



## Leaders' Conference Call Meeting Minutes

**Date:** October 16<sup>th</sup>, 2008

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

Topic	Discussion	Conclusion and Assignments
<b>PIPE Meeting</b>	Annual Meeting Minutes Reviewed.	
<b>SIG Bylaw Review</b>	<p>Reviewed SIG bylaw Section 10(E) regarding membership and elections. Currently, we do not have a web liaison and newsletter liaison.</p> <p>Kathy Ordelt had volunteered to be the web liaison so we still need a newsletter liaison.</p> <p>Elections at Annual Meeting were discussed. It was proposed to send out a mail notice followed up by email to all members a few months in advance of annual meeting describing positions and calling for nominations</p> <p>It was proposed change the bylaws to say that 'officers will be elected annually' and leave it open to different processes that suit the membership.</p>	<p>Ashley to contact members of the communications workgroup to solicit these positions.</p> <p>Ashley will follow up with Tamiko to get an updated membership list.</p> <p>Ashley to put this proposal forward to the HCEA Board. The Board is currently reviewing and updating the bylaws.</p>
<b>Notes from Susan Kerr session</b>	These notes are to be distributed to the membership.	Ronnalea will finalize document and send to Ashley. These should be posted by November 14 <sup>th</sup> , 2008.
<b>Vision Casting</b>	There was discussion at the annual meeting for more members to provide input on the vision. Leslie has a step 2 survey for the PIPE exercise to prioritize the words that exemplify PIPE.	Leslie and Ashley to develop a survey to send to all members to work on the PIPE vision. Vision to be completed by January 1, 2009.
<b>Secretary</b>	Leanne Gibbs from East Tennessee has volunteered to be the secretary	Ashley to follow up with Leanne and invite her

Topic	Discussion	Conclusion and Assignments
	starting 2009.	to the next conference call and Ronnalea will work with her to prepare her for the role.

**Minutes recorded by:** Ronnalea Hamman

**Date of next call: Wednesday, November 12, 2008\* (note change from regularly scheduled call).  
1100 Pacific; 1200 Mountain; 1300; Central; 1400 Eastern**