



## Leaders' Conference Call Meeting Minutes

**Date:** December 3, 2009

**Attendance:** Leanne Gibbs, Joan Totka

Topic	Discussion	Conclusion and Assignments
<b>PIPE Board Members</b>	Discussion as to how best to increase PIPE board members and Conference planning committee members. Discussed sending a letter to all PIPE members to ask for help with PIPE planning for 2010. Also discussed that calling potential members might be more effective. Kathy Ordelt sent suggestions for several members that we could contact. Plan is to contact Rees Group for updated PIPE membership list. Once list updated will look at members and contact for involvement.	Leanne to contact Reese group to update membership list Leanne to contact Mary Alice Maslar and Jennifer Hoxsey about being a part of the planning committee
<b>Un-Meetings</b>	Discussion regarding new members to help with Un-meetings. Will ask for place holders for March 4, 2010 for topic regarding Health Literacy. Would also like to ask for a place holder for June 3 <sup>rd</sup> with possibility of topic on evaluating outside materials or other ideas.	Joan will ask Carol Klingbeil o help plan and moderate meeting Joan to call Paul Seese for help with an additional un-meeting and Leanne to help with this meeting
<b>Past Minutes</b>	Leanne discussed that not all minutes are on PIPE website. Joan has August minutes. Some meetings have been cancelled.	Joan will send August meeting minutes to K. Ordelt to have placed on website.
<b>Website</b>	Discussion that website needs updating, still contains contact information for Ronnalea Haman.	Leanne to notify K. Ordelt
<b>Yearly Progress Report</b>	PIPE yearly progress report now due.	Joan to complete progress report.

Minutes recorded by: Leanne Gibbs

Date of next call: January 7, 2010 at 11:00 eastern (1000 Central; 0900 Mountain; 0800 Pacific)