the Bylaws as approved, and will be published on the MSNICB website.	
<b>Recruitment discussion</b>	Discussion regarding the number of Trustees to be consistent with the Bylaws. Motion to remove Cindy Phair from the committee as no one has heard from her in quite a while—motion by Pat Melville, seconded by Marian	Consider adding 2 additional trustees to the Board. The President will work with Trustees to prepare a Candidate Packet, work collaboratively with IOMSN to distribute calls for nominations.	2025



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	Finehirst. Additional discussion concerning recruitment process to solicit interest in MSNICB board.		
<b>Completion of President’s report</b>	Reviewed MSNICB candidate Handbook. Noted several updates are needed.  UK has pulled out of the MSNICB as they are developing their own test.	Members are to review the candidate Handbook and look for more current sources for candidates to use. This will be further discussed at zoom or phone meeting later in the year.	2025
<b>Treasurer’s Report</b>	Treasurer’s report provided to the Board for review by Marian Finehirst. The treasurer report did not provide specific details to explain revenues, expenditures. Past reports reviewed retrospectively since 2021, 2022 and 2024, 2024. .	Request an official detailed report—will be done by the Treasurer. Treasurer will consult with accountant for further assistance.	2025
<b>International Reports: Netherlands Australia Middle East (UAE) Belguim</b>	Individual reports provided and presented.  Netherlands will be administering the test every other year. They are not planning to provide the test in 2025.	Individual reports will be provided annually	On-going process in all regions.
<b>Further discussion on testing and the exam and cost saving</b>	The practice exam on the MSNICB website is outdated, and should be revised in order to provide accurate information regarding the current examination. Discussion regarding the cycle of revising and updating the certification examination. Many other	Consider having a committee revise this.  The MSNICB board approved to defer updating the current certification	2026-2027



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	<p>certifications of other professional groups revise their tests less frequently. i.e every 5 years.</p> <ul style="list-style-type: none"> <li>● MSNICB has been revising the test annually and the cost , plus travel were reviewed and discussed.</li> <li>● Question bank is outdated and not reflective of some of the most current evidence -based practices for MS. Consensus among group is there is a need to solicit updated evidence -based test questions and the mechanism to achieve this. .</li> <li>● Discussion of financial viability of the MSNICB. MSNICB only revenue is generated from the certifications either by renewal or new certifications. Reviewed historical data for the past 20 years. Processes reviewed on renewals and new certifications and cost considered. Currently, the fee structure for an outside party is costly and higher than revenue generated..</li> <li>● Factors were reviewed including cost for translation of the certification test. In 2024, it was translated into Dutch and French.</li> <li>● In 04/01/2025 PTCNY will increase their fees.</li> <li>● Review of data showed that since 2002 through 2024, 2925 people have taken the exam, and 2374 passed. 1553 recertifications are noted.</li> <li>● Discussion about soliciting nurses to take the MSCN.</li> </ul>	<p>examination. The current examination was implemented in November of 2024 will be the current examination utilized.</p> <p>The MSNICB will work with IOMSN to explore options to further obtain updated questions on future exams</p> <p>Explore options for the renewal process. The president will initiate working and researching more information on these concerns.</p> <p>Explore options to curb cost and consider other avenues for renewal process.</p>	



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	<ul style="list-style-type: none"> <li>President requested a motion to solicit 2 additional Trustee spots. Motion made, seconded and passed.</li> </ul>	The President will work with Leny for soliciting of those candidates.	2026
<b>Liason's report</b>	Jeffrey Hernandez provided an update of IOMSN. He is aware of requests for solicitation of exam questions. Both the IOMSN and MSNICB wish to increase membership by the promotion of the organization and the benefits provided.	To be further discussed once feasibility is assessed, and work collaborative with our board and consider options.	2025
<b>Closing/Adjourn</b>	The meeting adjourned at 11:15 am March 14, 2025		

Respectfully submitted by: Margaret Keller  
 Reviewed by Sarah Cecil, President

Date submitted: March 26, 2025