*Meeting was called to order at 10:05 am PST*

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

**Absent**: Mary Sinnott (Director), Myles Quiben (Director)

**Minutes Recorder**: Cheryl

*Key points identified in today’s meeting:*

1. Reviewed Draft Website

a. Identified a few issues (duplication of membership roster, posting by member seeking information that was not forwarded, etc).

**Action:** Samantha to follow up.

b. Board was satisfied with the new layout of the content and search ability of the membership roster.

**Action:** Once live, NIPEC Board members will be asked to complete an IPE summary for posting on the resource pages

2. NIPEC Happy Hour at CSM – I was decided to hold a happy hour, location TBD on Thursday, February 22nd from 5-6 pm in New Orleans. It was felt to be too difficult to find a time to meet that didn’t interfere with programming.

 **Action:** Early arrivals will seek a location. Cheryl to send out a save the date to NIPEC members with update once location is determined.

3. Board Call Schedule for 2018

 **Action:** Kimbery to send out poll to identify meeting dates. Please respond asap.

*Meeting was adjourned at11:00 am PST*