

ACAPT Board Meeting

September 1, 2015, 2:00-4:00PM (eastern)

MINUTES

PRESENT:

Barbara Sanders, PT, PhD	President
Zoher Kapasi, PT, PhD, MBA	Vice President
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
Sandy Rossi	APTA Staff
Robert Rowe, PT, DPT, DMT	APTA Board of Directors Liaison

ABSENT:

Stephanie Kelly, PT, PhD	Secretary
Scott Ward, PT, PhD, FAPTA	Director

ACTIONS:

Approved 7-0: July 22 meeting minutes. ATTACHMENT 1

CONSENT: All Consent reports were accepted

- ELC meetings planned in the suite ATTACHMENT 2
- Rooming list at ELC ATTACHMENT 3
- Education Research Task Force, addendum to July meeting ATTACHMENT 4
- FAL meeting minutes 7.28.15 ATTACHMENT 5
- Diversity Task Force meeting minutes 8.6.15 ATTACHMENT 6
- Admissions Task Force approved & draft meeting minutes 7.20.15 and 8.21.15 ATTACHMENTS 7, 8

REPORTS

- August executive committee meeting – verbal (Barb) – Barb shared that a Memo of Understanding was reviewed and signed to hire Susie Deusinger to help with post-summit activities. The executive committee also reviewed the contract and scope of services with APTA and had no changes.
- Post-Summit in Dallas meeting – (Barb) – a face-to-face strategy meeting was held in Dallas with Barb Sanders, Susie Deusinger, Stephanie Kelly, Nancy Reese, and Sandy Rossi to explore post-summit follow-up plans.
 - Shawne Soper has agreed to be the coordinator of all post-summit activities
 - Ideas centered on creating two strategic initiative panels, one on student readiness and another on integrated clinical education
 - Stephanie is working to obtain consent for those two groups. The groups will work with Shawne and other stakeholders where necessary

- A document will be shared pre-ELC with the board that outlines the work to be done, by whom, and by when
- Barb is working with Sharon Dunn and Bob Rowe to craft a response to APTA's call for clinical education task force members in response to RC 13/14 approved in the House of Delegates in 2014. The task force is will review all of the work done up to this point by numerous stakeholders. Bob Rowe and Kathy Manella are spearheading the task force on behalf of APTA
- Benchmarks Task Force meeting in Dallas – (Gary)
 - Accomplishments at the face-to-face meeting in Dallas on August 24-25 included:
 - Review of initial results from the summer/spring distribution of the survey
 - A lot of feedback from administrators have now been resolved
 - OpenArc provided a demonstration on the portal that will be available to each institution to review their data once it's available. Feedback was provided for modifications that OpenArc will be working on. The Task Force hopes to present on this at ELC
 - Plans for a fall phase of survey distribution, around September 15, and will go out to about 30-40 institutions
 - Presentation at the ELC Business Meeting to keep members in the loop
 - Low participation in the survey was a concern
- Board self-assessment (Sandy) ATTACHMENT 9
 - Provide your response to Sandy by September 15 and it will be compiled anonymously and shared with the board in one packet at the October 1 board meeting at ELC
 - May be helpful in devising an ACAPT SWOT analysis discussion in the near future
- Treasurer's reports (Nancy) ATTACHMENTS 10-14
 - Nancy reviewed the reports with the board
 - We have received the dues from nearly all member institutions and have 1-2 new members
 - Anticipate that meeting services expenses will increase due to ELC
 - We've improved our total financial position since last year
 - The investment account is being opened and we should soon see the transfer of funds into that account
 - Some discussion occurred related to future contribution considerations

MOTIONS

- Appoint those offering to be on the website task force (Gary) ATTACHMENT 15
 - Tabled as only one respondent. We'll re-send the call in the BOTW with a due date of Sept 25
 - Use Open Forum at ELC to secure more people
- Website funds needed in general and for bigger projects (Sandy) ATTACHMENT 16 a, b, c
 - OpenArc has indicated they are out of funds for new work.
 - OpenArc indicates we can pre-pay for a block of hours at \$100/hour or be billed at \$125/hour for work done as it's done without a pre-pay
 - The board was discouraged by the look of the website relative to what has been paid to date
 - The board discussed future work considerations
 - Sandy and Ashley to
 - work with APTA to review current website expense relative to look/need
 - communicate with OpenArc that they are to advise when a new request has been made and the projected funds to meet it. ACAPT will then determine whether or not to provide approval for the expenditure
 - solicit for task force members through the BOTW to meet at ELC to review the website
 - secure more specific details beyond that which was provided in the attachments as much remains vague
 - investigate alternative website options and whether the Benchmarks survey work can be transferred if we went with another company and all ramifications thereof

DISCUSSION

- ELC update (Kathy)

- We may have different needs/ideas about programming at ELC than the Education Section
- Sandy and Kathy to
 - identify a workable process for addressing this in the future in order to plan for ELC 2016
 - create a calendar for planning for ELC
 - Consider putting out a separate call from that which the Education Section does but around the same time
- Liaison to Ortho Section (Barb) ATTACHMENT 17
 - The Ortho Section is seeking an ACAPT liaison to the Orthopedic Section
 - Add to board meeting agenda at ELC
- IPEC letter (Barb) ATTACHMENT 18
 - Libby Rossi suggested that ACAPT be a member of IPEC since our mission fits
 - \$5,000/year for dues – the group agreed
 - Sandy to follow up with Libby regarding next steps for securing this role and to work with the finance committee on budgeting for this potential expense
- Intent to conduct a survey of programs one-year after implementation of the admissions traffic rules, if adopted – verbal (Mike)
 - The board agreed to this plan
 - Need a critical mass of people adopting this to develop enforcement
 - Mike to inquire whether PTCAS can provide a report as to the # of programs agreed to following traffic rules and who have met the rules
 - Allow for people to submit comments on the website
 - Where standards are adopted and implemented, identify opportunities to promote those who implement them
- Format for presenting motions at the Business meeting – verbal (Mike)
 - Board agreed to Parliamentarian’s proposal to attend the ACAPT Business Meeting at ELC based on \$150/hour plus travel expenses. Sandy to confirm the same with John
 - Mike will follow up with chairs to plan for their presentation of the motions.
- Do we still have a DPT internship consortium? Who is the chair? (Sandy)
 - Sandy to follow up with Donna Applebaum to obtain clarification
- Humanities Consortium request (Barb) ATTACHMENT 19
 - Nancy, Mike, Rick to review. This will be discussed at the board meeting at ELC
- Is there an intent to bring back founding and former board members at ELC for a meeting again? (Barb)
 - Should we make this a standing 1 to 2 hour reception at CSM, NEXT, and ELC?
 - The board agreed to make this a standing meeting/reception
 - Arrange for the suite at ELC and CSM – Barb and Sandy to coordinate when/who
- CSM 2016 planning ATTACHMENT 20
 - We have an ACAPT suite in the Anaheim Marriott reserved for Feb 15-21
 - We need to discuss plans for
 - Board meeting –Tuesday pm or Wednesday
 - Conduct a meeting for Tuesday in the suite – Barb & Sandy to coordinate time
 - When to conduct roundtable informal liaison meetings that rolls into open discussion?
 - Proposed Topic – results from our discussion with APTA and the Education Section
 - Wednesday 4-7:30pm
 - Do we want to do an alumni event on Thursday or Friday night, ~ 5-6:30pm?
 - Attendees would include former, current, and founding members
 - Thursday, 4:30-6pm
 - We will not plan to have the ACAPT booth at CSM next year

NEW BUSINESS

- Stephanie will be resigning her role as Secretary after ELC
 - According to bylaws, the board will need to appoint someone to replace Stephanie for the conclusion of her term. This will be discussed at ELC
- The board went in to executive session and Sandy Rossi and Bob Rowe were asked to leave the call