**DAL Chapter Leadership Meeting Notes**

Monday, October 23, 2023 from 3:00-4:00 CST

Lead: Judy Young, MSN MHL RN LNCC and Sree Rajesh & Melissa Van Fleteren, Staff

* Directors-At-Large (DAL):
  + **Judy Young, MSN MHL RN LNCC**

2021-2022, 2022-2023, 2023-2024

321.454.4462

[LegalNurseExperts@cfl.rr.com](mailto:LegalNurseExperts@cfl.rr.com)

Chapters: Pittsburgh, New Jersey

* + **Kenyetta Christmas, RN, MSN, ACNP-BC**

2023-2024

678.814.8076

[houghmedical@gmail.com](mailto:houghmedical@gmail.com)

Chapters: Bay Area of Northern California, West Virginia Upper Ohio Valley

* + **Barbara Gaynor, BSN, RN, BCPA**

2023-2024

315.250.0617

[barbgclnc@gmail.com](mailto:barbgclnc@gmail.com)

Chapters: Greater Tampa Bay, Greater Orlando

**Agenda**

1. **Welcome 3:00-3:10 *Sree Rajesh***
2. **Main Agenda 3:10 – 3:50 pm *All*** 
   1. **General Items (*Judy)***
      1. Please contact HQ to spotlight your Chapter’s activities. It’s a great chance for you to highlight your Chapter and attract new members. We have several chapters who have submitted information on their webinars, we encourage all chapters to do so, so they may also be included in the calendar. You can email [info@aalnc.org](mailto:info@aalnc.org) or Sree Rajesh at [sree.rajesh@aalnc.org](mailto:sree.rajesh@aalnc.org)
      2. Remember to send chapter events to HQ to post on the AALNC website. These can be sent to the AALNC info email address, submitted [here](https://www.aalnc.org/About/Chapters), or Sree.
      3. Don’t forget about the [Chapter Resource Page](https://www.aalnc.org/About/Chapters/Chapter-Leader-Resources), which has documents available for you to download to help run your chapter. This page also includes some examples of strategic plans and tips for succession planning.
      4. If you have a testimonial regarding your work as a LNC, please [fill out the form & permission statement](https://www.surveymonkey.com/s/5BHGGWJ) to submit so it can be posted on our website.
      5. Recognize a fellow LNC who is doing exemplary work by contacting AALNC at [info@aalnc.org](file:///\\bchi32\healthcare\AALNC\Chapters\DAL-Chapter%20Leader%20Calls\2017\April%20In%20Person\info@aalnc.org).
   2. **Social Media** **(*Kenyetta*)**
      1. AALNC has accounts on Twitter, LinkedIn, and Facebook where we post regularly about all things AALNC! If you/your chapter do not follow us already, this is a great place to find updates on the organization.
      2. If you aren’t doing this already, please consider promoting your chapter and its news and activities on social media platforms.
      3. You are free to Tweet and Re-tweet, post to Facebook and LinkedIn, or share all AALNC news and activities. Contact our HQ office if you need guidance.
      4. Extra Tip – keep your chapter websites & social media accounts up to date!
   3. **Certification (*Judy*)**
3. AALNC continues to use a Universal Certification Date: anyone who certified or recertified in 2018 is up for recertification this year. Certification will expire on October 31, 2023 for everyone and application must be in before October 31.  Remind your members!
4. AALNC Headquarters staff has been working with the testing vendor to streamline the exam application and testing process. The next exam window is in October. As a reminder, the exam can now be proctored virtually!
5. We have also introduced the LNCC-R for those who are retiring and want to maintain their LNCC credentialing.
   1. **Online Education Opportunities (*Barbara*)**
      1. We would appreciate the chapter leaders advertising our webinars. Almost all can be listened to after the fact as on-demand webinars.
      2. **One of our many AALNC member benefits is 10 free webinars per year!** So far AALNC has presented eight webinars this year, and there are many exciting webinars planned for the remainder of 2023. The member benefit of free webinars includes the live and on-demand versions of this year’s webinars.
      3. Don’t forget other education opportunities with AALNC, like our ebooks series, reference cards, and module courses.
   2. **Chapter Renewal Process *(Sree Rajesh)*:**
      1. Please complete the [Chapter Election form](https://www.aalnc.org/About/Annual-Chapter-Elections) by **December 15, 2023.**
      2. We are in the process of setting up a DAL call to take place in the coming weeks, but in the meantime we want to go ahead and send the rest of the renewal materials so you can take a look and get started. The renewal documents must be completed and submitted to headquarters no later than **February 15, 2024**.
         1. Items required for renewal:
            1. Completion of renewal survey (<https://www.surveymonkey.com/r/TP886NS>)
            2. Completion of current roster (send to Sree at HQ)
            3. Completion of Financial form (send to Sree at HQ)
            4. Submission of current chapter bylaws
            5. Submission of chapter membership dues of $250
            6. If you prefer to pay dues with a credit card, please let us know and staff can send you an invoice.
            7. If you will be paying by check, please mail to

AALNC

8301 Solutions Center

Chicago, IL 60677

* 1. **Membership (*Sree Rajesh*):**
     1. 2024 membership renewal is now available. If you have newcomers to your chapter, they do need to renew or join the National organization, so now is a great time! Please encourage your members and colleagues to renew if they have not already.
  2. **Upcoming and New AALNC happenings (*Sree*)**
     1. AALNC Annual Forum 2024
        1. Registration for Annual Forum 2024 has opened! To register and see the happening visit the [Annual Forum 2024 page](https://www.aalnc.org/Events/AALNC-Annual-Forum).
     2. LNC Professional Course Update
        1. AALNC staff has been hard at work on a major update to the LNC Professional Course. The new & expanded course will launch this November.
     3. Call for Nominations is now open! All applicants must be current RN Members of AALNC. The deadline to submit an application for the 2024 [Board of Directors](https://www.surveymonkey.com/r/R8L9XCN) and/or [Leadership Succession Committee](https://www.surveymonkey.com/r/R8JNNWS) is**November 10, 2023**.

1. **Closing - Questions, Comments? (*All*) 3:50 pm - 4:00 p.m.**

Remember we are here to support and guide you. Please contact your DAL with any questions and updates in your chapter’s activities. Our contact info can be found above and on the [AALNC website](http://www.aalnc.org/page/board-and-staff).

**Call Notes – topics addressed throughout the conversation**

* Always remember to share your chapter events with AALNC so we can add to the website event calendar.

Chapter leaders also discussed each individual chapters member retention and engagement. Sree sends out monthly nationals rosters of the members in the three requested states, this is a helpful resource in reaching out.

* If you would like to update the states that are included, please reach out to Sree.

AALNC Nationals has updated their By Laws. During the upcoming Chapter renewal cycle please be sure to update By Laws with these included. Sree will send out the updated Bylaws with the renewal documents

There will be a meeting scheduled following the Chapter Elections process to run through each document that needs to be filled out for the Chapter renewal process.