



Hawai'i State Center for Nursing  
 Advisory Board Development  
 Annual Meeting Minutes  
 Tuesday, November 16<sup>th</sup>, 2021 from 5:30 PM-7:00 PM  
 Hawai'i State Center for Nursing  
 Biomedical Sciences Building - 1960 East-West Rd, Honolulu, HI 96822  
 And Via ZOOM Teleconference

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**ATTENDANCE:**

<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>	<b>Name</b>	<b>Present</b>
Julio Zamarripa, Chair	Yes	Arthur Sampaga	Yes	Laura Reichhardt, Director HSCN	Yes
Bonnie Castonguay, Vice Chair	Yes	Doreen Nakamura	Yes	Katherine Finn Davis, Assoc. Director EBP	Yes
Beth Hoban	No	Voting Members present:	<b>7</b>	Carrie Oliveira, Researcher, HSCN	Yes
Susan Lee	Yes	Clementina Ceria-Ulep, Ex Officio	Yes	Liane Muraoka Hussey, Pgm Lead., HSCN	No
Rose Hata	Yes	Rhoberta Haley	Yes	Brianne Atwood, Pgm Coord., HSCN	Yes
Anne Scharnhorst	Yes	Christy MacPhearson	Yes	Amy Ono, Admin & Fiscal Supp., HSCN	No
Present total:					<b>14</b>

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>ACTION</b>
Welcome: Call to Order Julio Zamarripa	<p>The HSCN Advisory Board meeting was called to order at 5:38 PM. A welcome statement was provided by the Board Chair Julio Zamarripa. The Chair welcomed facilitator and guest Christy MacPhearson, to the meeting, thanking her for her time. Round table introductions from Advisory Board members and staff members present followed.</p> <p>The Chair reviewed the agenda and requested all participants turn on their cameras to facilitate discussion during the development meeting.</p> <p>Quorum was present for the development meeting.</p>	None

TOPIC	DISCUSSION	ACTION
	Welcome and Introductions concluded at 5:42 PM.	
<p>Outreach and Networking: Board Development</p> <p>Christy MacPherson</p>	<p>Christy MacPherson provided a discussion Power Building, a communication strategy for networking and relationship building, followed by breakout practice sessions. A summary of the activities is included herein.</p> <p><b>Power Building Through The Listening Process</b></p> <p>Christy MacPherson reviewed the agenda for the workshop discussion and discussed the purpose of the Listening Process.</p> <p>The Listening Process entails;</p> <ul style="list-style-type: none"> <li>• Truly <i>listening</i> to each other to find out members' hopes, dreams, talents and concerns both within the organization as well as in the wider community.</li> <li>• Members share their "stories" with one another and deepen their relationships.</li> <li>• This process will help strengthen and build our organization and identify key issues that they may choose to address.</li> </ul> <p>Christy MacPherson prompted members to discuss the following questions.</p> <ul style="list-style-type: none"> <li>• <b>Why are you here? What do you want as an advisory board or for the center?</b> <ul style="list-style-type: none"> <li>○ The influence of the Center recognized and appreciated by practicing nurses in the state.</li> <li>○ Broadening the Center's reach, particularly to practicing nurses.</li> <li>○ Increasing communication, networking and expansion of initiatives.</li> <li>○ Maximize engagement, to connect nurses to make an impact to healthcare in Hawaii.</li> <li>○ The best way to expand impact is to build relationships.</li> </ul> </li> <li>• <b>Is it possible to get what you want, to make your self-interest realized?</b></li> </ul> <p>There are two types of power – money and people. Working together, building collective duty requires building power. Organizing, advocacy and building community starts with building relationships.</p> <ul style="list-style-type: none"> <li>• Relationships start with listening!</li> <li>• Listening through one on ones requires individuals to be courageous, curious and ask why?</li> <li>• Being open and non-judgmental is the key to successful listening</li> <li>• Please leave your bias at home</li> <li>• Avoid preaching and interjecting.</li> </ul>	<p>None</p>

TOPIC	DISCUSSION	ACTION
	<p><b>One-on-one Discussion Sessions</b></p> <p>Members were assigned into breakout rooms composed of 2-3 participants to practice speaking and listening skills. Each individual was requested to spend 20 mins each speaking about themselves utilizing the following tips.</p> <ul style="list-style-type: none"> <li>• Take notes.</li> <li>• What we are trying to achieve through on-on-ones? <ul style="list-style-type: none"> <li>○ What is their self-interest?</li> <li>○ What does the person care about?</li> <li>○ What skills and talents the individual has?</li> <li>○ What are their fears?</li> <li>○ How can this person help mobilize?</li> </ul> </li> <li>• Suggested questions to get the conversation going; <ul style="list-style-type: none"> <li>○ What is their name?</li> <li>○ Where are they from?</li> <li>○ What inspired them to become nurses?</li> <li>○ Where do they live and what is going on in their communities?</li> </ul> </li> </ul> <p>Minutes were not taken for discussions held in the breakout sessions, as they were not related to HSCN business and may be private in nature.</p> <p><b>Re-group and Discussion</b></p> <p>Participants returned to a group session to discuss their experience in the breakout sessions. A summary of the discussion is as follows.</p> <ul style="list-style-type: none"> <li>• People are often hesitant to talk about themselves and require being probed to open up.</li> <li>• The breakout room, one-on-one provided an opportunity for a more in-depth opportunity to engage personally.</li> <li>• Many members expressed a desire to implement these strategies into their professional and personal lives.</li> <li>• Utilizing on-on-one conversation will help build those necessary relationship and expand our networks</li> </ul> <p>Participants expressed their gratitude for Christy MacPhersons presentation and time.</p> <p>The Board Development session concluded at 6:52 PM.</p>	

TOPIC	DISCUSSION	ACTION
<p>Other Business Julio Zamarripa</p>	<p>Julio Zamarripa led the new business discussion. A summary of the discussion is included herein.</p> <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>• Meeting Evaluation: Members were reminded to complete a post-meeting evaluation for the event.</li> <li>• Board Members were asked to turn cameras on to enable the capture of a group photo via ZOOM conferencing software. The annual Advisory Board photo was taken virtually.</li> </ul> <p><b>2022 Meeting Schedule</b></p> <ul style="list-style-type: none"> <li>• Members reviewed the 2022 meeting schedule. No objections or corrections were made to the upcoming meeting schedule. A general vote was called, and the motion passed unanimously.</li> </ul> <p><b>Next Meeting</b></p> <ul style="list-style-type: none"> <li>• The next Board Meeting will be held on January 18<sup>th</sup>, 2022 at 5:30 pm.</li> </ul> <p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Workforce Supply Data tables and infographics have been released and posted to the HSCN website.</li> <li>• The HSCN website has been redesigned to make navigation easier.</li> <li>• A reminder to encourage participants to attend upcoming CNEs.</li> <li>• The Annual Report will be released in the near future and finalized for the legislature on January 6<sup>th</sup>.</li> </ul> <p>The Other Business session concluded at 7:03 PM.</p>	
<p>Adjournment</p>	<p>Meeting adjourned by chair Julio Zamarripa at 7:04 PM.</p>	

Next Meeting                      The next Board Meeting will be held on January 18<sup>th</sup>, 2022. Administered by the HSCN, from the HSCN office and available via remote access where permitted by Sunshine Laws.

Please contact Brianne Atwood at 808-956-0545 or [batwood@hawaii.edu](mailto:batwood@hawaii.edu) for questions and additional information.