



## Leaders' Conference Call Meeting Minutes

**Date:** December 11<sup>th</sup>, 2008

**Attendance:** Ashley Ave, Kathy Ordelt

Topic	Discussion	Conclusion and Assignments
<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. 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>Kathy Ordelt had volunteered to be the web liaison so we still need a newsletter liaison.</p>	<p>SIG bylaw edits sent to Wayne Neal (who sent to Linda Kocent) on December 1<sup>st</sup>.</p> <p>Still need a newsletter liaison.</p>
<b>Notes from Susan Kerr session</b>	<p>These notes are to be distributed to the membership.</p>	<p>Notes were reviewed and posted on the PIPE Website</p>
<b>Vision Casting</b>	<p>Leslie and Ashley developed a survey. Announcement was sent to all members. Vision to be completed by January 1, 2009.</p>	<p>Survey can be accessed by going to <a href="http://www.surveymonkey.com">www.surveymonkey.com</a>            Log In: HCEA_PIPE            Password: hceasig</p> <p>Next steps: take the words that had the most responses to form into a mission statement. Leslie has done this process before and would be a great resource.</p>
<b>Secretary</b>	<p>Leanne Gibbs from East Tennessee has volunteered to be the secretary starting 2009.</p>	

<p><b>Work Groups</b></p>	<p><b>Communications Workgroup</b>  Leader: Kathy Ordelt  Members: Ashley Ave, Leslie Hazel, Linda Kocent, Penny Overgaard, Dina Ruef</p> <p><b>Membership Workgroup</b>  Leader: Wayne Neal  Members: Kim Crosby, Leslie Catron, Diane Tuemler, Nancy Beirne</p> <p><b>Membership Development</b>  Leaders: Joan T., Ronnie  Members: Jennifer van Brocklin, Paul Seese, Jane Oliphant, Jennifer Hoxsey</p>	<p>Communications and Membership Development workgroups have met via conference call since the Conference in September.</p> <p>Next steps: work with other PIPE members who were not at the Annual Meeting to get involved in one of these groups.</p> <p>Groups report to PIPE Board on progress on a regular basis (every other month?).</p> <p>Possibly post work-group minutes on PIPE Website?</p>
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**Minutes recorded by: Ashley Ave**

**Date of next call: TBD**