

# Minutes of ACAPT Board Meeting Minutes Aug 3, 2017 - 08/03/17

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Date and time: 08/03/17 08:00 am to: 08/03/17 09:30 am  
Present: Sandy Rossi, Barb Sanders, Mark Reinking, Zoher Kapasi, Nancy Reese, Mike Sheldon, Scott Ward, Pam Levangie, Rick Segal, Jim Farris, jkonin@uri.edu, Mary Blackinton, Susan Appling  
Location: conference call

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## Topics

### 1. Establishing a Quorum

Pam Levangie absent from the call, but had submitted her thoughts on motions to Barb Sanders in advance of the call

### 2. Approval Minutes from Previous Meeting

Approved

### 3. Consent Agenda

Approved

### 4. Treasurer's Report


#### 4-1. Financial Reports

Reports were reviewed with the board

Return on investments YTD is 4.5%. We are spending 13% of our budget on task forces and panels and the board thinks this is a good return on the work ACAPT is able to accomplish through this mechanism.

#### 4-2. Proposals

**Decision** *motion to approve \$1,000 for Nan Hyland of the LDOC group to attend the PPS meeting: APPROVED*

**Decision** *No Decision. Add to September agenda*  
 [NIPEC\\_Board\\_proposal\\_6.14.17.doc](#)

### 5. Business Agenda

#### 5-1. Motions to present at ELC

**Decision** *Bylaws revisions and rationale - okay to send to APTA Parliamentarian for review, since the ACAPT Reference Committee has already reviewed and provided feedback*

**Decision** *Post-Summit Clinical Education Panels - Approved to present these for motions. Post the report, make sure the membership is aware of the reports and welcome their feedback via use of the Discussion Board on the website. In the meantime, work with the Reference Committee on how to present these for motion to the members at ELC. The Panels are working on developing pre-ELC webinars to open up advanced discussion on the report*

**Task** Movement System Motion - post on ACAPT Discussion Board, consider conducting webinar town halls for member feedback. If feedback suggests support, then add it to the motions for ELC.

Owned by **Scott Ward** due **08/18/17**

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Owned by **sandyrossi@apta.org** due **08/18/17**

## 5-2. Appointment of ELC Program Chair to Replace Mary Blackinton when she assumes office as Board Director (Mary)

**Decision** *Approved - Debbie Ingram to replace Mary Blackinton as Chair of the Program Committee*

## 5-3. Closing the loop on 2 email discussions (Mike/Zoher)

**Task** Re: Benchmarks - continue to follow process established in recent months for the benchmarks and explore pros/cons of psychometrician concept

Owned by **Zoher Kapasi** due **08/18/17**

**Task** Re: Benchmarks - continue to follow process established in recent months for the benchmarks and explore pros/cons of psychometrician concept

Owned by **Rick Segal** due **08/18/17**

**Task** Re: standardization of curricula - consider this for future ELC programming; talk with ABPTRFE to determine what we may tap into for information

Owned by **Barb Sanders** due **10/06/17**

**Task** Re: standardization of curricula - consider this for future ELC programming; talk with ABPTRFE to determine what we may tap into for information  
Owned by **Mike Sheldon** due **10/06/17**

**Task** Zoher will follow up with Rick Shields on the benchmarks used by AAMC and bring recommendations back to the Board  
Owned by **Zoher Kapasi**

#### 5-4. Scheduling next calls (Barb)

**Task** RE: Strategic Plan review - assign portions of the plan to make recommendations to the board, then bring the board back together to review the recommendations  
Owned by **Barb Sanders** due **08/14/17**

**Task** RE: Strategic Plan review - assign portions of the plan to make recommendations to the board, then bring the board back together to review the recommendations  
Owned by **sandyrossi@apta.org** due **08/14/17**

**Task** Poll the board for options for a pre-ELC conference call with leadership chairs  
Owned by **sandyrossi@apta.org** due **08/04/17**

#### 5-5. Leadership Development Oversight Committee Request (Nancy)

**Decision** *Approved*

#### 5-6. MERC scholarship applications (Zoher)

**Decision** *application #1: Mary Jane Rapport - approved to sponsor her registration fee in full*

**Decision** *application #2: Ellen Erdman - approved to sponsor her registration fee in full*

**Decision** *application #3: Carol Petrie - approved to sponsor her registration fee in full*

**Task** Jeff – will the communications committee develop plans to promote registration at the MERCs at ELC to encourage program directors and other faculty to attend – how to capitalize on assuring those most in need are registering

#### 5-7. Executive Session (Barb)

### 6. New Business

## 7. Upcoming Meetings

- Clin Ed Task Force Feedback Town Hall webinar: August 17, 8:00 pm – 9:30 pm (ET) Registration Link (advanced registration required): <https://fs3.formsite.com/apta/CETownHall/index.html>
- Education Leadership Partnership conference: August 11, 9:00am-10:00am (ET)
- ACAPT board conference call, September 7, currently scheduled for 8:30-10:00am (ET) unless adjusted on this conference call
- As you plan your travel for CSM, please plan with the following assumptions at this time:
  - Tuesday starting at 2:00pm = ACAPT Board Meeting (for now, assume the meeting may run until 10pm, but this is tbd)
  - Wednesday (late afternoon/evening, time tbd) = Roundtable Liaison Meeting (note – if you're planning to attend a MERC pre-con, they will be held on this day. Times are not yet determined)
  - Thursday, 5:00-6:30pm = Alumni reception
  - Sunday, Sunday = Zoher, Scott, and Nancy
  - ALL – please keep in mind that the schedule above is for the board. You should touch base with your liaison groups separately, however, as they may have an expectation to meet with you during the week and you'll need to plan accordingly.

ELP Meeting for Zoher, Nancy and Scott will occur on Sunday AM of CSM

## 8. Future Deadlines

- Agenda items for our next board meeting are due to Sandy by August 28
- We will begin soliciting for 2018 budget proposals soon. When the call goes out, please reach out to those groups to whom you serve as a liaison to make sure they are working on developing a budget to further our strategic initiatives. Please also forward any thoughts you have on what should be included in next year's budget to Sandy and Nancy. For reference, you can see the current budget on the ACAPT Leadership Hub in APTA Communities.

## 9. Notes

CSM Housing registration is open. Make your reservations here: <http://www.apta.org/CSM/HousingTravel/>  
Be sure to report on the discussions/decisions today with those to whom you serve as a liaison so all remain in the loop  
Make sure you email Sandy if you wish to conduct a meeting in the ACAPT suite at ELC  
Please encourage people to subscribe to our newsletters: <http://acapt.us13.listmanage1.com/subscribe?u=b7e3fb72eaff6d83a3b5dd0f5&id=e2fccdfb73>

## 10. Adjourn

### Task Summary

#### New Tasks

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