



Leaders' Conference Call Meeting Minutes

Date: July 16, 2009

Attendance: Ashley Ave, Ronnalea Hamman, Kathy Ordelt and Joan Totka

Topic	Discussion	Conclusion and Assignments
PIPE Minutes for May	Approved as presented	
1. Unmeeting Communications	<p>Ronnalea reported that the un-meeting went very well. 9 people on the call, which is a bit less than the previous call. Group discussed reasons why the numbers could have dropped.</p> <p>Topic was centered around the creation of education documents. Call participants discussed topic, specifically focusing on:</p> <ul style="list-style-type: none"> Organizational processes, policies and guidelines Design of materials Whether the ability to decline documents exists Reasons for declining documents PF Ed. Committees Utilization of materials off the internet Illustrations – how used, where gotten Translations 	<p>Ronnalea will complete minutes and post shortly</p> <p>Next meeting topic: document management/control. Specifically, central inventory management, uploading content to Inter/Intranet, electronic file/file naming</p> <p>Date: September 10, 2009</p> <p>Time: 1200-1300 Eastern time</p> <p>Facilitator: Joan Totka</p> <p>Recorder: Jennifer Van Brocklin</p> <p>There may be some confusion about the topic since the term “documentation system” is used on the website. Kathy needs a couple of sentences to clarify what is on the HCEA website.</p> <p>Ronnalea will send those to Kathy (done)</p> <p>Joan will create the September brochure</p>
2. PIPE Meeting at Annual Conference	<p>PIPE Business Mtg. is scheduled from 0800-1000 on October 6.</p> <p>Possible agenda:</p> <ul style="list-style-type: none"> 0800-0830 introductions/icebreaker 0830-0900 Workgroup reports 0900-0930 Brainstorm about the future, keep as is or change? 0930-1000 Break into groups, teamwork activity and develop goals for coming year. 	<p>Pre-meeting communication (survey/nominations for President-elect, ideas for goals) will be sent to PIPE Members in August.</p> <p>Kathy had a thought to start the meeting at 0730, asking participants to bring their own breakfast.</p> <p>Goal is for the meeting, though relatively short,</p>

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	Also need to elect new President-elect.	to be exciting, energizing, productive and interactive. Ideas about icebreakers and agenda will be finalized at next meeting.
3. Succession Planning	A list of available leadership positions with their respected duties will be sent out as part of the pre-conference/meeting communication.	Joan will develop some questions for a survey related to board positions and needs assessment/goals for PIPE members and will send to PIPE Board for review.

Minutes recorded by: Ashley Ave, MA

Date of next call: August 20, 2009 at 11:00 eastern
(1000 Central; 0900 Mountain; 0800 Pacific)