

December 2020 Conference Planning Group | AGENDA

Meeting date | time 12/10/2020 @ Noon | Meeting location: <https://us02web.zoom.us/j/87864157319>

Meeting called by	WPSC	Jonathan Stewart	Naomi Kirtner
Type of meeting	Monthly Conference Planning	Nicholas Locke	Jeff Goldenberg
Facilitator	Jonathan Stewart	Valerie Harmon	Rex Johnson
Note taker	Will be Recorded	Heidi Steeves	Ann Lervold
		Jackie Evalentine	

Agenda topic: Conference Planning

Facilitator: Jonathan

MATERIALS

- September Minutes
- Survey results
- 2020 Speaker list

AGENDA

- Introductions:
 - Cherie Hanning, Director of Quality and Safety at Virginia Mason
 - Heidi Steeves, Executive Director, Oregon Patient Safety Commission
 - Valerie Harmon, COO, Oregon Patient Safety Commission
 - Nick Locke, Foundation for Health Care Quality
- September Minutes Approval | *Jonathan Stewart*
 - **September minutes are incomplete due to FHCQ staff turnover. Minutes were approved by unanimous consent**
- Meeting dates
Proposal to schedule all meetings for 2nd Thursday at 3-4 p.m.
The committee approves meeting time change for 2021. All meetings will occur 2nd Thursday at 3-4 PM
- 2021 Conference Discussion | *Jonathan Stewart*
 - Topics & speakers
Jonathan shared survey results from WPSC interest group on potential topics as well as speakers planned for 2020 conference. Highlighted topics included social determinants of health, improving diagnostics, CRP, and patient advocacy.
Naomi brought up the importance of discussing racial equity and bias for the 2021 conference. Valerie agrees but points out gaps in literature. Naomi mentioned two potential speakers/contacts: Amy Fellows and Kamara Jones.
Heidi brought up the importance of COVID-19 as demonstrating stressors in the healthcare system. Jackie agrees and also points to COVID-19 opportunities like telehealth.
 - Conference length and format

Valerie and Heidi suggest finding sponsors to lower cost barriers to conference.
Jeff suggests keeping conference blocks to 4 hours or less to prevent zoom fatigue, but open to multiple days

Jonathan provides details from his company's conference in September of 2020 and how they handled engagement. Jeff and Naomi present concerns about lack of engagement in conference breakout sessions.

Jonathan hopes that community members and PFACs will be able to attend. Rex mentions that the best way to encourage this engagement is to lower cost barriers

The group agrees that two half-days is best. (Valerie agrees that two half days is best, but brings up the time concerns of having to block out two half work days in a row.)

The group agrees that a do-it-yourself webinar style will lower costs and keep the conference accessible. Some discussion of finding sponsors to make registration free.

- Date

Jonathan shared his organization's calendar of major health-related conferences

Heidi suggests September date to coincide with World Patient Safety Day. Jonathan looks at calendar and finds that September is a busy month for health conferences.

Rex proposes October as a better month to avoid conflicts. Naomi agrees. The group agrees to aim for the middle of the week in October, to get the highest attendance.

- Next Steps | *Jonathan Stewart*

Length and Format: plenary sessions and main speakers over two half-day sessions

Date: Mid-week the first week of October 2021

Speakers: For homework, all members of the committee will revisit the 2020 planned speaker list and decide which speakers we should try to keep and how many new speakers we should reach out to.

Next meeting: January 14, 3-4 PM.