The meeting was called to order at 11:03PST

**Board Attendees**: Samantha Brown (Vice Chair), Bob Nithman (Secretary), Holly Wise (Director), Nancy Kirsch (Director), Dee Schilling (Director), Kathy Zalewski (Board Liaison, ACAPT)

**Absent**: Cheryl Resnik (Chair), Leesa DiBartola (Director), Amber Fitzsimmons (Director)

**Minutes Recorder**: Bob

*Key points identified in today’s meeting:*

1. APTA’s NEXT Conference – NIPEC meeting will be held on Friday, June 5th from noon-130pm. We need an agenda…
   1. Of the Board members on today’s call, Sam and Bob will be in attendance
   2. Agenda items proposed:
      1. ELC presentation details (if available)
         1. Per Kathy, call for abstracts closed and submissions are in review for ELC; the Education Section has final say on abstracts submitted for programming and ACAPT will coordinate SIG meetings and invited presentations
            1. In all likelihood, NIPEC will not have received notification of IPE abstract submission.
         2. TeamSTEPPS® training will be a part of ACAPT – Kathy indicated that this sessions will likely have a 4 hour block on Saturday, June 6th
            1. Kathy suggested moving forward with coordinating speakers
            2. ACTION: Holly will send abstract to NIPEC Board to reference

Holly is open to other contributors; Kathy indicated that expenses related to bringing other disciplines in to co-present would be reviewed by both ACAPT and the Education Section because ELC serves as a major fundraiser for each entity

TeamSTEPPS® could be a multiphase event…

* + 1. How to support sub-committees development and involvement from members
       1. ACTION: subcommittees to submit some guiding questions by June 1st for attendees to focus on at NEXT
    2. Discussion about piloting brainstorming session(s) at NEXT to better focus the discussions at ELC, support the subcommittees, etc.
       1. Discussion about using ELC primarily as a work-group or project development meeting in lieu of a business meeting
       2. Suggestion included Board member facilitated, timed sessions among the 4 proposed sub-committees; suggestion to have the note-taker be a different person from the facilitator
    3. Samantha suggested that an email be sent out regarding the NIPEC meeting at NEXT to the consortium’s membership
       1. ACTION: Cheryl to send email announcement regarding the NIPEC meeting in advance of the NEXT conference.
       2. The next monthly NIPEC Board meeting is scheduled for June 19th at 11am PST / 2pm EST

1. We currently meet the 3rd Friday of each month; subsequent teleconference dates are July 17, August 21, and September 18.
   * + 1. NIPEC elections will need to be coordinated for August
2. Bob indicated that Secretary (Bob) and 2 Director positions (Leesa, Dee) were initially slated for 1 year terms
   * + 1. We can make an announcement at NEXT regarding upcoming elections, etc.

Meeting adjourned 11:51am