



Leaders' Conference Call Meeting Minutes

Date: June 4, 2009

Attendance: Leanne Gibbs, Ronnalea Hamman, Kathy Ordelt and Joan Totka

| Topic | Discussion | Conclusion and Assignments |
|--|---|---|
| PIPE Minutes for May | Reviewed and discussed. No changes | |
| PIPE Meeting at Annual Conference | PIPE meeting space availability is confirmed. Call for poster deadline extended to July 1, 2009 | Joan will speak with Ashley Ave to determine the final time frame for the PIPE meeting. Next month's agenda will include planning for meeting. |
| Succession Planning | Group discussed ideas for succession planning to include sending out a list of available leadership positions with their respected duties. This would give members a chance to see what they might want to get involved in. | |
| Unmeeting Communications | PIPE Unmeetings Agenda needs to be sent to HCEA Website and PatEdNet, StafEdNet and PIPELine list serves. Unmeetings available to HCEA members only, therefore the phone number for the Unmeeting should not be included on the advertisement notice but rather refer those interested in the phone number to the members website. Next PIPE unmeetings will be June 25 and September 10. | Joan will send agenda to StafEdNet. Ronnalea will send agenda to PIPEline, PatEdNet and the HCEA website along with a blurb about the unmeetings. |
| HCEA Website Update | Important to improve communication networks to help all members be more involved. E-mail blast is one avenue to help members stay more involved. These eblast could be up and running by conference time. Kathy asked that when sending information to website that specific link location be included for ease in correcting problems or including information in the right location. | Kathy Ordelt will speak with representative this week and report back. |

Minutes recorded by: Leanne Gibbs RN, BSN

Date of next call: July 2, 2009 at 11:00 eastern
(1000 Central; 0900 Mountain; 0800 Pacific)