

# Minutes

## PICNIC Executive Committee Meeting

**DATE** September 18, 2023

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**TIME** 11:00 A.M

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**FACILITATOR/TRANSCRIBER** Shaun K Morris / Grace Baiano

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### IN ATTENDANCE

Shaun K Morris, Peter Gill, Srinivas Murthy, Joan Robinson, Michael Prodanuk, Jeff Pernica, Michelle Barton Forbes, Jesse Papenburg

### AGENDA ITEMS

Update on RedCAP process for proposing studies

Terms of Reference finalized

Member in training selection process

Update on ongoing studies

Update on proposed studies

Website

Process for requesting PICNIC letters of support for grant applications

PIRN liaison

IMPACT liaison

CCT liaison

PERC liaison

Other business

### TOPICS DISCUSSED

Update on RedCAP process for proposing studies:

- Email and application process working well
- 3 projects currently submitted
- Rated as simple and user-friendly

**Action Point:** Add Michael Prodanuk to the RedCAP application process

Terms of Reference finalized:

- Updated and shared with AMMI and posted in member-only portal

**Member in training selection process:**

- **March AMMI meeting**
- **Open to ID/Micro resident and fellow interested individuals, need to be Fellow to be mentored**
- **Michael P is first member-in-training**
- **Gen Paeds has training advisor committee, could be a good model for PICNIC to adapt**

**Action Point:** Create a 'formal mentorship avenue' for future interested parties

Inquire with AMMI ie. mentorship

Ask Riccarda at AMMI what happens after interest (linked to conference)?

**Update on ongoing studies:**

- **Michelle Barton-Forbes, Michael Prodanuk, Joan Robinson spoke of ongoing studies,**

**Action Point:** PICNIC taking next step with research guidelines?

Michael Prodanuk to send reminder emails to sites (Canadian and Caribbean) for Covid-19 mortality study

**Update on proposed studies:**

- **3-4 applications in next 2 months**
- **Shaun and Jesse: (big) study was sent to list serve last week, still need site investigator/interest in project**
- **Survey of management practices**

**Action Point:** Need site lead point of contact to clarify who is working on it and meets criteria

Ask Riccarda at AMMI ie. PICNIC list in AMMI

How to prioritize submissions (size and importance): group needs to decide on this process

Things to consider: Are 6 studies on the go too many (funding dependent)? Will it dilute the overall quality of what PICNIC is setting out to do? Need to be selective

Grace to add shared web-drive with Jason Brophy, for comments on documents

**Website:**

- **Increase online presence**
- **Make webpage within AMMI website**
- **Outline to include everything mentioned in document shared by Michael P during meeting**

**Action Point:** Create a newsletter sent out 2-4 times a year (sharing events, collaborations, ideas, etc.)

Michael to circulate document mentioned in meeting (saved in shared Drive)

Grace to gather info from the group to compile website 'About Us' page

Ask Riccarda and Jean Guy at AMMI about PICNIC webpage within site

**Process for requesting PICNIC letters of support for grant applications:**

- **What can the process for providing PICNIC letters of support look like? Simplify proposal**

**Action Point:** Need Associate Chair position filled

**PIRN/ IMPACT/CCT liaison:** updates provided by Peter and Srin (nothing relevant for this call)

**PERC liaison:** Dr Mo Eltorki from Calgary (formerly McMaster) has volunteered.

**Other business:**

- **Potentially meet on a more social level and less business-focused. Include interested parties, regardless of appointment and student status ie. residents (for consideration further down the road in their careers). ID Week is a good opportunity for this, but not all members can attend**

- Proposed tele-conference twice a year with team
- Process for PICNIC to discuss presentations (virtual), rather than email-only communication

**Action Point:** Create a way for other PICNIC members to have a voice

Look into meeting at a hotel conference room, followed by informal dinner for next meeting in 2024  
(team to provide feedback on this type of meeting..)

## **KEY DECISIONS**

N/A

## **SUMMARIES OF REPORTS**

N/A

## **NEXT MEETING**

March 2024