

# 2019-05-05 ADDC WGM Minutes

Date: 05 May 2019

Quarter: Q2

## Discussion items

- Chile has applied to be an Affiliate
  - waiting for paperwork
  - Diego will be in Chile and may be able to do the interviews in person
  - Suggested that we have a standard list of questions for Diego to use
- Email from HL7 Portugal - used of member benefits
  - want to understand what benefits their members have in HL7 International
  - can the "HL7 Membership - Seven Reasons to join HL7 International Today"
    - may be some differences from membership in an Affiliate and International
    - can use the benefit document and update with Affiliate information
- Welcome package
  - There is information on the website
  - Needs to be updated
  - Add information to Confluence page
    - checklist/templates/examples for governance documents - membership categories and pricing,
    - Mentors - need to make sure that the mentors know what is expected of an affiliate
      - need job description for mentors
      - will make sure we assign a mentor to each new Affiliate
    - [HL7 Mentor Role Description vF\\_Approved Nov 9 2011.doc](#)
- How to include affiliates of low activity
  - need to try to make contact with Affiliates who are not participating
  - need more than one contact point into the Affiliate
    - perhaps 2-3 emails for Affiliate contacts - Chair plus 2 more
    - discussion of whether one of the contacts could be external to the affiliate - not sure who this could be
  - HL7 Slovenia and HL7 Philippines have been terminated
  - Develop a "Affiliate Benefits"
    - use cases, interviews
    - benefit information
    - include the International Council in this work

## Action items

- Line Saelewill respond to HL7 Portugal with response about membership brochure
- Karen Van Hentenryck will send job description of HL7 Mentors
- All ADDC will start to populate Welcome Package Page
- [Melva Peters](#) to ask Josh about adding ADDC to front page of HL7 Confluence Space
- [Line Saele](#) will ask Linda Jenkins to update agreements to include 2-3 contact name/emails