

Minutes of ACAPT board meeting minutes, May 10, 2018 - 05/10/18

Date and time: 05/10/18 08:00 am to: 05/10/18 09:30 am

Present: Sandy Brooks, Rick Segal, Mark Reinking, Barb Sanders, ejohn@ebjohn.net, Jim Farris, Jeff Konin, Nancy Reese, Emmanuel John, Mike Sheldon, Scott Ward, Mary Blackinton, Susan Appling

CC: Jeff Konin, Susan Appling, Jeff Konin, Susan Appling

Location: Dial 1-877-860-3058 and enter the passcode 117878#
Barb to initiate the call with this passcode: 1178783#
** please note that we will not be using the webinar format for this call

Topics

1. Establishing a Quorum

Note Barb, Mark, Nancy, Emmanuel, Mike, Scott, Jim, Rick, Mary

Absent: Sandy

Welcome: Emmanuel John is officially our new Secretary, replacing Zoher Kapasi. Welcome aboard Emmanuel!

Note Mary, Scott, Mike, Nancy, Rick, Barb, Mark, Jim, Jeff, Susan, and Emmanuel were in attendance.
Quorum formed

2. Approval Minutes from Previous Meeting

Decision Minutes from April 12, 2018 Approved

 [April_12_board_minutes.pdf](#)

Decision One editorial from Mike. The section about Mike working with Jim was entered twice. Minutes from last meeting was approved with the edits.

3. Consent Agenda

Decision Consent Agenda items Approved

April 2018 Federal Affairs Forum Minutes

NIPEC minutes from April 13, 2018

Emmanuel John's notes from attending the APTA board meeting

 [April_2018_FAL_Call_Minutes.docx.pdf](#)

 [NIPEC_BoD_t.c._minutes_04.13.18_draft.docx](#)

 [April_20-21_2018_-_APTA_Board_Meeting_Report.docx](#)

Note - Barb thanked Emmanuel for attending APTA Board Meeting and providing such excellent notes. She commented that our attendance at APTA BOD meetings should be ongoing.

- Mike has questions on Scott's Report on PROSPER Act. He feels ACAPT should take a more active role mobilizing students and faculty. Scott supported Mike's position, reporting that he just attended a meeting on the Prosper Act on the Hill. He is willing to work with Sandy to advocate and move this forward. Rick added that we should also add educating students on which loan they should be taking out, as part of the advocacy effort.

- Mike has questions on the Student Debt issue (APTA Board meeting report): Mike commended Emmanuel for a well written APTA Board Meeting report. He asks if ACAPT was recognized during the discussions at the APTA Board meeting as working on this issue. Emmanuel reported that ACAPT was not discussed. Emmanuel added that the student debt issue barely made it into the strategic plan discussions at the APTA Board meeting, and ACAPT need to follow up on this to ensure that it does make it into the final APTA strategic plan.





Task ~~Mary requested that this should be scheduled further discussion on this to the meeting at Annual meeting in June. Nancy asked if we want to continue to gather data on student debt. Barb suggested that this should be placed on the ELP agenda for clarification on who is doing what, so that we can move forward on this subject. Susan suggested that ACAPT BOD should have goals for ELP — Barb responded that once we have a clearer picture, then we will be able to discuss this better.~~

Owned by Sandy Brooks due 06/28/18

Decision - Mike also asked about the role of ACAPT with FSBPT and the IPE panel. Barb confirmed that Mark Lane had requested a good ACAPT rep to ask to participate in FSBPT annual conference. She suggested Cheryl Resnick.

4. Treasurer's Report

Note March financial reports for review

-  [ACAPT Stmt of Financial Position March 2018.pdf](#)
-  [ACAPT Stmt of Activities March 2018.pdf](#)
-  [ACAPT Actual Vs Budget- 1st Quarter Ending March 31 2018.xlsx](#)
-  [ACAPT 2018 Q1 Charts for BOD and Membership.pdf](#)

Decision Discussion on best practices for the percentage of dues that make up the total revenue of an organization (Nancy)

From APTA's CFO: The answer is "it depends." I think every association is different, and thus different components of revenue streams should be considered. What I would say is that a smart association would look at being somewhat diverse in their revenue streams and not keep all their eggs in one basket. But there is no magic number on what is the norm.

I can share with you that for APTA, we have set the bar at 55% for dues/member subscriptions per our internal metrics. That means if we see egregiously more (or less) from this revenue stream, we have a conversation about it. Typically though we run a few percentage points below it. That is the number that works for us given our other revenue streams, so I would not call it a norm but what works for us.

I would also add that for some organizations, they don't look at "non-dues revenue" but "non-x revenue." Say, for instance, you have a huge convention that brings in 60% of your revenue. You may want to track "non-convention revenue." So, again, I think there are many ways to slice it, and there isn't one correct answer. Look for level of revenue risk you all are tolerant of, and go with that. And if you need to adjust it over the yes, you can do that too!

Decision What's our Return on Investment of Partnerships (Nancy)

The board talked in April about attempting to determine what members feel they receive back from our partnership efforts with other organizations, which amounts to nearly \$63,000 in projected expenses from our 2018 budget. Perhaps it amounts to more of a report on what has developed from each relationship and not as much of a calculation.

Note - Nancy reported that ACAPT is better off this time compared to last year. Some expenses are running a little lower than projected, e.g., Board Member travels. There were net on some investment. We are on target financially, she reported.

- Jim requested to know when membership dues are sent out. Nancy responded, July 1st.

Decision - Decision point on due: APTA Board has decided that 55% is the what they expect from dues for their total revenue. Therefore, ACAPT should decide what level of dues. Mike suggested that the Finance committee should probably work on this, and come back with a recommendation to the Board, assuming there is some expertise on the committee. Nancy was not sure if there is expertise enough on the committee. Mike suggest the committee can reach out to others who may have expertise on the matter. This was turned into a motion, passed, and adopted by the board.

Decision - Partnerships: Nancy made the point that partnerships with other organizations does not result in financial returns, though there are intangible returns. Barb suggested we should make clearer what are the objectives and expected benefits of partnerships. Nancy suggested we get reports from representatives on those partnerships. Jim suggest we review what we are getting from or will like to get from these partnerships. Nancy reported that we only pay to IRM dues, other expenses are just to sponsor members to attend these meetings, hence the reason why we need to pay attention to the report of those representing ACAPT at these partnership meetings, and then evaluate annually. Mike supports this, but suggest we do an annual review whenever we are discussing budget for the new fiscal year. Sandy should hold all those reports together in one document preceding the Board meeting to review the fiscal new year's budget.

5. ACAPT Business

5-1. ELP Update

Note Scott and/or Nancy to report on latest activities or discussion items.
Minutes from April and agenda for May not yet posted as of the time of this agenda

Note Scott reported that ELP agenda is moving on fine and promised to bring up the student debt issue. Barb asked if we know anything about the Clinical Education group discussions. Scott has no information. Barb reported that the elections are in from the APTE, She is therefore cautiously optimistic that the ELP will move faster.

6. Strategic Decisions

6-1. Academic Innovation

Decision Regional Liaisons concept (Mary/Jeff)

Consider creating some sort of Regional Position for each region of the country where a Director/Chair (ACAPT person of record) in the region would be the liaison touching base with other Directors/Chairs in the area. These regional folks would then report to the Board Liaisons. It adds another layer on one hand, but on the other hand it gives an opportunity in engagement and leadership from within the members.

Note o Board liaisons to the programs and round table discussions and being able to dialog were discussed.

o Jim has interest in this but reported that there has been poor communications with members, especially in the South West regions.

o Rick: wondered why and how some liaisons are not present at round-tables. Mary responded that some of the complaints had been that there are many meetings going on about the same time.

Task o ~~Barb requested that we make it an action items for the next Board Meeting. The idea is that we have each regional group with an identified member liaison that works with the BOD liaison. This would help those liaisons who are outside the geographic region and perhaps allow more members to participate and become stakeholders in our activities.~~

Owned by Sandy Brooks due 06/07/18

6-2. Knowledge to Elevate Health Care

Note Federal Affairs Forum Update (Scott)

Decision House of Delegates RCs (Mark)

 [HOD_RC_2018.docx](#)

Decision Guidelines for appointed groups (Mary on behalf of Sandy)

 [guidelines_for_appointed_groups-notes.docx](#)

Decision Identify a board liaison to the Alliance for PT Quality and Innovation (Barb)

Note o Mark reported on RCs for the House.

o Jim reported that a member contacted him on Pain RC, because ACAPT had endorsed a motion on IASP competency domain and guidelines but may need to be reviewed/amended. Barb mentioned that this was discussed in February 2014 or thereabout, but perhaps, was not taken to the membership. Barb mentioned that the Board considered the terminology as valuable. But the Board has not yet requested every ACAPT group to take this on, and work on it. Mark will review, and draft an ACAPT position statement with Rick's assistance, which he will share with Board members for comments and suggestions in preparation for the House.

o Discussion on RC 38 on PT and PTA resiliency. Cheryl posted information on ACAPT task force in development to look at this issue with students at the request of Janet Bezner, Chief Delegate from TX. We should be prepared to have more information on this as well.

Decision Guidelines for appointed groups (Mary on behalf of Sandy)

o Mary reported that Sandy requested if the Board will approve for a lawyer to review the guideline for appointed groups on behalf of ACAPT. Barb mentioned that there are funds set apart in the budget for legal issues. Mary asked for clarification for what activity supported by ACAPT will qualify for the language being reviewed. Example if ACAPT pay for lunch for members meeting together to discuss issues. Barb clarified that this will be more for when ACAPT invests significant funds, for instance to pay for a consultant to help work on a project/idea or fund a website, that was later commercialized. Mary will take this back to Sandy.

Decision Identify a board liaison to the Alliance for PT Quality and Innovation (Barb)

o Barb suggest that Emmanuel be ACAPT liaison. Emmanuel accepted. Barb will request Sandy to facilitate a meeting of the group with Emmanuel.

6-3. Academic Leadership and Advocacy

Decision Communications Chair Change (Jeff Konin)

 [Board_Report_May_2018.doc](#)

Decision Student Honor Society follow-up (Jim)

This is a follow-up to the April board meeting discussion re: The Student Honor Society task force recommends that ACAPT allow members to decide if they believe a final selection of honorees should be made at the program level or via a national selection committee.

Decision Initiatives to create an individual faculty membership level (Susan)

Has ACAPT had any initiatives to increase awareness and/or to advocate for PT professional faculty being APTA members? The VPTA leaders reported a decrease in advocacy from the faculty to the students regarding APTA membership, engagement, etc. The idea was that since ACAPT has institutional membership, there may be opportunity for ACAPT to encourage individual faculty membership.

Note Election Results (Barb)

These will be disseminated prior to the board call once the polls close on May 7 and an assessment has been made to verify eligibility of all voters and whether or not a runoff election will be necessary for any of the categories from the election

Note Communications Chair Change (Jeff Konin): Jeff is stepping down later this summer since he will no longer be eligible to participate, and has recommended Scott Burns to take over, because he is the most aware, and will be best fitted for the role, starting July 1, 2018. The Board unanimously adopted Jeff's recommendation.

Student Honor Society follow-up (Jim):

- o The Task Force met but has not been able to come up with a clear plan, as there seem to be some push back at the membership level. Jim suggests we will get more feedback from members before taking it to ELC. The resistance mainly from the students was that they are already receiving awards from their schools, will not see this as a national award. The BOD agrees that the decision should be at the local level. Giving feedback individually to Jim, he will reply to Kirk and encourage him to complete the proposal with this information in order to take it to membership in October.

Initiatives to create an individual faculty membership level (Susan)

- o Susan on behalf of the APTA was wondering if ACAPT has requirements for members to encourage faculty membership of APTA. Barb reported that there is no active ACAPT initiative, but we may need to investigate this, and recognize ACAPT members with 100% APTA membership.

Task ~~Election Results (Barb)~~

~~Barb reported the results of the election. Sandy will work with the new members, and will invite them to the Board's July or August meeting:-~~

~~o VP: Michael Sheldon-~~

~~o Directors: John Buford, Scott Davis-~~

~~o Nominating Committee: Diane Heislein-~~

Owned by Sandy Brooks due 06/30/18

7. New Business

Note GAMER (Rick)

- Rick reported progress on GAMER. He that they discovered that the advertisement was not effective, and there are 12 applicants for 10 positions. This is a beta test. Potential challenge will be that after the workshop, participants will have few mentors, if any at all, when they return to their home institution. The workshop starts on September 20, 2018.

Note Task Force on Mental Health of the Student (Cheryl)

- Cheryl wants to add another member to the task force and add a students' services representative. This was approved by the Board, and the call will be modified to include. Sandy will work with Cheryl on this.

8. Did we advance our mission?

Note Reviewed, and unanimous response was 'Yes', ACAPT's mission was advanced.

9. Upcoming Meetings

Note please add these to your personal calendar:

May 11 - ELP call

June 8 - ELP call

June 14 - board conference call 8:00-9:30am EST

June 27 - board meeting from 1:00-5:00pm at NEXT in Orlando, FL

June 28 - board meeting from 7:00-9:30am at NEXT in Orlando, FL

June 28 - Foundation Gala 7:00-midnight (ACAPT has a table)

Meetings at ELC for which board members should save the date or be aware:

Oct 10 and 11 - ACAPT board retreat and meeting

Oct 10 or 11 - MERC workshops (dates are currently being reviewed)

Oct 11 - Leadership Summit

Oct 11 - ACAPT Open Forum

Oct 12 - GRJ Forum on Innovation

Oct 12 - ACAPT Business Meeting

Oct 13 - Oxford Debate

Oct 13 - Celebration of Diversity

Oct 14 - ELP meeting

Oct 28-29 - tentatively holding for the Clinical Education Strategy Meeting

Note Future Meetings (Barb)

- June 8 ELP call

- June 14 Board Call. This may be canceled due to proximity to APTA NEXT meeting

10. Future Deadlines

Note please add these to your personal calendar:

May 25 - ELC clinical sponsorship applications due

June 1 - ELC registration will open

June 4 - reports due for June 14 board meeting

June 18 - reports due for June 27 board meeting

July 1 - dues for 2018-19 ACAPT membership year begins

July 2 - reports due for July 12 board meeting

July 30 - reports due for August 9 board meeting

Aug 1 - deadline for submission of completed Motion Development Form and Main Motion Template (details found here: <http://acapt.org/documents/how-to-prepare-and-submit-motions>)

Aug 27 - reports due for Sept 13 board meeting

Sept - outgoing leaders should begin succession planning with incoming leaders

Sept 21 - deadline for business meeting motions and agenda disseminated to membership

Oct 1 - reports due for Oct 11 board meeting and Open Forum at ELC

Oct 29 - reports due for Nov 8 board meeting

Dec 3 - reports due for Dec 13 board meeting

11. Notes

12. Adjourn

Note Meeting adjourned, given that there was no more business to discuss.

Task Summary

New Tasks

Task ~~Mary requested that this should be scheduled further discussion on this to the meeting at Annual meeting in June. Nancy asked if we want to continue to gather data on student debt. Barb suggested that this should be placed on the ELP agenda for clarification on who is doing what, so that we can move forward on this subject. Susan suggested that ACAPT BOD should have goals for ELP – Barb responded that once we have a clearer picture, then we will be able to discuss this better.~~

Owned by Sandy Brooks due 06/28/18

Task ~~o Barb requested that we make it an action items for the next Board Meeting. The idea is that we have each regional group with an identified member liaison that works with the BOD liaison. This would help those liaisons who are outside the geographic region and perhaps allow more members to participate and become stakeholders in our activities.~~

Owned by Sandy Brooks due 06/07/18

Task ~~Election Results (Barb)~~

~~Barb reported the results of the election. Sandy will work with the new members, and will invite them to the Board's July or August meeting:-~~

~~o VP: Michael Sheldon~~

~~o Directors: John Buford, Scott Davis~~

~~o Nominating Committee: Diane Heislein~~

Owned by Sandy Brooks due 06/30/18