

ACAPT Board Meeting

March 3, 2016, 3:00-4:30 PM (eastern)

Minutes

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

Absent: Mark Reinking.

MINUTES

- Approval of February 16 Board Meeting minutes. APPROVED with the following 2 amendments:
 1. Edit Implementation of Diversity Task Force as follows: Replace current action items with “The board thanks the task force for the report and further consideration of the actions from the report will be part of the strategic planning meeting in April 2016. The Board agreed to disseminate the report to Bill Boissonnault.”
 2. Add under CAPTE reaccreditation task force the following: “Sandra Wise is seeking feedback on revising the process for self-study reporting.”

CONSENT

- All consent reports were accepted
 - 2016 Call for Candidates and Report (Nominating Committee) ATTACHMENT 2a, b
Action: Sandy to notify the committee on the process (including deadlines) to bring forth motions.
 - Post-Summit Panels Reports (Mike) ATTACHMENTS 3-5
 - Nominee for APTA’s Human Movement System Summit = Scott Ward
 - Templates to use for board meeting submissions (Sandy) ATTACHMENTS 6-7
 - o Going forward, please use the attached templates to submit reports or proposals (for new considerations that may have action, policy and/or budgetary implications). This will make it easier in determining the intention of submissions for the board meetings and to more quickly compile the agenda. Thank you

REPORTS

- Treasurer reported-
 - Minor change in “member travel amount” from previous report
 - Finance committee has requested that Lesley Frome, Lead accountant at APTA, do a cash flow projection for ACAPT finances so we make an informed decision on staying on top of the 40-55% benchmark on cash reserves.
Action: The request will be made and Lesley will report in summer
 - Board approved a face to face meeting between treasurers and program chairs of ELC from ACAPT and Education Section to determine how expenses of ELC will be split in the future between ACAPT and Education Section and prepare a written agreement to that effect.
- History Initiative report from Rick Segal-
 - Susie Deusinger has put together an RFP that will be disseminated soon and on target for video interviews to be held at CSM-2017
- Education Research Task Force report from Rick Segal-
 - Mary Blackinton and others want to have programming at ELC that helps build research capacity within education community related to education research

DISCUSSION

- Setting aside funds to support the Education Section re: Steering Committee Work (Sandy/Barb) VERBAL
 - The board approved Barb's verbal assurance to Education Section to support them financially related to work of the steering committee
 - Barb reported that their group will meet again at NEXT 2016. Bill Boissonnault will send a memorandum of agreement between ACAPT, Education Section and APTA related to the steering committee after input from Jack Bennett, General Counsel at APTA. Steering committee will meet 3x/year: CSM, NEXT and ELC with phone meetings in between as needed.
- Benchmark Task Force Update/OpenArc Contract (Gary)-
 - Open Arc contract needs to be forwarded by Sandy Rossi to Open Arc at an appropriate time
 - Invitation to programs graduating student in Spring to participate in benchmark studies will be sent in mid-March
 - Sandy Rossi reported that we received an invoice of \$29K from Open Arc and this was disconcerting
Action: Gary, Sandy, Julia Chevan, Peter or Barb Tschope and Scott will participate in a phone call to Open Arc. Sandy will work on alternatives to Open Arc to manage benchmark project and our website
- Honoraria policy (Sandy)-
 - \$250.00 per session. If multiple speakers, honorarium will be paid to lead author only. Our policy will be in line with that of the Education Section.
 - All other ACAPT honoraria will be set at \$100/hour. A separate policy will be designed to outline travel reimbursement guidelines
- Strategic planning meeting arrangements (Sandy)-
 - Sandy retracted the portion of the report related to adjustments to the budget. We will keep the budget as is and allocate expenses where most relevant
 - Barb and Sandy to create a packet of documents for this meeting and disseminate them approximately 2 weeks prior to the meeting in April
- Reimbursement for Kathy Zalewski (Sandy)-
 - Motion to fund the reimbursement in full - PASSED
- Future of clinical education and coordination of efforts (Mike)-
 - We need to assure coordination of efforts between regional and national consortia to avoid duplicative efforts
 - This is very complicated and best for us to remain in constant discussion and communication with our constituencies
- Mapping out the next series of BOTW (Traffic Rules, Post Summit Panels, Diversity Task Force, APTA, ACAPT and Ed Section Steering Committee) (Mike) VERBAL -
 - Sandy to work with the Communications committee and board liaisons, Rick and Pam to develop a structure and calendar for strategic communications.
 - Sandy continuing to explore options such as Constant Contact as a mechanism for more professional dissemination of our news, rather than the blast of the week email, that may also offer the option for people to subscribe, thus diminishing the dependence on representatives to forward notices in a timely manner
 - Review re-naming our communications and getting away from Blast of the Week
- Communication plan to program liaisons (Mike) VERBAL-
 - Reference Mark Reinking's recent email to his contacts and replicate

NEW BUSINESS

- Barb has an email from Tasha Macilveen from Oregon – addressing student debt and ACAPT’s response regarding their request to APTA to understand the effect of student debt on the Association, society, etc, and to look into steps to address them. Barb’s response was to inform that ACAPT’s role at the House of Delegates is as consultants and that we may respond to questions on the floor of the House. She welcomed advance notice of potential questions in order to be prepared to address them thoroughly and on behalf of ACAPT’s board
- NEXT housing issues
 - APTA is aware that some are already experiencing housing issues and wait-listing when booking for NEXT. The AMA Awards are in town at the same time, which has created housing demand beyond the usual scope of need for APTA attendees at NEXT.
 - If you are trying to book a reservation and are advised that you can only be waitlisted, accept the option to be placed on the waitlist. The hotel will notify you once they’ve secured the additional room block and your room reservation has been secured.