

**General Meeting Minutes**  
**Date: November 27, 2017**  
**Start 1:03 pm ET**  
**Finished 2:01 pm ET**

NPAC Chair: CDR Heather Skelton  
 NPAC Executive Secretary: CDR Wanda Chestnut

AGENDA TOPIC	DISCUSSION	FOLLOW-UP, RECOMMENDATIONS and ACTIONS	RESPONSIBLE PARTY
<b>Introduction: CDR Heather Skelton</b>	<ul style="list-style-type: none"> <li>• CDR Skelton welcomed everyone to the call.</li> <li>• Attendees were reminded to place their phones on mute by pressing #5 to not disturb the meeting. WebEx number was used for communication during meeting.</li> </ul>		
<b>CNO Remarks: RADM Susan Orsega</b>	<ul style="list-style-type: none"> <li>• I would like to emphasize my callout to all the nurses to take time to look at the things that you need to do to ensure that you are basic ready.</li> <li>• If you are coming up on things that are due in January, make the commitments necessary to ensure that you update what is required.</li> <li>• It would be exciting if we were in the top three, this would underscore that we are looking and following the focus that our Surgeon General Adams has asked us to do, making sure that we are looking at our personal fitness.</li> <li>• There are many officers who are up for promotion and the deadlines come quickly and officers are encouraged to look at the PHS website and review the checklist to ensure that you have met the promotion qualifications to make yourself competitive.</li> <li>• The Career Development Sub-Committee is a great resource, and CDR Skelton can assist in pointing you in the right direction, given that she Co-Chaired that committee in the past.</li> </ul>		

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	<p>CDR Skelton can also provide the email address for the Mentoring Sub-committee.</p> <ul style="list-style-type: none"> <li>• We have great opportunities to network and connect with one another who have shared interest.</li> <li>• I had a recent call with members of the Quad Council, the Quad Council focuses on Public Health. It made me think of the officers and civilian nurse colleagues who attended the American Public Health Association (APHA), this association focuses on many issues both domestically and internationally.</li> <li>• I would like to acknowledge the nurses who presented abstracts and/or posters at the 2017 Annual Meeting. As well as those who submitted but were not selected.</li> <li>• CAPT's Dandridge and Audain, and CDR's Anderson and Overage attended. As I attend more events in 2018, I will be sure to get the announcements out so that the nurses can have that cross connection and synergy.</li> </ul>		
<p><b>NPAC Chair remarks: CDR Heather Skelton</b></p>	<ul style="list-style-type: none"> <li>• CDR Skelton thanked the CNO for her remarks.</li> <li>• She stated that within the next day or two that she would ensure that Mentoring team sends information out via the ListServ so that the nurses know how to request a mentor, especially as they are preparing their promotion packages. A mentor can help with reviewing information, and provide advice.</li> </ul>	<p>A member of the mentoring team will be contacted and asked to send out an email via the ListServ pertaining to how to request a mentor.</p>	<p>CDR Skelton</p>
<p><b>Healing with CAARE Mission: CAPT Beverly Dandridge</b></p>	<ul style="list-style-type: none"> <li>• I would like to invite everyone to join us for the 2018 Healing with CAARE Mission in Durham, NC January 15-16, 2017.</li> <li>• This year we are partnering with some of our partners that we have partnered with in the past, as well as several new partners, in an effort to do all that we can to help Durham</li> </ul>		

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	<p>become healthier.</p> <ul style="list-style-type: none"><li>• They have had some activities in place for a few years to promote health and well-being in the County, and we have come in to try to expand that service.</li><li>• To date we have ~70 volunteers, and I am looking for 50 more. I want to go into Durham this year with 120 volunteers or more.</li><li>• The information has been distributed and we have an updated flyer that provides information about some of the volunteer opportunities that we will be involved with.</li><li>• Once you register using the survey monkey link, you will receive additional information about the mission.</li><li>• We will no longer be distributing information pertaining to the mission Corps wide to avoid overloading peoples' mailboxes.</li><li>• We have some officers bringing their entire family.</li><li>• I am tagging the male volunteers, we will be doing a lot of household work, "honey dew lists" i.e. painting, plumbing and electrical work. If you know people that have these skills, they are welcome to join the mission.</li><li>• This is not just a nursing mission. It is a nurse sponsored mission, and is open to all categories.</li><li>• Nurses have friends of nurses, therefore go out and get your friends and family and ask them to join us.</li><li>• We will be doing the following: mentoring adolescents and young children, spending time with an elderly population, environmental work, and health education. In addition, we plan to incorporate animals in the mission this year to emphasize animal and pet health and</li></ul>		
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	the way it impacts our health as human beings.		
<b>Dinner with a CAPT Presentation: CDR Gwendolyn Johnson</b>	<ul style="list-style-type: none"> <li>• Presentation will describe: what Dinner What a CAPT is, discuss the mission, explain the logistics of the dinner, discuss the demographics, the post dinner survey results, and how to participate.</li> </ul>		
<b>Fitness Presentation: CDR Kristin Maves</b>	<ul style="list-style-type: none"> <li>• CDR Skelton introduced the speaker. The presentation focused on fitting a healthy eating and fitness plan into your busy life.</li> </ul>		
<b>Discussion of Next Meeting: CDR Skelton</b>	<ul style="list-style-type: none"> <li>• Next NPAC general meeting will be held on December 18, 2017.</li> </ul>		

**Submitted:**  
**Approved:**