

of Directors that was not initially stipulated in the standing rules. If approved by the AC, all future board elections will be staggered preventing the possibility of a complete board turnover during a single election. The motion will must be distributed to the membership one month prior to the business meeting.

WEBSITE RFP

It was decided that Dave Somers and Lisa McLaughlin would revise the existing RFP for website development to be consistent with the discussion they recently had with representatives from Caduceus. The RFP will be distributed to Caduceus, OPENArc (originators of the cost estimate used for budgeting) and one or two other companies who produce and maintain webpages. The RFP development and proposal process should take six weeks.

FINAL – PASSED (Reese)

V-3 That the newsletter editor will receive \$500/meeting toward travel expenses to attend ELC and CSM.

Supporting statement: Previous discussion within the newsletter task force had mentioned a stipend for the newsletter editor. The issue is complicated by the absence of a stipend policy for BODs and other personnel who might receive a stipend or some other kind of reimbursement. It was decided that the AC would establish a policy and codify its stipend policy, but for the present would support the newsletter editor through the mechanism above.

POLICY FOR REPLACING AC REPRESENTATIVES

Our present policies indicate that to serve in a position (elected or appointed) a person must be a member of the AC which requires them to be an institutional representative. One possible occurrence is that the situation of a person holding the appointed or elected position changes so that he/she is no longer an institutional representative, and, therefore, may not hold the appointed or elected position. While institutional representatives who are appointed by the BOD may be replaced by another board appointment, the process is less clear for elected officials. A policy must be developed for this situation. Lisa will investigate similar language in groups and get back to the board with some example language for consideration at our next board meeting.

PROCESS FOR BRINGING MOTIONS TO THE AC BUSINESS MEETING AT ELC

Motions must be submitted three months prior to the meeting where the motion will be considered (typically early July for ELC in early October). There must then be a one-month notice for the business meeting where the motion will be considered.

It was decided that we would send a communication in the very near future to invite groups (e.g. chief delegates, section presidents, AC representatives, chapter presidents, and the full membership of the CESIG) to submit motions for consideration. Only AC representatives may

submit a motion and, therefore, any group wishing to submit a motion must work with a council member (institutional representative) to submit the motion. Terry will develop language that provides the step-by-step instructions of preparing and submitting motions. This will be circulated to the board, approved and distributed by Lisa to the groups listed above.

AC PARTICIPATION IN DEVELOPING ADDITIONAL QUESTIONS FOR CAPTE AAR.

CAPTE indicated that they would be willing to include questions on the AAR that would be helpful to the AC as we seek to gather data to support various Council projects. Some suggested questions were: how many directors of clinical education do you have; how many FTEs do your directors of education represent; and when does graduation occur. It was decided that a task force will be formed to evaluate the AAR questions and determine where there are gaps in information that the Council would like to fill with additional questions. The task force will submit questions to CAPTE by this time next year (2013) for inclusion in subsequent AARs.

STRATIGIC PLAN UPDATE

Cultural transformation

Issues for this group mostly surround ELC and the clinical education summit. There are plenty of submissions being reviewed for each ELC timeslot.

Benchmarks for excellence

The process for moving this forward was discussed.

- Can the benchmarks be used to inform us about the data we need?
- Organize a group similar to the initiative for clinical education concerning research to improve excellence in research.
- It was decided to prioritize the mechanisms list that emerged from ELC and subsequent work by the benchmarks group. Diane will send this to the BOD and each should respond with their priorities in preparation for our next board meeting.

Communication

The newsletter group has an editor and task force producing four newsletters a year. We will also be considering additional communication surrounding meetings that are independent of the newsletter. The second component of communication is WebSite previously discussed.

Integrated communities

A letter of intent and application/petition template has been developed for Consortium development that the full task force will consider shortly. The goal is to present a completed procedure at ELC 2012. Clinical education (including CESIG), perhaps research and others are eager to begin. It was reinforced that our previous decision of beginning with a Consortium for clinical education would be wise.

Finance

The finance committee has completed its first quarter report and will be projecting for budgetary purposes. By June all requests for the budget will be needed by the committee.

Dropped from consideration by the committee was an investment policy that anticipated component status in 2012. This will be postponed until issues concerning governance changes are complete. BOD members should bring ideas for budgetary needs to our May meeting in preparation for a BOD budget vote in June. Our budget will then be submitted to the APTA.

GOVERNANCE REVIEW

APTA Governance changes are robustly being discussed and the APTA BOD is taking steps to try to resolve issues that are emerging as problematic. These portions of the governance package are being pulled out and considered for revision. Barb Sanders is knowledgeable about these discussions and will summarize them for the rest of the AC board. There is great hope that the necessary governance changes to support the full realization of the AC vision and mission will occur. AC BOD members are committed to working for this realization within the governance structure that emerges.

CLINICAL EDUCATION SUMMIT.

A meeting will be organized of the planning committee to develop the summit. Minimal information needed is how many people, how much time and whether or not it will occur at ELC. Susan Meyer, the AACP representative who will be facilitating the meeting, indicated that the meeting would likely take two days (give or take one half day). The number of people we would need to attend will be determined during our planning meeting. Our present goal is to arrange the planning committee conference call within the next two weeks with the goal of resolving issues of time, people and whether or not at ELC. Lisa will move forward on arranging a meeting.

IOM GLOBAL FORUM ON INNOVATION IN HEALTH PROFESSIONAL EDUCATION

The role of the AC in this initiative was discussed. The IOM process has already begun and there are only a few slots left for participants. It was decided that Leslie will communicate with the contact person at IOM to learn more about this initiative and its expectations (e.g. given that the process has begun, where would we fit in; definitive goals for the individual components of the initiative; has the IOM contacted the WCPT; is the rate charged to participating organizations uniform.) to help the board determine whether or not this would be a good investment of our time and resources.

The role of AC and APTA with the Interprofessional Educational Collaborative (IPEC) were discussed. Leslie will have some discussion with the APTA staff representative who has previously dealt with IPEC to explore the possibility of approaching the group to discern their willingness to potentially work with the AC as a contributor.

ANNOUNCEMENTS AND GENERAL DECISIONS

The prerequisite task force volunteer response delivered through the community site had a single response (sent to Dave). It was believed that the community site appeals were not effectively reaching the constituency. Perhaps an email to the representatives could produce a

bigger response. Lisa will send out a new e-mail regarding this task force.

Leslie indicated that her position will be changing at MGH and she will serve as the representative from her institution only through ELC 2013.

NEXT MEETINGS (ALL EST)

Board of Directors

Conference Call	May 29, 2012	10:00AM-12:00PM
At Annual Conference	June 7, 2012	8:00 A.M.-2:30 P.M
		Marriott Room 7, Tampa, FL

Respectfully submitted,

Dave Somers
Secretary