

ACAPT Board Meeting

July 22, 2015, 5:00-7:00PM (eastern)

MINUTES

PRESENT:

Barbara Sanders, PT, PhD	President
Zoher Kapasi, PT, PhD, MBA	Vice President
Stephanie Kelly, PT, PhD	Secretary
Nancy B. Reese, PT, PhD, MHSA	Treasurer
Gary Chleboun, PT, PhD	Director
Kathryn Zalewski, PT, PhD, MPA	Director
Rick Segal, PT, PhD	Director
Michael Sheldon PT, PhD	Director
Scott Ward, PT, PhD, FAPTA	Director
Sandy Rossi	APTA Staff
Robert Rowe, PT, DPT, DMT	APTA Board of Directors Liaison

ACTIONS:

Approved 9-0: May 27 meeting minutes ATTACHMENT 1

Approved 9-0: June 2 meeting minutes ATTACHMENT 2

Introduce Robert Rowe, new APTA Board Liaison to ACAPT

CONSENT: All consent reports were accepted

- May Financials Report ATTACHMENT 3
- Federal Affairs Liaison ATTACHMENT 4
 - FAL Minutes from 6/30/2015
 - Payment Reform Q&A
 - Cosponsors
- Diversity Task Force Minutes 7/13/2015 ATTACHMENT 5
- NIPEC Minutes 6/5/2015 and 6/19/2015 ATTACHMENT 6
- Admissions Task Force Minutes 6/29/2015 ADDENDUM 1
- Admissions Traffic Rules TF Report 7/20/2015 (Mike) ADDENDUM 2

REPORTS

- Benchmark Taskforce ATTACHMENT 7 – Discussed challenges of low response rate. Will be reviewing data collected as of early August to report at ELC prior to a full year report but then will pull Aug and after grads for full year analysis. Need to encourage programs to have students complete while completing other program exit surveys.
- P&P Work Group Report ADDENDUM 3

UPDATES

- Combined meeting with ED section & APTA (Barb) – update/clarification. We will be meeting the Monday following ELC from 8-3pm.
- Communications work group
 - PTNow update – Donald Tepper with PT in Motion will try to get one ACAPT-related article in PT in Motion over the next year.
 - Assign a new liaison to the group to relieve Stephanie – Discussion about whether needed to be a board member or ACAPT member. Bylaws state that work group membership is made of board members. Gary Chleboun agreed to serve in this role.
 - A task force will be named to review and make recommendations for the ACAPT website. Issue of placement of additional resources on the site will be referred to this task force as well. We will put a call out to the membership to request 3-5 members to assist with providing their input on overhaul.
 - Sandy Rossi has initiated some website updates.
 - All can provide website suggestions/edits
here: https://docs.google.com/document/d/14ltm9v0f6VYusPTIYZ_zu9Gps1UEJwgIS5DmANOKZGw/edit?usp=sharing
- NCCE – new issue and update re: stopped discussions with the Education Section leadership
- ELC update – Have finalized ~80% of the conference programming. This year ACAPT will be offering programming from RIPS and NIPEC; programming falling out of Keynote and Ignite presentations; follow-up on Clinical Education Summit. Recommended that ACAPT board discuss ideal format for ACAPT 's portion of ELC for next year soon, as a venue for next year ELC will be decided prior to ELC 2015. Board decided to move forward with plans for a shared conference in 2016; however, may further expand separate programming.
- Clinical Education update – Meeting August 31st in Dallas with Susie Duesinger, Nancy Reese, Stephanie Kelly and Barb Sanders to more specifically integrate Clinical Education Summit activities into our strategic plan
- Next board meeting -- We will find a mutually available time for a board call in August or September; Sandy Rossi will coordinate scheduling a meeting.

MOTIONS for BOARD OF DIRECTORS

- Ratified email vote (9-0) to approve the Finance Committee's recommendation to move an investment of \$275,000 in the Vanguard Wellesley Income Admiral fund
- Ratified email vote (9-0) to move forward with the regional liaison distribution list – knowing that the "regions" would remain constant and only the liaisons would change
- Approved 9-0; Policy & Procedure Manual updates ATTACHMENT 8
 - Resources
 - Partners
 - Calendar (internal planning document) – approved in concept recognizing this calendar will be continuously updated as we identify additional processes. Nancy proposed changes to the budget cycle timing to allow approval of budget at ELC for the following year.
- Approved 9-0; Reference Committee Appointments - Maura Iversen (2015) and Cathy Ortega (2 yrs)

MOTIONS for REFERENCE COMMITTEE

Board to reviewed and approved motions to make sure they don't conflict with ACAPT guiding documents and will now send them to the Reference Committee for formatting and preparation for membership presentation

- Approved 9-0: Early Assurance BS/DPT Program Consortium ATTACHMENT 9
- Approved 9-0: Bylaws changes presented by the nominating committee ATTACHMENT 10
- Approved 9-0: Admissions Task Force Program Rules ADDENDUM 4
- Approved 9-0: Admissions Task Force Applicant Rules ADDENDUM 5

NEW BUSINESS

- Should the Foundation present for 5 minutes on the Marquette challenge at the Open Forum or Business meeting? There is a dedicated CAPTE, APTA, Federation reports / update prior to the ACAPT business meeting so will suggest doing during this time. Our business meeting will include only discussion of questions on ACAPT group reports.
- Diversity Task Force requesting funding for a face to face meeting – Six members meeting at APTA estimated at \$4000; board agreed to fund from board contingency fund.
- Is there an intent to bring back former board members at ELC for a meeting again? (Barb)
 - Should we make this a standing 1 to 2 hour reception at every major conference? – hold until next meeting
- The Benchmark Taskforce is requesting the following permissions:
 - A 30 minute presentation at one of the ELC membership meetings – at open forum
 - A 15-20 minute presentation at the ELC board meeting
- First board meeting at ELC on Thursday, Oct 1 to include Bob Rowe and APTA staff
 - We have a room available for the full day. What hours do we want to meet? 8am-6pm until start of forum
 - possible topics:
 - Follow up on any business necessary
 - Review business meeting agenda for any edits
 - Define research agenda for Foundation of PT
 - SWOT analysis
 - Per standing rules: Directors select the director who will serve as the at-large member of the executive committee at the first meeting of the board after installation of new officers
 - Considerations for Monday's meeting
- Suggestion was made for an email communication to our liaisons about ELC programming and ACAPT business prior. **Barb Sanders will work on a template for this communication.**

INFORMATION

- Liaisons: Budget requests for 2016 are due to Sandy by September 1; board members need to communicate this to liaisons.
- ACAPT Meetings at ELC:
 - Board Meeting – Thursday, Oct 1 (times to be discussed above), 8am-6pm (online program shows this ending at 5pm, but we have space for a full day, staff to be invited to attend
 - Open Forum, Thursday, Oct 1, 6-9pm – Benchmark, Admissions Traffic Rules, adherence to ACAPT policies question
 - Business Meeting, Friday, October 2, 1:30-3pm

- Board Meeting, Sunday, October 4, 10:30am-3:00pm, in the suite to be used as prep time for Monday meeting
 - APTA/Education Section boards, Monday, October 5, 8am-3pm, room tbd
- Sandy out of the office July 26-31

FUTURE TOPICS

- Develop resource center for consultant
- Discussion on standing rule/bylaws to recognize role of former board members, new/developing programs