

PIER Committee Meeting Minutes
August 12, 2015

Attendees: Donna Bailey, Mindy Johnston, Deb Curran, George Glessner

1. Welcome
2. Clarifications or corrections to previous meeting minutes
3. Review survey results received from agencies regarding their community programs.
DISCUSSION: Ben had conversation with web designer to build a page for community CPR programs.
4. Mission / Vision for PIER. *DISCUSSION: Check with Donna Johnson to find out what the NYS PIER mission & vision are, also the National PIER mission & vision.*
5. Design survey for regional EMS agencies & hospitals, asking what they perceive barriers to be for sending applications for award applicants. *DISCUSSION: For now, scrap this additional survey.*
6. Brainstorm ideas on how to increase number of applicants for awards. *DISCUSSION: Focus on simplifying application process, e.g., build an FAQ document, try to make application easier to fill out (dropboxes for selections)*
7. Next meeting: Wednesday, September 9, 8:30 a.m. via GoToMeeting

Please join my meeting from your computer, tablet or smartphone.

<https://www.gotomeeting.com/join/602580909>

You can also dial in using your phone.

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Access Code: 602-580-909

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Action Items

Who	What	By When	Status	Outcome
Team	Decide how often to meet	5/20	✓	Monthly, 2 nd Wednesday, 8:30-9:30 a.m.
Mindy	Send GoToMeeting invite for monthly meetings	5/22	✓	
Donna/Deb	Send vendor addresses to Mindy so she can send thank you letters	5/26	✓	
Mindy	Send thank you letters to vendors. Letter to include next year's event date & any vendor specific requests	6/10	✓	All sent except bounce house vendor did not respond to request for address to send one
Deb	Send her picnic pics to Dropbox	6/10	✓	
Team	Set dates for award packets sent to participants and deadline for receipt of 2016 regional award applications	6/10	✓	Award packets sent: 1 st week of January Deadline for applications: March 1, 2016
Donna	List donations in picnic budget document so we can keep track of monies saved also	6/10	✓	
Donna	Send URL of SC PIER Team webpage to Mindy & include as "homework" for team to review & try to create our own mission & vision at July meeting	6/11		http://scpierteam.org/
Team	Review SC PIER Team webpage so we can create our own mission & vision at July meeting.	7/8		
Mindy	Develop short survey to go out to agency leadership regarding what community programs are offered by them and what they do to reward their members. She will send out to team for final review.	7/17	✓	
Ben	Looking into if we can have "free" table space outside vendor area at Vital Signs Conference in Syracuse	8/12		
Mindy	Sending results from community services programs to committee members	8/14	✓	
Donna	Try to find the NYS and/or National PIER Mission & Vision statements, send to committee members prior to Sept meeting	9/9		
Team	Design survey for regional EMS agencies & hospitals,	9/9		Removed for now

8/31/2015

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Who	What	By When	Status	Outcome
	asking what they perceive barriers to be for sending applications for award applicants. Include specifics, such as: <ul style="list-style-type: none"> • <i>Would you use technical writing assistance, if it was available to you?</i> • <i>Would monthly reminders help?</i> 			
Team	Brainstorm ideas on how to increase number of applicants for awards	9/9	✓	
Team	Talk about feasibility of PIO Group in region	9/9		
Mindy/Ben	Look at trying to simplify the award application by adding dropdown boxes, where applicable	9/9	✓	
Donna	Check with NEG Chair about criteria being developed for businesses to give EMS personnel discounts for services	10/7		
Mindy	Contact Karen Knauf for contact names/numbers for possible EMS Week Kickoff Event donations	1/20/16		
Team	Make personal visits to regional agencies to promote regional awards and offer assistance in writing submissions	2/1/2016		