

# Minutes of ACAPT Board Minutes, Jan 4, 2018 - 01/04/18

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Date and time: 01/04/18 08:00 am to: 01/04/18 09:30 am  
Present: Sandy Brooks, Zoher Kapasi, bs04@txstate.edu, Scott Ward, Jim Farris, Mark Reinking, Mike Sheldon, Nancy Reese, sandyrossi@apta.org, Mary Blackinton, Richard Segal  
Location: conference call


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## Topics

### 1. Establishing a Quorum

Quorum established

### 2. Approval Minutes from Previous Meeting

**Decision** *December 7, 2017 for approved*  
 [December\\_meeting\\_minutes.pdf](#)

### 3. Consent Agenda

**Decision** *Consent Agenda approved*

#### 3-1. Student Honor Society Task Force Meeting Minutes

Minutes attached

 [Minutes\\_Student\\_Honor\\_Society\\_Task\\_Force\\_Meeting\\_\(7\)\\_December\\_11\\_2017.docx](#)

#### 3-2. Graham Session Attendance

The executive committee approved Sandy's request to attend the Graham Sessions, with an estimated cost of \$1,100.00

#### 3-3. Early Assurance Consortium report

this provides an update on recent activities of the consortium

 [Board\\_Report\\_for\\_CSM\\_2018\\_Early\\_Assurance\\_Consortium.doc](#)

#### 3-4. Revised Liaison Assignments

Sandy to craft a message for each board member to send before CSM to the member institution representative to whom they serve as a liaison that references the membership link on the website, encouraging them to attend the roundtable liaison meeting at CSM, and updates from Scott on federal affairs. Include a note that reminds them of how to notify ACAPT if their representative changes.

Sandy to check with CAPTE regularly to assure we have the latest representative listing. Include this as an ongoing item of note in our newsletters

Sandy to create a calendar for board members with a note on messages to send personally to their liaisons to maintain connection and awareness

### 3-5. Education and Pedagogy Consortium update

see attached for a report on recent activities

 [EiPC \(January 2018\).doc](#)

## 4. Treasurer's Report

### 4-1. ELC financial report

The board reviewed the report

Sandy to look into the large variance in cost for a/v so we can better plan for the costs at ELC and other conferences.

Sandy to create an historical snapshot of how much we've spent on average for various costs over the years so we can establish guidelines for meeting costs and develop a budget closer to actual costs.

### 4-2. November financial reports

Nancy reviewed the statements with the board

Consider the creation of a financial strategic plan to help determine monetary targets  
develop strategic communications to clarify intentions to our membership

## 5. Business Agenda

### 5-1. ELP update

GAMER and MERC discussions were conducted during the last meeting and the recommendations from the Clinical Education Task Force

### 5-2. Estimate for RIPPT website

**Decision** *estimate approved to provide for a member-login feature that will allow those editing their data on the RIPPT website to do so effectively. It will also include a members-only login feature that would be developed for the full website*

approved

### 5-3. Global Forum Representative Question

**Decision** *Holly Wise approved to serve as an alternate for 2018 to allow for a smooth transition while we work to secure her replacement (a call has already gone out). The current budget should support the costs for her to attend*

## 5-4. Executive priorities for 2018

Include this for further discussion at CSM to reference relative to our strategic priorities  
Consider developing a "crosswalk" document to align initiatives with ongoing work

## 5-5. Board retreat polling outcomes

After 2 polls spanning from May to September, there were no days in which all were available for a 1.5 day retreat. Any other ideas? It would be helpful to identify a set time for similar face-to-face meetings each year that the Nominating Committee could use to communicate to candidates in advance

Although Barb won't be at NEXT, she encourages the board to proceed with a meeting. The meeting should include time for best practices review as well as an assessment of activities related to strategic priorities, organizational management, etc  
talk with Rick about a different poll process. if it doesn't work, then use time at the meeting at CSM to review calendars to determine availability for a 2-day face to face meeting in 2018 as well as a consistent time frame annually that can

## 6. New Business

### 6-1. Education Research Network website estimate

approved  
consider a vetting process of those who submit to be mentors  
bring this to the ELP for awareness

### 6-2. Roundtable discussions at CSM

add this to the Feb 8 conference call to identify whether or not there are topics to present to the members

### 6-3. Soliciting feedback from our members

Do we currently assess the members regularly? If not, should we and how?

## 7. Upcoming Meetings

Attached is the latest listing of all meetings scheduled for CSM. Locations are subject to change

 [ACAPT schedule at a glance for CSM 2018.xlsx](#)

February 8th, 8am-9:30am EST - board conference call  
February 20, 2:00-10:00pm - board meeting at CSM  
February 21, 5:00-7:00pm - roundtable liaison meeting at CSM  
February 22, 5:00-6:30pm - reception with alumni at CSM  
February 23, 6:30-7:30am - education research network breakfast at CSM  
February 24, 8am-1pm - ELP meeting at CSM  
March 8, 8am-9:30am EST - board conference call

## 7-1. ELC timeline

the planning committees are working with the following timeline for ELC. Everything is moving up by about 1 month, so calls for abstract submissions should be going out in February (date tbd).  
See the attached for detail

 [ELC\\_timeline.xlsx](#)

## 8. Future Deadlines

January 29 - reports for our board meeting on Feb 8 due  
February 12 - reports for our board meeting on Feb 20 due  
February 26 - reports for our board meeting on March 8 due

## 9. Notes

## 10. Adjourn

Adjourned at 9:23 am EST