



## Leaders' Conference Call Meeting Minutes

**Date:** May 8, 2008

**Attendance:** Ashley Ave, Ronnalea Hamman, Joan Morgan, Linda Broz, Joan Totka, Leslie Catron

| Topic                     | Discussion  | Conclusion and Assignments   |
|---------------------------|---|--|
| <b>PIPE Meeting</b>       | <p>Summarize 'where we have been' based on group discussions from last year. 3 groups</p> <ul style="list-style-type: none"> <li>○ Publishing</li> <li>○ Membership</li> <li>○ Guidelines</li> </ul> <p>Continuation of discussion from last meeting.</p> <ol style="list-style-type: none"> <li>1. Inventory management.</li> <li>2. Competency testing in patient/family education (i.e. documentation).</li> <li>3. Parent involvement in development/review of patient and family education materials.</li> <li>4. Electronic materials (interactive patient systems).</li> </ol> <p>Need concrete outcomes and action steps.</p> <p>Agenda:</p> <ol style="list-style-type: none"> <li>1. Workgroup summary</li> <li>2. World Café on topics identified by survey responses.</li> <li>3. Summary of next steps and plan for groups.</li> </ol> | <p>Ashley will email Fran to find out what exactly is being sponsored by the Emily Centre. Will find out if vendor will sponsor the PIPE dinner.</p> |
| <b>HCEA Survey</b>        | <p>Asks for input about meeting in September and we should wait for those results before planning meeting topics.</p>   |  |
| <b>Member Information</b> | <p>List from HCEA is the most updated list we have. We will add people</p>  | <p>Post membership list online and then post on the</p>  |

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|--------------------------------|--|---|
| <b>from HCEA</b>               | as required.   | PIPE listserv and ask them to check it. Linda and Ashley.                 |
| <b>HCEA Monthly Newsletter</b> | The editor of the HCEA newsletter is looking for information about PIPE such as the upcoming meeting and highlighting some discussions on PIPELine, membership workgroup progress, website resources, and welcome to new PIPE members. | Ashley to forward information to editor by Friday, May 16 <sup>th</sup> . |

**Minutes recorded by:** Ronnalea Hamman

**Date of next call: June 12, 2008**  
**1100 Pacific; 1200 Mountain; 1300; Central; 1400 Eastern**