

EMS Week Post Event Committee Meeting Minutes
June 10, 2015

Attendees: Donna Bailey, Mindy Johnston

1. Welcome
2. Clarifications or corrections to previous meeting minutes
3. Mission/Vision for PIER to help team and others know who we are and what we do
4. What Can We Do Better?
5. Next meeting: Wednesday, July 8, 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.

United States: +1 (872) 240-3212

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		
Team	Design survey for regional EMS agencies & hospitals, 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> 	7/8		
Team	Brainstorm ideas on how to increase number of applicants for awards	7/8		
Team	Talk about feasibility of PIO Group in region	8/12		
Donna	Check with NEG Chair about criteria being developed for businesses to give EMS personnel discounts for services	10/7		

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Who	What	By When	Status	Outcome
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		