



# KCER Meeting Minutes

## ATTENDEES

|                         |   |  |                       |
|-------------------------|---|--|-----------------------|
| <i>Larry Park</i>       | <i>Gary Petingola</i>                               | <i>Bill Peckham</i>                    | <i>Noel De Ocampo</i> |
| <i>Eileen Peacock</i>   | <i>Robin Bender and additional Network 15 staff</i> | <i>Sarah Yelton &amp; Anne Karanja</i> | <i>Kathe Lebeau</i>   |
| <i>Sue Kirschbaum</i>   | <i>Sherline Lee</i>                                 | <i>Wendy Schrag</i>                    | <i>Lana Kacherova</i> |
| <i>Allison Kregness</i> |   |  |                       |

## KCER MEETING MINUTES

|                      |                             |                            |  |
|----------------------|-----------------------------|----------------------------|--|
| <b>Date:</b> 1/23/08 | <b>Time:</b> 1 p.m. eastern | <b>Location:</b> conf call |  |
|----------------------|-----------------------------|----------------------------|--|

| TOPIC               | DISCUSSION  | PLAN OF ACTION   | RESPONSIBLE | DUE     |
|---------------------|---|--|-------------|---------|
| November Minutes    | The minutes were approved as distributed.   |  |             |         |
| Website re-design   | Wendy reports the website re-design is complete with our resources put into more user-friendly categories. Members wondered if there is information on how many hits the site gets per month. | Wendy will send an e-mail to Sherilyn Burris asking about website stats.                                   | Wendy       | 2/1/08  |
| Table top exercises | Larry reminded everyone to be on the look-out for table top drill exercises related to pandemic planning. Anyone who has one please send to Wendy Schrag.                                     | Larry will review drills to find one for a future team drill exercise.                                     | Larry       | 2/27/08 |
| Current Projects    | Most Important Things to Know document has gone through one revision after a team review.<br><br>Ethical Issues document has gone through one revision after a team review.                   | Everyone review 2 <sup>nd</sup> drafts of documents and provide any additional feedback to Wendy by Feb. 8 | Wendy       | 2/27/08 |

|   |   |  |             |         |
|---|---|--|-------------|---------|
| Provider education/resources/information team | Sherline reported on a draft of a dialysis provider pandemic planning checklist.  | All team members review and provide comments to Sherline by Feb. 8, <a href="mailto:sil4@cdc.gov">sil4@cdc.gov</a> | Sherline    | 2/27/08 |
| Patient education/resources/information team  | This new team has not met yet. Brenda Dyson will be contacting all team members the first week of February to set up their first call.  |  | Brenda      | 2/27/08 |
| Marketing Team                                | Gary and Wendy listed a variety of ways the team can get the word out about pandemic preparedness and resources that we have including speakers and/or booth displays at meetings, articles in journals and trade magazines, and developing a power point that can be downloaded from the website by anyone to use for education on pandemic preparedness. Network 7 has a brochure on the entire KCER coalition which includes information about our team. | Anyone with a power point on pandemic preparedness send to Wendy.  | Wendy, Gary | 2/27/08 |
| KCER Steering Committee call                  | Bill Peckham represented our team a KCER steering committee call in January. He reports our team seems to be one of the busiest teams of the coalition.   |  |             |         |
| KCER Summit meeting                           | All team members are invited to attend a KCER Summit meeting in Baltimore on 2/21/08. Information on registration will be e-mailed to all members.  |  |             |         |
| Future Projects                               | The 3 new teams should review the brainstorm list of future project ideas from our Seattle meeting in November to help guide their work.  | Anyone who is not part of a team and wants to join the 3 new teams let Wendy know.                                 |             |         |
| Next call:                                    | February 27, 1 p.m. eastern   |  |             |         |