



Leaders' Conference Call Meeting Minutes

Date: January 10, 2008

Attendance: Ashley Ave (California), Linda Broz (Minnesota), Ronnalea Hamman (British Columbia, Can), Joan Morgan (Ohio), Jacquelyn Rivers (Ohio), Penny Overgaard (Arizona, joined meeting at 1130 hours).

Regrets: Leslie Catron (California), Jennifer Mackel (Virginia), Joan Totka (Wisconsin), Jenene Warmbier (Ohio)

Topic	Discussion	Conclusion and Assignments
<p>Conference Recap and Workgroup Update</p>	<p>Workgroup 1: Jacquelyn Rivers: Outcomes Group: Not all workgroup members could conduct the lit search so the timeline has been extended to end of January. Jacqueline is planning to pull together a workgroup conference call to discuss findings by the end of January.</p> <p>Workgroup 2: Joan Morgan: Membership Group: Planning to conduct a needs assessment of members and expectations with respect to membership. Looking at how to recruit members such as targeting hospitals that have pediatric beds but are not pediatric hospitals. It is believed PIPE would serve as a great benefit to them. Joan was able to locate a list of 78 hospitals with pediatric beds through NACHRI. Trying to figure how to assess needs and communicate to this target group.</p> <p>The group would also like an updated membership list.</p> <p>Workgroup 3: Ashley has not been successful in communicating with members of Workgroup 3 (Publishing/Communications)</p> <p>It was agreed that the work group leaders would join the PIPE conference call every two months to update on progress. Workgroup leaders can also send information to Ashley at anytime. Workgroup leaders were informed that they could use the provided conference call telephone number to set up their workgroup conference calls.</p>	<ul style="list-style-type: none"> • Jacquelyn will forward updated Outcomes Workgroup Action Plan to Linda Broz to post on HCEA website. • Ashley will check with Leslie on how PIPE communicated with CHCA regarding membership recruitment. • Joan to forward Workgroup Action Plan to Linda Broz to post on HCEA website • Ronnie to confirm updated membership with HCEA and then forward updated list to Linda for posting on the website. An email will be sent to the current membership with the link to the current list in order to update members.

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Roles/Responsibilities	<p>Ronnalea asked about clarification of the treasurer role in the secretary/treasurer position. Dues (\$35/year) are tracked through HCEA and support PIPE activities (website, etc.)</p> <p>Penny reported that the PIPE dinner cost approx. \$800 at last year's conference. The dinner was paid for by HCEA and the Get Well Network.</p>	<ul style="list-style-type: none"> Ronnalea and Ashley to set up a time to clarify this role. Ashley to talk with Leslie and/or Kathy about hx of budget and duties of former treasurer
Newsletter Contributions	<p>Penny will coordinate PIPE information for the newsletter. She outlined some ideas for newsletter contributions such as surveying members about certain patient/family education processes, procedures, etc. and then collating the information into an article.</p> <p>Feb. 14th is the deadline for next newsletter.</p> <p>For this issue, PIPE will provide info about each workgroup and their goals/objectives for 2008 along with an invitation to join the group for those who were not able to attend our last business meeting.</p>	<ul style="list-style-type: none"> Joan and Ashley to write up an introductory blurb for the newsletter about the goals and action plans for the workgroups and provide a link to the website by Feb. 14, 2008.
2008 Conference	<p>Penny updated on the HCEA conference scheduled for Sept. 17, 18, and 19, 2008. The suggestion was made to hold the PIPE business meeting on Sept. 16th, the day before the HCEA Conference, at Phoenix Children's Hospital (PCH). Dinner to be served prior to the meeting. PCH is a 15-20 minute drive from the Hotel transportation can be arranged.</p> <p>Logistics are still being arranged but there is a plan to have a crossover with FHERN and PIPE for a tour of PCH between the two meetings and possibly dinner together. This will all be held in the PCH Conference Center.</p> <p>Tentative schedule for September 16th : HCEA Board Meeting: 0800 – 1200 hrs. FHERN Meeting: 1200 – 1600 hrs. PIPE Business Meeting: 1600 – 2000 hrs.</p>	<ul style="list-style-type: none"> Penny will bring up the proposed schedule at the next HCEA Board Meeting Discussion of specifics will continue during future conference calls

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	Penny asked if anyone could provide a talk on Evidence-Based Practice to do at the PCH nursing grand rounds at PCH on Tuesday, Sept. 16 th at around lunchtime. She will also be checking to see if PCH will pay for a speaker. Suggestion was made to invite Dr. Deb Lieberman, an expert in using interactive games to teach and support the chronic patient, to speak during lunch-time.	
Values Exercise	Ashley has asked Leslie to send out an exercise to help board members look at the values of PIPE and refine them.	Ashley will ask Leslie to prepare and send out values exercise to board members. This subject will be the topic of our next conference call.

Minutes recorded by: Ronnalea Hamman

Date of next call: February 14, 2008
1100 Pacific; 1200 Mountain; 1300; Central; 1400 Eastern