

# Hepatitis Free Northern New England (HepFreeNNE) Agenda

February 2, 2023 | 11am-12pm | [ZOOM](#)  
Meeting ID: 848 8401 1135 | Passcode: 972630

## 2/2: Meeting Roles

<b>Leads</b>	Bronwyn – facilitator, Proj. Mgr. Chloe– monitor chat & hands-raised Timekeeper – Anne-Marie Taskmaster - Alex
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**Official start time: 11:01**

### Housekeeping (~4 minutes)

- 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. Direct links are in the 1/19/2023 [meeting minutes](#). We'll circle back to these soon. 🎯
- Steering Committee membership – more folx may be joining
- Thank you for completing the evaluation of last week's meeting

**Quick introductions:** Name, pronoun, affiliation, and one personal bucket list item (in 5 words or less). (~10 minutes)

### Updates (~5 minutes)

- 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
- 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 JSI/Jonathan (~25 minutes)

- [View the draft timeline here](#)
- Special focus discussion topic: engaging people who use drugs and people with lived experience
- Action items?

### Wrap up (~5 minutes)

- Review action items (Taskmaster)
- Assign roles for the next meeting
- Evaluation reminder
- Time permitting:* Any Other Business (Parking Lot)

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