

**Proposed Eastern Indiana  
Area Health Education Center (EI-AHEC)**

Steering Committee

April 17, 2009

Margaret Mary Community Hospital, Hospitality Conference Room  
321 Mitchell Avenue  
Batesville, Indiana 47006

**In Attendance:** Geneva Baker, Michael Bushong, , Steve Hilpipre, Nancy Marticke, Dianne McKinney, Dan Roach, Ronda Sweet, Tom Talbot.

**Steering Committee Members Unable to Attend:** Matt Maple, Geneva Baker, Tom Hunter, Joe Stephens, Shannon Walden Stephanie Craig, Debra Gloyd, Carolyn Sims, Pat Sutton.

**AHEC Staff:** Angela Holloway

**Identify what information is needed from Indiana's other regional AHECs**

***What would we like to know from other AHECs about...***

- 1) AHEC programming activities
- 2) Administering/Managing an AHEC
- 3) Hosting an AHEC –
  - What does your host do?
  - What do you wish they would do?
- 4) Other

The Steering Committee members requested that each regional AHEC present “Their Story” during the Stakeholder Meeting agenda, then be available for informal Q&A to the Steering Committee later in the day. The elements that regional AHEC staff will be asked to present would include “all of the above” and would also include:

- Where did they begin?
- Where are they now?
- How long have they been in existence?
- What is their structure?
- What are their duties?
- Who do they serve?
- General description of staff.
- What’s been your biggest challenge?
- What successes have you had raising funds?
- What should EI-AHEC region’s stakeholders “expect” from the AHEC?
- What’s realistic?

Angela Holloway will communicate the request for this content to the regional AHEC Center Directors.

## **How would we like to organize/facilitate?**

- Times  
Stakeholder Meeting from 10:00 AM – 12:00 noon  
Lunch – 12:00 noon – 1:00 PM  
Steering Committee Meeting from 1:00 PM – 2:30 PM
- Location  
A number of potential sites were recommended. Diane McKinney agreed to first try to arrange the Decatur County Hospital. Following the meeting, Diane confirmed that Decatur County Hospital is willing to host the meetings and provide lunch to attendees. She will need final RSVP count by May 11<sup>th</sup>.
- Agenda  
Angela Holloway will prepare a draft agenda based on times proposed and priorities discussed.
- Presentations  
Each Center Director/Staff person will be asked to develop a presentation as described above. Angela Holloway or Dr. Richard Kiovisky will start the Stakeholder meeting with a brief “update” status report.
- Recruit Steering Committee Members  
Angela Holloway will provide the Stakeholder list electronically to all Steering Committee members, who will scan the list for those in their communities, constituencies or field of influence and assist in inviting (personal calls and forwarded invite).
- Invitations  
Angela Holloway will draft invitation letters and an RSVP Invitation. They will be mailed via USPS to all on the Stakeholder list and email to all for whom we have emails. Steering Committee members are asked to forward to anyone they think might be interested in attending or future service on the Steering Committee and to share the contact info back to Angela Holloway for RSVP tracking.

## **Steering Committee Requests for Information from Program Office**

- Angela Holloway will share the MICI-AHEC Request for Proposal that was used to procure a host.
- Angela Holloway will share the proposed federal budget request for the EI-AHEC for years 1 & 2.
- Angela Holloway will prepare all outstanding meeting minutes, stakeholder spreadsheet, agendas, materials, invitations, mailings, and for the May 15<sup>th</sup> meetings and post all to AHEC website.