

Hepatitis Free Northern New England (Hep Free NNE)
Minutes – February 2, 2023
2023 Steering Committee Meeting #2

February 2nd Meeting Roles

Bronwyn – facilitator & proj. mgr.

Chloe – monitor chat

Kelly – taskmaster & hands-raised

Minutes recorded by: Bronwyn Barnett

Official start time: 11:01am

Housekeeping

- Reviewed meeting roles plus using chat & hand-raising
- No objections or revisions to the [January 19 minutes](#)
- Asked members to review the draft charter, meeting guidelines, and roles & responsibilities matrix if they have not done so already.
- Welcomed new member, Mike Slick (National Harm Reduction Coalition) and noted that more folks may be joining the steering committee.
- Thanked members for completing the evaluation of our first meeting. Generally, it sounded like folks appreciated the planning approach, structured meeting format + roles, and emphasis on action items. There was also a note to not forget about our perinatal and pediatric folks as we think about engaging a broader group of stakeholders. Thank you!

Welcome and Introductions

- Everyone introduced who they are, their pronouns, and their affiliation. Icebreaker was “what is one thing in your personal bucket list?” A lot of folks mentioned travel to places like New Zealand, Uganda, Ireland, Japan, Portugal, Scotland...

Updates

1. **Spring/fall annual + conference circuit planning.** A spreadsheet of potential conferences/meetings, and the like is being built out in Sharepoint. [Please visit the spreadsheet and add to it when you can.](#) **Lead:** Geoff
2. **Logo.** JSI will develop a logo as part of their larger graphics package for the plan. A WordCloud might help us identify themes that could be used to help inform the logo design. Maybe we can also develop a subgroup around this to review draft logos. Next steps are for everyone to submit words via [WordCloud](#). *What do you think of when you think of eliminating viral hepatitis in Northern New England?* **Lead:** Jonathan + JSI team

Timeline discussion led by Jonathan/JSI

- Jonathan introduced the timeline spreadsheet line-by-line. There was a discussion around how to address longer term goals that need to start earlier. *What subset of activities will need to be in place before an elimination plan is complete?*

Wrap up

Reviewed action items

1. **Geoff:** Will add a Maine, Vermont, and New Hampshire tab to his spreadsheet and will upload it to shared files. **COMPLETE - see link below.**
 - **All Members:** [Add to the lists of associations/medical entities if you are able.](#)

2. **Jonathan:** Will update *Steering Committee* when logo drafts are available.
 - **Chloe:** Will create a WordCloud request that will go to all members. **COMPLETE - see below.**
 - **All Members:** Enter up to three words here: <https://www.menti.com/alhptapo3zsu>
 - View Results Here:
<https://www.mentimeter.com/app/presentation/alwceavsazcq28d43q1eegu1kdiry8iv>
3. **All Members:** Start thinking about possible long term goals that need to start earlier. [Add your suggestions here.](#)
4. **All Members:** Please make comments/edits to the [Guiding Documents](#) in Sharepoint and add your bio if you have not done so.

Assigned roles for the next meeting

- i. **Timekeeper:** Roxann
- ii. **Taskmaster:** Kelly

Any Other Business (Parking Lot) - NA


Next meeting: February 16, 2023 @ 11am via ZOOM.

Hep Free NNE

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February 2, 2023

Start time: 11:01am



**Future logo
here!**

Housekeeping

- Meeting roles plus using chat & hand-raising
- Any objections or revisions to the [January 19 minutes](#)?
- If you haven't already, please review the draft charter, meeting guidelines, and roles & responsibilities matrix. We will circle back to these soon.
- Steering Committee membership – more folx may be joining
- Thank you for completing the evaluation of last week's meeting!

Introductions (rapid round!)

Name, Pronoun, Role, Affiliation

What is one thing on your personal bucket list? (5 words or less)




Updates

- 1. Spring/fall annual + conference circuit planning.** A spreadsheet of potential conferences/meetings, and the like is being built out in Sharepoint. *Please visit the spreadsheet and add to it when you can.* 🎯
 - **Lead:** Geoff
- 2. Logo.** JSI will develop a logo as part of their larger graphics package for the plan. Stay posted on the design input and feedback process. *Is there anything steering committee members need to do right now to support this?*
 - **Lead:** Jonathan + JSI team

Timeline Discussion – Led by Jonathan (JSI, Project Director)



Roadmap to HepFree 2030

- [Timeline link](#)
- Focused discussion on engaging people who use drugs
-  Identify action items, if any

Wrap up

A. Review action items (Taskmaster) 

B. Assign roles for the next meeting

- Timekeeper
- Taskmaster

B. Evaluation Reminder

C. Time Permitting: Any Other Business (Parking Lot)

Next meeting: February 16, 2023

THANK YOU!