



Meeting Minutes

Oregon HIV/Viral Hepatitis/Sexually Transmitted Infection
Integrated Planning Group (IPG)



Committee: Executive

Date: 5/12/15

Number of voting members present: 6 of 8

Number of non-voting members present: 3 of 3

Agenda item/topic	Key themes in discussion	Outcomes (Decisions or next steps)	Responsible party
Difficulty hearing during meetings	Some members have difficulty hearing other members during meetings (depends on the room and the person speaking). Members' willingness to use a microphone and the logistics of passing a microphone around the room present challenges.	When questions or comments are not projected loudly, the co-facilitators will summarize what was said for the group.	Co-facilitators
Review draft IPG meeting agenda	Feedback from the last IPG meeting was positive. Minimizing time spent presenting information allowed for more group engagement. We can share online resources with members who want additional information.	The next IPG meeting will follow a similar structure to that used at the last meeting. Breakout group topics will align with the pre-meeting survey questions.	Co-facilitators
Review draft IPG survey	The group agreed to keep the survey brief and acknowledged that there will likely be more knowledge gaps related to co-infection.	The survey will be finalized and distributed one month before the IPG meeting. Responses will inform plans for the breakout group discussions.	PDES, Co-facilitators