Goals for 2025–2026

FA–EAI PI Mission and Policy & Procedures

Mission

To carry the fact of FA's existence to the general public and healthcare providers through all forms of outreach and to provide support for this outreach to EAI meetings, PI Representatives, Local Service Groups (LSGs), and individual FA members.

Policies / Functions

1. Organize and participate in conferences and health and wellness fairs

- Organizing an E-Forum for Health Fairs, Information Sessions & Sponsoring-A-Rack
    - **May 2025** – Information Sessions
    - **July 2025** – Health Fairs

- Conducting the Health Fair E-Forum with the WAI PI Committee
- EAI has been relatively weak in Health Fair presentations while WAI has been very strong.

    - The goal is to **improve EAI activity after the forum**.

2. Manage EAI-financed trifold printing for outlying EAI FA meetings

- The **EAI PI Committee assisted with editing the trifold**.
- The committee **financed the cost of trifolds, newcomer packets, and shipping**:

    - Australia
    - Ireland
    - London
    - Scotland meetings

3. Applications and work with the EAI Treasurer to distribute funds

4. Distribute FA books and other FA literature to libraries and interested professionals

- FA books were distributed to the Bay Ridge Library in Brooklyn.
- This area needs more focus to place the FA book in additional libraries.

5. Support the individual PI Representative at EAI meetings and fellows participating in LSGs

Provide guidance, support, and resources.

Information Sessions

- Provide a 1-hour workshop on organizing and running a Virtual Information Session (VIS).
- **Revised the VIS Guide**, including instructions for printing the VIS format Google Slides with moderator notes.
- Created the position of **EAI PI Information Session Subcommittee Chair**.

Information Session Activity

- **2024:**
  - 13 Videoconference Meetings
  - 5 In-Person Meetings

- **2025 (Year to Date):**
  - 4 Videoconference Meetings
  - 3 In-Person Meetings

Health Fairs

- Created a **Guide to assist FA Meetings and LSG Coordinators in organizing a Health Fair**.

Co-Coordinators

- EAI PI Health Fair Subcommittee Coordinator
- FA Meeting or LSG Coordinator

Additional actions:

- Revised Financial Assistance for PI Outreach to accommodate support for public information outreach in areas without meetings or LSGs.
- Created the position of EAI PI Health Fair Subcommittee Chair.

6. Provide free racks with FA stickers for EAI members who request them

- The EAI PI Committee provides racks and stickers if needed.
- Racks can be purchased at local office supply stores.
- Submit a Financial Refund Application with receipts.
- A refund check will be issued.

7. Store and manage the borrowing of FA PI materials

Materials available for meetings hosting an Information Session or LSGs participating in Health and Wellness Fairs or other events.

Available materials:

- **Banners (3)**
  - 2 – "20 Questions" (English)
  - 1 – Spanish
- **Tablecloths**
  - 4 – Six-foot
  - 2 – Eight-foot

8. Engage with the general and professional public regarding the FA program

Examples of outreach venues:

- Health Fairs
- Information Sessions
- Farmers Markets

For Health Fairs and Information Sessions:

- **EAI PI Committee members offer to fill open service positions** to support FA Meetings or LSG outreach events.