

## Meeting Minutes August 28, 2007

### **In Attendance:**

Craig Rubens  
Amanda Jones  
Brenda Majercin  
David Perry  
Lisa Frenkel

Mark Ruffo  
Soren Grant  
Sunny Juul  
Xuan Qin  
Delila Katzka

### **Introduction:**

Craig opened the forum follow-up meeting by briefly describing the purpose for today's session. The draft strategic plan was presented at a public forum last week where participants were offered an opportunity to ask questions and provide feedback to the team. In addition to the public forum the plan was reviewed with leadership and it was well received. Today, the team will go over any feedback received during the review process, discuss suggestions and incorporate any items they find appropriate into the final plan.

Since the feedback from the forum and leadership reviews was very positive and there were only a few items to consider, Craig suggested that the second follow-up meeting would not be necessary.

### **Forum Evaluation:**

The evaluation results from the forum were reviewed by the team and it was noted that the feedback was very positive (see attached).

### **Plan review:**

Craig asked about feedback received at the other center's forums. Committee members who had attended the other forums discussed common themes that were brought out. Most comments were related to center membership and potential overlap between centers. These items are out of scope for the individual center strategic planning, so they won't be addressed here. However, the team discussed the importance of addressing these questions in the near term.

In terms of comments specific to this center's plan, the center name and confusion about the relationship between infections and prematurity was once again brought up. The team struggled with this same issue over the past three sessions. Major gifts and marketing representatives felt that from a donor and lay person perspective this didn't seem to be a significant issue. Mark Ruffo is planning a focus group to review the center names in the next few weeks and will bring back the findings from this review in order to meet the timeline of completion by the end of September.

Craig asked the team if they had received any comments or questions during any part of the process over the last few months. Other than discussion about the center name, members had received encouraging feedback. Brenda then mentioned that questions have been posed about how the centers were to be funded. She mentioned that it may be appropriate to release some figures related to how the funding breaks out (e.g.: private donor, NIH, etc.)

### **Changes for consideration:**

The following items were discussed and proposed changes are shown in red below:

#### **Vision Statement:**

Through scientific discovery we will understand, prevent and treat pediatric infections, ~~including~~ infections during pregnancy ~~that cause and causes of~~ preterm birth. Our research teams will develop effective solutions so children can grow up to be healthy adults.

It was also proposed that we revise the last sentence of the vision statement to read:

**“We will develop...”,** rather than **“Our research teams will develop...”**

Delila mentioned that this may not preserve the intent of the committee when they placed the words “team” and “research” in this sentence.

#### **Priorities:**

3. Foster and facilitate local, **regional**, national, ~~and~~ international and **multi-disciplinary** collaborative programs leading to new discoveries.

#### **Further discussion:**

There was some discussion about incentives and the distribution of discretionary funds. The Institute strategic plan does call for incentives, though the details have not been developed. Also discussed were things like core costs for investigators not affiliated with a particular center and how the CTSA will function. These items are not part of the strategic plan and will not be further refined in these sessions.

Dave Perry noted that during the fall forum Tom and Pat may want to include the research institute and center strategic plans as a key subject. It is important to show that research is integrated with the overall goals.

#### **Next Steps:**

- The second follow-up meeting will be cancelled and any final discussion conducted via e-mail.
- The completed plan will be published in late September.

**Action:** Complete any focus group and marketing reviews; report findings. **(Ruffo)**

**Action:** Complete edits and approve final document. **(Rubens)**

Submitted by:

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