

- 1) Approve September and October minutes
 - a. Approved – Jeff Goodie, Seconded Jen Funderburk
- 2) Voting for new leadership- solidify at this meeting, vote by email and announce new committee in December
 - a. Still accepting nominations for co-chair, secretary, voting members
 - b. Voting members- Jen F and Jeff volunteered to stop being voting members to make room for new voting members if the committee would like ; also need to follow up with Zephon, Jen H to find out if they are planning to step down as voting members
 - i. Need to create a way to keep track of who is rotating out- Jen F and Jodi will look at bylaws to help resolve this problem and will report back at the next meeting
 - c. Responsibilities involved with each position
 - i. Voting members- members of CFHA, more active role in fellowship applications, steady attendance at meetings
 - ii. Secretary - taking notes, keeping roster of committee members, pretty small time commitment, assisting co-chairs with organizational tasks as necessary
 - iii. Co-chair- work with Jodi to: keep group on task, keep goals of committee moving forward, more involved with CFHA chairs, can help to facilitate changes in CFHA
- 3) Review ideas proposed by the committee during October meeting
 - a. Research article updates
 - i. The idea here would be to get the word out about recently published integrated healthcare articles- Jen F and Jen H working on some ideas for this- discuss more at next meeting
 - b. Poster session at conference
 - i. Could this be done in a different way? Can we propose a different way of presenting posters to the board? Could we come up with some creative options for delivering poster content?
 1. e.g., having posters outside of rooms that are like the topic that is being covered in the talk to draw in an interested audience
 2. Data blitz- poster presentations in short bursts
 3. Electronic poster format
 4. Having a social hour for posters (cash bar, apps, etc)
 - ii. How many submissions for posters come in/how many are accepted?
 1. Number of posters accepted is driven by space available (e.g., this past year very little space was available)
 2. Process is that if something doesn't get selected as a talk then it gets put in contention as a poster, then there is a separate call for posters- this process has advantages and disadvantages
 - iii. Subcommittee or volunteer to put together a 1 page document of examples?
 1. Stephanie, Zephon volunteered to talk about options and report back to the committee at the next meeting re: ideas they come up with
- 4) Feedback from research & program evaluation track from conference
 - a. Multi modal data collection- participants could do this via internet or paper copy
 - b. Overall committee members felt participants were very engaged, that presenters did a good job of offering training to attendees, that attendees seemed to be able to take away good tidbits from these trainings

- c. Jodi has eyeballed the data: most people said these seminars were very relevant/extremely relevant to their work, many had a particular project in mind, pts reported being moderately/very likely to implement this information into their work
 - d. We have peoples emails on the evaluation form so we can follow up with them – can start doing so asap
- 5) Research & evaluation track for next year?
- a. Sounds like people are interested in making this an annual track
 - b. Should this track be open to abstract submissions or should we hand pick people who can provide what we want to delivery (specifically, **training** in research & evaluation)?
 - c. People liked how this was weaved into the conference (as opposed to preconference workshop), so we would likely want to keep it this way moving forward
 - d. Next step- make sure with the board, planning committee for conference next year that they are OK with us moving forward with research and evaluation track next year; Polly gave feedback to encourage the committee to see how we can tweak it a bit for next year – not a whole new concept but just to make sure it wasn't exactly the same as it was this year to give conference attendees some variety
 - i. Meeting for planning committee for next year CFHA conference being scheduled for end of Nov/early December- Jodi will f/u with Kathy to give her a sense of what we are thinking before that time
- 6) Call for papers for FSH- tabled until December meeting

Next meeting: December 3rd 1PM eastern time