

**CECA COMMITTEE MEETING MINUTES**  
**September 8, 2011**

<b>MEMBERS PRESENT</b>	<b>MEMBERS ABSENT</b>
Jeffrey Berger	Armand Antommara
Ken Berkowitz	Jack Gallagher
Paula Goodman-Crews	Colleen Gallagher
Joseph Carrese	Kathy Powderly
Brian Childs	Tia Powell
Art Derse	Terry Rosell
Ann Heesters	Marty Smith
Martha Jurchak	Nneka Mokuwunye
Christine Mitchell	
Kayhan Parsi	
Wayne Shelton	
Jeffrey Spike	
Anita Tarzian (chair)	
Lucia Wocial	

The meeting was called to order at 11:05 AM, Eastern Time Zone.

**Code of Ethics**

We discussed the Preface to the Code of Ethics that was posted on GoogleDoc’s, and initial Code Responsibilities. Lucia and Jeffrey (Spike) circulated short Code Responsibility statements that we discussed on the call. Anita agreed to post these on GoogleDocs, with a summary of comments shared during our teleconference regarding particular Code responsibilities, for others to comment on before our in-person meeting on October 13. We agreed that at this point, the Code lists aspirational statements rather than mandates. We established a goal of agreeing on wording for the draft Code preface and on the initial list of short Code Responsibility statements in time to announce this and elicit feedback at the Annual Meeting in Minneapolis.

**HCEC publications/resources**

We discussed Joe’s Pearl’s manuscript (which we agreed to change to “Pitfalls and Pearls”), also posted on GoogleDoc’s. Unless someone else negotiates with Joe to contribute substantially to actual writing to qualify as being listed as a co-author, with Joe agreeing, that Joe will remain principal author with CECA listed as a group. All current CECA members should read the draft on GoogleDocs and contribute edits, feedback, and suggestions for reference citations by Thursday, September 22. Jeffrey Spike reported that the Journal of Clinical Ethics is interested in publishing this manuscript. We will look into getting permission to post on the ASBH website. We will consider ways to allow readers to contribute ideas for future Pitfalls & Pearls.

**Agenda for in-person meeting**

We agreed to focus our in-person meeting on Thursday, October 13 at the Hyatt in Minneapolis on finalizing the Draft Code of Ethics with Responsibilities (as short statements), identify a method of disseminating the Code and getting feedback, as well as expanding each Responsibility (i.e., when and how to do this), and to discuss CECA goals for 2012.

**Request for Proposals for HCE Consultant Certification**

This item was tabled for this teleconference pending discussions of the CECA chair and current & future ASBH presidents to ensure that what we turn in is consistent with what the Board wants. However, the draft RFP is in GoogleDoc's for CECA members to review.

**New Business**

No new business was discussed.

The meeting adjourned at 11:58 AM. The next CECA meeting is an in-person dinner meeting in Minneapolis on Thursday, October 13, 2011, 7:00 PM (in-person); 7:30 PM (telecom).

