NIPEC Meeting Minutes

August 21, 2015

Present: Cheryl Resnik, Samantha Brown, Kathy Zalewski, Nancy Kirsch, Holly Wise

Absent: Bob Nithman, Dee Schilling, Leesa DiBartola, Amber Fitzimmons,

Meeting called to order at 11:08 PST

Agenda:

1. Election report: Congratulations to Bob, Leesa, and Dee upon their re-election.
2. Emails to NIPEC members: I have received emails from Jody Frost and Holly Wise that they requested to be forwarded to interested individuals. Do we want to have a policy about what gets forwarded?

**Action:** Samantha to follow up with Sandy Rossi regarding the ability of utilizing the NIPEC web page to push notifications when new material is posted that allows members to opt in or out as well as to identify who has access to the page.

1. Budget: Budget was reviewed. Biggest line item is food expense for ELC which is currently set at $1800. Box lunch price is $33.

**Action:** Cheryl to work with Sandy regarding the menu so we can accommodate all members.

1. Web site update – Samantha presented the following plan;

1) (TAB HEADER) **About US**

- brief history and background, why IPE and practice, recent developments and example of organizations and key publications.

- vision and goals for the consortia

- leadership and board members-- each with name, photo, contact info, brief bio and IPE interest, and possibly a link to IPE related publications?

- FAQs page -- can be developed later

- meeting minutes listed by date from most recent

2) (TAB HEADER) **Join Us**

- application for membership

- opportunities to contribute to sub-committee work

- how to contribute to "resources" (e.g. papers, presentations, videos, etc) either on our site or on Nexus site for example (<https://nexusipe.org/resource-exchange>)

- link to "join the conversation" via forum? twitter? list serve?

- register for e-news, where members would receive e-blasts with meeting minutes, updates with news or events when they are added to site, notification when new member blogs or posts are made? announcements?

- we could create a public user profile page for networking so people could find colleagues or experts to connect with... not sure if this would be too sophisticated for our website?  but if able, there may be a link to create a user profile and a link to invite others to join here.

3) (TAB HEADER) **News and Events**

-list or calendar of dates/locations where NIPEC meetings will take place and possibly other IPE meetings/conferences of interest.

- announcements (e.g. NIPEC elections, changes to CAPTE requirements, etc)

4) (TAB HEADER) **Resources**

- Recent/Key publications

- link to resource exchange at Nexus

- link to measurement instruments

- searchable OR pre-divided by major topic bank of resources (articles, posters, etc) specific to PT and IPE

- list of links to other interprofessional websites and centers of interest (Bob was working on this but may include: All together better health, European conference on IPP and edu, collaboration across borders, IHEP, Pathways to health, IPEC, National academies of practice, IOM global forum on innovation in health profession edu, HRSA, Geriatric interdisciplinary team training, alliance for C.E. in health professions, institute for health care improvement, nexus, etc, etc)

- and/or link to Nexus learning system (preceptor, webinars, etc), see:  <https://nexusipe.org/nexus-learning-system>

5) (TAB HEADER) **Networking**

-general discussion (members access?) vs forward to group by other means... email, twitter, etc.

**Action:** All NIPEC Board members to forward to Samantha bio information as listed above including a photo for inclusion on the web site.

**Action:** Cheryl to create the “About Us” content for the web page

**Action:** All to consider major topics that could be used to assist in organizing information placed in the resource section of the web site to facilitate member utilization as the web site is not searchable.

**Action:** Bob to send completed resource list to all board members to identify any additional resources prior to the list being posted on the web.

1. ELC preparation

**Action:** Kathy to follow up with Sandy regarding the date of the NIPEC membership meeting to try to move it to Saturday so that it immediately precedes TeamSTEPPS training with a round table room set up. This move would also enable those NIPEC members who are attending CAB to be present for the meeting.

**Action:** Cheryl to:

* 1. follow up with Sandy regarding the ELC program to expand the names of those presenting to include the entire group.
	2. Identify all IPE programing to take place at ELC to include in pre-conference email blast to NIPEC members and to solicit speakers who are not members to join NIPEC.
1. Next meeting: September 18, 11:00 am PST

Meeting adjourned: 11:49 am PST