*Meeting was called to order at 12:03 pm CST*

**Board Attendees**: Cheryl Resnik (Chair), Samantha Brown (Vice Chair), Steve Jernigan (Director), Shelene Thomas (Director), Mary Blackinton (Board Liaison, ACAPT), Kimberly Beran (Secretary), Mary Sinnott (Director), Myles Quiben (Director),

**Absent**: Holly Wise (Director)

**Minutes Recorder**: Kimberly

*Key points identified in today’s meeting:*

1. Review the Minutes
	1. Minutes from 12.14.17 approved with edit
2. Reviewed Draft Website-Samantha
	1. Edits and suggestions were updated
	2. NIPEC member application has been updated and is supposed to notify Samantha of a new member
	3. Resources were updated to be more visually appealing
	4. Still uncertainty about the discussion links and who is being notified of items being posted
	5. Suggestion to create a NIPEC email address and then this email address is passed from one person to another

ACTION ITEMS:

-Samantha to touch base with Sandy about several small issues

-Search function for members not working

-Member list is not alphabetical order

- a couple other spacing issues

-All Board Membersare to submit an “IPE Summary” to ensure it is functioning properly before a full launch.

1. Budgeting request to ACAPT to send two PT representatives to IPEC has been approved. Both Cheryl and Holly will attend
2. Monthly Teleconference Schedule 2nd Friday of the Month at 10am EST, 9am CST, 8am MST, 7am PST
	1. Dates: February 9, 2018; March 9, 2018; April 13, 2018; May 11, 2018; June 8, 2018

ACTION:

-Kimberly to send out outlook calendar reminders.

1. NIPEC Happy Hour Thursday February 22 from 5-??? at CSM
	1. Mary S and Cheryl will be attending a meeting HPA Board of Director’s meeting during this time and will be late
	2. Board members planning on attending CSM: Cheryl, Mary S, Mary B, Myles, Steve, Kimberly

ACTION:

-Kimberly and Steve to determine location when they get to CSM

-All Board Members: send cell phone number to Kimberly and she will compile a list to aid with communication during CSM

1. Minutes from ELC work session
	1. Kimberly still missing the minutes from Strategic Partnerships with community sites

ACTION:

Mary S is looking for minutes from this group and will send to Kimberly; Mary will also reach out to Lynn Rivers to see if she has any additional minutes

Kimberly will collate all minutes and distribute prior to next meeting.

*Meeting was adjourned at 12:43 pm CST*