

**General Meeting Minutes**  
**Date: December 21, 2015**  
**Start 1:00 pm ET**  
**Finished 2:00 pm ET**

**NPAC Chair: CDR Mary Brooks**  
**NPAC Executive Secretary: LCDR Keith Marin**

<b>AGENDA TOPIC</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP, RECOMMENDATIONS and ACTIONS</b>	<b>RESPONSIBLE PARTY</b>
<b>Introduction: CDR Mary Brooks</b>	<ul style="list-style-type: none"> <li>• Attendees were reminded to place their phones on mute by pressing #5 (in addition to being placed on mute through WebEx) to not disturb the meeting. WebEx webinar was used for communication during meeting in addition to the meeting being recorded.</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting minutes have been archived in WebEx. Link is: <a href="https://fda.webex.com/fda/lsr.php?RCID=8ff1f64d16404663a10236065ec04542">https://fda.webex.com/fda/lsr.php?RCID=8ff1f64d16404663a10236065ec04542</a></li> </ul>	
<b>Approval of December 2015 General Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• General Meeting minutes request for approval for December 2015 were sent via email by LCDR Keith Marin on December 21, 2015.</li> </ul>		
<b>CNO Remarks: RADM Sylvia Trent-Adams</b>	<ul style="list-style-type: none"> <li>• CNO was unable to make the NPAC General Meeting. As a result, no remarks were made.</li> </ul>		
<b>Presentation: LCDR Keith Marin</b>	<ul style="list-style-type: none"> <li>• LCDR Keith Marin Biography</li> <li>• Nursing History: Clarissa "Clara" Harlowe Barton, founder of the American Red Cross</li> </ul>		
<b>Presentation: CDR Randy Bong</b>	<ul style="list-style-type: none"> <li>• CDR Randy Bong</li> <li>• Mental Health Training: "Back to Basics, Mental Health Education"</li> </ul>		
<b>NPAC Chair remarks: CDR Mary Brooks</b>	<ul style="list-style-type: none"> <li>• NPAC had their retreat on December 17, 2015. The 2015 Benchmarks were completed and will go to the voting members shortly. Will be published in 2016 after the publication of the promotion results.</li> <li>• CAPT Brenda Cook is stepping down so there will be an opening for a voting member in IHS.</li> <li>• We will no longer be keeping track of</li> </ul>		

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	<p>attendance for the general members during the general meeting. Discussion with RADM Sylvia Trent-Addams indicated that this tracking is no longer expected as calls can now be recorded. Furthermore, it is not fair to penalize nurses who may not be able to make the call live who can instead listen to the call at a time that works for them.</p> <ul style="list-style-type: none"> <li>• There were no JOAG updates</li> <li>• There were no COA updates</li> </ul>		
<b>Round Table Discussion</b>	<ul style="list-style-type: none"> <li>• LCDR Sheri Wheeler: COF is up and running for the COA in Oklahoma City, OK. Be on alert for updates to the website. Hotels are filling up fast and details will be posted on the website after the New Year. There are 10 pre and post conferences planned as well as nursing competency training.</li> <li>• CDR Brooks: January 4- January 26, 2016 the call for nurses will go out. Nurse applicants will send their applications to DCCPR and the recruitment subcommittee will lead effort on applications for appointment board.</li> </ul>		
<b>Discussion of Next Meeting: CDR Brooks</b>	<ul style="list-style-type: none"> <li>• Next NPAC general meeting will be held on January 25, 2016</li> </ul>		

**Submitted: CDR Beatrice Pollock**  
**Approved: CDR Derrick Gooch**