NWQMC Steering Committee Minutes for September 2, 2016

Meeting Attendees: Susan Holdsworth, Candice Hopkins, Gary Rowe, Jeff Schloss, Martha Clark Mettler, Mike McHale, Julie Vastine

1. Membership (Susan, Gary)
   - No updates at this time

2. Vacant Position on Council (all)
   - Our email call for input did not result in identifying areas of need as we had hoped
   - We need to have a larger strategic conversation with the entire Council where we look at the Council's charter, as well as its history, mission, and vision moving forward
   ACTION: This conversation will be moved to our December in-person meeting. This will include time for discussion of our vision and touch on how people can contribute time and skills

3. Future Meetings (Candice)
   - We’d like to meet more frequently as the Council to help maintain momentum
   - After conversation, we decided a meeting every two months is a practical schedule, as long as meetings only last about half a day
   - Meeting every two months will allow us to have a generic, reproducible agenda and will allow Work Groups to schedule regular meeting in off-months if needed
   - Our next meetings will be October 17th, November 29 - December 1, and February 13th
   - We will have a field trip option for Friday of the week of our December meeting; Candice and Martha will work on details for that trip
   ACTION: Candice will send out calendar invites to NWQMC members about future meetings

4. 2018 Conference (Jeff)
   - Jeff has sent feelers out to various venues
   - Venues that are the most likely candidates are San Antonio, Albuquerque, and Kansas City with Denver as a cost comparison
   ACTION: Jeff will come up with a final recommendation for meeting venue by our December meeting

5. Collaboration and Outreach (Candice)
   - If you have any last-minute newsletter articles, please get them to Candice

6. Volunteer Monitoring (Julie)
   - The VM group hosted a successful webinar on July 31 and came up with some ideas for future webinars; check out the recording if you have time
   - The VM community was solicited for articles for the newsletter and turned in many articles