The meeting was called to order at 11:06PST

**Board Attendees**: Cheryl Resnik (Chair), Samantha Brown (Vice Chair), Bob Nithman (Secretary), Holly Wise (Director), Nancy Kirsch (Director), Dee Schilling (Director)

**Absent**: Leesa DiBartola (Director), Amber Fitzsimmons (Director), Kathy Zalewski (Board Liaison, ACAPT)

**Minutes Recorder**: Bob

*Key points identified in today’s meeting:*

1. ACAPT NIPEC election surveys administered via email today – polls will be open for two weeks.
2. ELC Presentation – ACTION: Cheryl will send out an email / Doodle pool to discuss presentation structure and possibly organize a handout.
   1. IPE Presentation is scheduled for Sunday morning
3. Cheryl requested change of date and 1.5 hours for the ELC NIPEC meeting - ACTION: Sandi to follow-up regarding the schedule. Cheryl also recommends lunch to be available.
   1. Discussion regarding timing of NIPEC meeting on Friday, October 2nd as this may conflict with those also attending the Collaborating Across Borders (CAB) meeting in VA.
   2. Sandi sent an email to Kathy requesting change of date to Saturday, Oct 3rd (same time noon-130pm)
4. ELC NIPEC meeting agenda will focus on break-out sessions of 3 different groups which were outlined during June’s conference call; one Board member will lead each group
   1. Clin Ed Collaborative Practice Group - Nancy
   2. Scholarly Activity Group – Dee
   3. Academic Group – Sam &/or Bob
      1. Electronic note taking is preferred and will be tasked among other Board members
      2. First 30 minutes for business, networking, lunch, and “priming” the discussion; last 60 minutes dedicated to small group work developing strategic goals for each group
         1. ACTION: will discuss specific priming questions during NIPEC’s August conference call
         2. ACTION: Sandi and Holly to follow-up on AV availability/capability in room and set-up of room
            1. We are using same room as TeamSTEPPS
5. Budget from ACAPT - $5000
   1. In preparation for 2016 requests, Cheryl outlined the following expense considerations:
      1. CSM $214 (we had $600 budgeted)
      2. NEXT $0 (we had $100 budgeted)
      3. We projected $1800 for ELC lunch ~60 attendees and $500 for AV
         1. It is unclear how much was spent at ELC 2014 - it was not charged to our budget
   2. Ample budget monies remain for ELC 2015 to provide food
      1. ACTION: Sandi to inquire what about menu options and will notify Cheryl
   3. $2000 allocated for website design in the 2015 budget
      1. ACTION: Sandi to inquire about estimated recurring costs to maintain/update the NIPEC website
      2. It is unclear how much of our $2000 allocation has been spent on the website creation thus far
      3. ACTION: we will revisit the budget on the August conference call
6. Administrative access to the NIPEC website
   1. Samantha volunteered to take lead on website
   2. Bob to generate a resource list/links for posting on the website
   3. Discussion on how to best include/organize one page IPE write-ups
      1. Discussion regarding how to search for IPE documents within the website
   4. Discussion regarding how to post published IPE articles (PDF’s vs. links)
   5. Discussion regarding posting key NIPEC info such as sub-committee resources, Board members, meeting minutes, and membership applications
   6. ACTION: Sandi to follow-up regarding structure/space of website and will coordinate directly with Samantha
7. The next NIPEC meeting is August 21, 2015

Meeting adjourned 12:02pm