

# 2019-12-19 Patient Empowerment Minutes

**Chair:** @vlorenzi

**Scribe:** @vlorenzi

NOTE: This attendance applies if you are present at the related meeting/call, regardless if you have signed a different attendance for your WG.

## Attendees

Present	Name	Present
Virginia Lorenzi	<a href="#">Virginia Lorenzi</a>	x
Debi Willis	<a href="#">Debi Willis</a>	
LLoyd McKenzie	<a href="#">Lloyd McKenzie</a>	x
Rachel Richesson	<a href="#">Rachel Richesson</a>	
Mikael Rinnetmäki	<a href="#">Mikael Rinnetmaki</a>	
Nancy Lush	<a href="#">Nancy Lush</a>	
Lisa Nelson	<a href="#">Lisa R. Nelson</a>	x
Dave deBronkart	<a href="#">Dave deBronkart</a>	x
Jan Oldenburg	<a href="#">Jan Oldenburg</a>	x
Marie Moen	<a href="#">Maria D. Moen</a>	x
Abigail Watson	<a href="#">Abigail Watson</a>	x
John Moerke	<a href="#">John Moehrke</a>	
Lisa Winstel		
Juana Romero		x

## Meeting Info:

### HL7 Patient Empowerment

Dial-in number (US): (425) 436-6200

Access code: 635327#

International dial-in numbers: <https://fccdl.in/i/patientempowerment>

Online meeting ID: patientempowerment

Join the online meeting: <https://join.freeconferencecall.com/patientempowerment>

## Agenda Topics

Agenda Outline	Agenda Item	Meeting Minutes from Discussion	Decision Link(if not child)
Management	Agenda Approval	Approved	
Management	Prior call Minutes approval	Reviewed on screen, approved by general consent	

Methodology	Workgroup setup news, January BOF news	Virginia reported that we are now set up on confluence and on HL7 website. Lloyd (Lloyd needs it to be Thursday night) and Lisa will be at BOF - Lloyd is willing to lead it, Lisa to take notes and support. Dave and Abbie might be able to attend. Dave is willing to help with slides/do a video otherwise and thought Jan might also be a good resource. Lloyd thinks if a video is done we should use it beyond the WGM as well. Lisa recommended a round robin of those that attend to understand their interest. Lloyd wants it to be mentioned at TSC dinner. Will discuss more at January call.	
Methodology	Review /amend DMP	We reviewed the HL7 standard decision making practices (DMP) document ( <a href="https://www.hl7.org/documentcenter/public/decisionmaking/Default_HL7_WG_DMP_2019_V5.2.1.pdf">https://www.hl7.org/documentcenter/public/decisionmaking/Default_HL7_WG_DMP_2019_V5.2.1.pdf</a> ) in detail on the call to help us understand how decisions are made as well as to consider amendments. To highlight, we noted that anyone can vote on a call or at an in-person meeting (do not need to be member), all our meetings/calls are open, must be member to vote on ballots and for co-chairs, default DMP has quorum of a co-chair plus two and decisions can be made by simple majority, and notice must be given prior to meetings. Discussed the small quorum required and that common practice is not to vote on binding decisions or large scope decisions when the group does not feel they have enough participation in a call/meeting or that the right person is not present. We agreed that as a practice for our workgroup we would follow this practice. The DMP also allows for electronic voting - Lloyd clarified that these could not be used as surveys and noted that its a useful tool to have but does not think we would have many occasions to use it due to the lengthy turnaround time required. We also spent time reviewing concepts of presiding chair and preponderance of influence. <b>We decided to adopt the DMP as is: Lisa moved to accept, Abbie seconded, and there were no objections or abstains.</b>	
Methodology	Review and update draft Mission and Charter	Deferred to future meeting	
Management	Next meeting - do we want to meet Dec 26th?	We will cancel the December 26th meeting and resume our calls January 2nd	
Adjournment	2:00PM	adjourned	