

Minutes  
Lab SIG Executive Committee  
September 29, 2011

Present:       Jeanne Frenzel (Chair)  
                  Michael Neville (Chair-elect)  
                  Jeff Reist (past-Chair)  
                  Deb Sturpe (Secretary)

Teleconference held to review activities for the year and duties of each officer. Summary and action items for key points of discussion are below.

Item Summary	Action Item(s)
<p><b>SIG to Section:</b> The Oct 1, 2011 deadline for applying to become a Section was not met. However, it was determined that the entire SIG should be able to provide input on the final application, thus this delay is not a bad thing.</p>	<ol style="list-style-type: none"> <li>1. Executive Committee will work on Section application and necessary revision of Bylaws should Section application not be accepted</li> <li>2. Revisions will first be sent for comment to ad-hoc committee of those who gave interest in working on this application no later than end of January.</li> <li>3. Final document will be sent to entire SIG for review and discussion at the 2012 Annual Meeting</li> <li>4. New application deadline Sept 2012</li> <li>5. Michael to notify ad-hoc committee members of new plan</li> </ol>
<p><b>Nominations Committee:</b> As past-Chair, Jeff will be in charge. The new process of online elections approved at the Summer 2011 meeting will be implemented.</p>	<ol style="list-style-type: none"> <li>1. Jeff to notify AACP of intent to move to online balloting prior to the annual meeting</li> <li>2. Jeff will put together a slate of candidates in early 2012.</li> </ol>
<p><b>Programming Committee:</b> As Chair-elect, Michael will be in charge. No roundtables will be offered during the SIG business meeting in 2012 as it is anticipated that all time will need devoted to the discussion of the Section application. Exec Committee determined that mini-presentations by one person for approximately 5-10 min duration should remain format. Possible areas of emphasis on successes in promotion/mentoring or IPPE simulation examples.</p>	<ol style="list-style-type: none"> <li>1. Michael to put together web-based survey to gauge topic interest from membership and deploy this fall. Programming application will be due early 2012.</li> </ol>
<p><b>Resolutions Committee:</b> As Chair, Jeanne will be in charge.</p>	<ol style="list-style-type: none"> <li>1. Jeanne to send periodic emails to SIG membership to solicit resolutions.</li> </ol>
<p><b>SIG Website:</b> It was noted that the current Bylaws are not posted on the website, nor are all committee reports/minutes up to date.</p>	<ol style="list-style-type: none"> <li>1. Deb will work with Melinda this fall to get site updated.</li> </ol>

Next Executive Committee conference call will be Dec 19, 2011 at 3 pm EST.