

ACAPT Board Meeting

November 5, 2015, 3:00-4:30 PM (eastern)

MINUTES

In attendance: Barb Sanders, Mark Reinking, Zoher Kapasi, Nancy Reese, Rick Segal, Gary Chleboun, Pam Levangie, Mike Sheldon, Scott Ward, Bob Rowe and Sandy Rossi

ACTIONS:

Board Minutes at ELC approved. Sandy Rossi to send Business Meeting minutes at ELC to Mike Sheldon, Rick Segal and Mary Shall (From VCU) for approval.

CONSENT: All consent reports were accepted.

REPORTS: Added Reports from Education Research Task Force and History Committee from Rick Segal.

- Education Research Task Force: Rick apprised the Board members that the report from the Education Research Task Force will be submitted for a possible publication as perspective paper in the Journal of Physical Therapy. Becky Craik or Allan Jette (outgoing and incoming editors of Journal of Physical Therapy) to be approached soon regarding this possible publication.
- History of ACAPT: Susie Deusinger has the document from ELC. Rick Segal met with her a week ago to scope out how much this project will cost in terms of documenting oral/video history (budget). Possibly 15 individuals to be interviewed. Should we hire individuals to do the recording or hire a company to manage the entire project? Possible collaboration as necessary with the Education Section, particularly for the early history. Timeline: CSM 2017.
- Treasurer's reports: Nancy still in communication to get the Vanguard investment set up. We are approximately \$158K ahead in our revenues over expenses for this budget. However, ELC revenues or expenses are not reflected in the \$158K total. 2/3rds of budget allocated to Strategic Plan and the remaining 1/3rd is not spent or put aside for savings. Some discussion on whether this is a good benchmark on how to allocate our budget on strategic initiatives. BOD has the fiduciary responsibility and privilege to spend as necessary. We are good with 50-55% of revenue budget allocated to investments.
- Communications Committee draft job description: Drafted by Sandy Rossi and was approved by the BOD. Sandy to send out a call for committee members.

DISCUSSION:

- RECAP of Combined Boards Meeting and Next Steps: No face to face meeting of the board will be held until CSM 2016. Barb will work on the strategic plan and get back to the board members via email.
- How to structure future calls for volunteers: Sandy to send out calls to members and ask why they would be a good fit. We also decided to have Sandy to find out if we can tap into APTA Volunteer Database. Barb will send out a letter to all representatives about the role and responsibility of program representatives to distribute messages including who can volunteer on ACAPT calls for committee/task force membership.
- Finding a time for the strategic plan discussion for 2016

- Research Meeting: Mark Reinking volunteered to be the representative on behalf of ACAPT. Barb will send Mark a poll to facilitate a meeting time at CSM
- Need to appoint a Director who will serve as the at-large member of the executive committee: Sandy Rossi to assist the BOD in selecting at-large member for the executive committee.
- Website funds breakdown: Sandy Rossi to work with OpenArc to provide more robust consortia pages with admin privileges. We will not disrupt Benchmark Taskforce work with Open Arc by doing an RFP. Pam Levangie and Rick Segal will work with Sandy to put the communications committee together and get input on Website, BOTW etc. A role of a permanent staff person (part time) will be explored to manage the website and other communications.

INFORMATION

All can provide website suggestions/edits

here: https://docs.google.com/document/d/14ltm9v0f6VYusPTIYZ_zu9Gps1UEJwgIS5DmANOKZGw/edit?usp=sharing

NEW BUSINESS:

- Barb to send Gina an email about collaborating on moving forward on Clinical Summit recommendations on Student Readiness etc. with some deadline for response.
- Call for ELC programming committee members and chair has gone out in BOTW today (Nov 5, 2015)
- The board agreed on the realignment of liaison assignments to match the NCCE
- Post-Summit panels – Mike to encourage action for these two groups and to keep the Education Section aware of activities and to invite their participation.
- Steering committee – we hope to know more after APTA's board meeting in November at which Rick will attend to represent ACAPT