SPN Committee Meeting

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| Location: | Microsoft Teams Meeting |
| Date: | November 30, 2023 |
| Time: | 1:00 pm |
| Attendees:  | David Eberbach, Veronica Judon, Becky Koske, Jack Kukuk, Jessica Locher, Meghan Mietchen, Jeanne Semb |

# Discussion items

1. Dave Eberbach asked for input for the agenda. Meghan Mietchen spoke of the concern from the last meeting. The focus for this meeting is who is not here and reaching out to coalitions.
2. Meghan Mietchen introduced herself to Jeanne Semb.
3. Discussion from the group was about who used to attend, time to meet, frequency of meetings, conflicts and who to invite. The contact for the meeting was previously Leigh Polodna who has left. It was then assigned to Meredith McCoy. Jessica Locher has chair access to the google document containing attendance since 2014. She forwarded it to Meghan Mietchen and Kim Lamb (minutes, record attendance). This will be used for who has previously attended meetings to email invitations.
4. The December meeting is cancelled, and January is to be rescheduled due to a conflict with a conference.

Minutes: Kim Lamb