Minutes of ACAPT Board Minutes December 13, 2018 - 12/13/18

Date and time: 12/13/18 08:00 am to 12/13/18 09:30 am

Present: Sandy Brooks, Barb Sanders, Mike Sheldon, Emmanuel John, Nancy Reese, Mary Blackinton, Jim Farris, Scott Ward, Scott Davis, John Buford

CC: Susan Appling, Scott Burns

Location: Dial: 1-888-407-5039 and enter code: 53376704 #
Join Online: http://apta.adobeconnect.com/acaptboard/

Topics

1. Welcome and Introductions - presenter Barb Sanders 8:00am
   1-1. Establishing a Quorum
       Note: Quorum established
   1-2. Conflicts of Interest
       Note: None declared
   1-3. Antitrust Compliance Guidelines
       Note: All agreed to comply

2. Approval Minutes from Previous Meeting - presenter Barb Sanders 8:05am
   Decision: Minutes from November meeting approved.

3. Consent Agenda - presenter Barb Sanders 8:10am
   Decision: Approved

4. Treasurer's Report - presenter Nancy Reese 8:15am
   4-1. Review of the October 2018 Financial Statements
       Note: Nancy clarified that ELC net revenue was shared 50-50% with Academy for PT Education.
       - 94% membership due/fees paid up to date (14 members yet to pay their annual subscription to ACAPT)
   4-2. Financial Audit Policy
       Decision: The Board Approved the Financial Audit Policy

5. ELP Update - presenter Scott Ward 8:20am
6. **Proposal for a Common Terminology Dissemination Group** - presenter Mike Sheldon 8:25am

- **Decision**: The proposal was approved.

Scott Ward moved a motion to establish a policy and procedures for all outcomes, products, position statements, etc, from Consortia, Work Groups, etc, should be funneled and communicated to ACAPT members through the Communications Committee, in order to streamline messaging from ACAPT. The Board decided to table the motion, while Sandy Brooks and Scott Burns work on a language for the policy and procedure.

7. **Proposal for an ACAPT-sponsored Faculty Residency** - presenter Barb Sanders 8:35am

- **Decision**: Proposal has been tabled for discussion in January

8. **2019 Draft Budget** - presenter Nancy Reese 8:45am

- **Decision**: The Board discussed the 2019 Draft budgets and made recommendations/decisions on several budget line items. The Draft Budget was adopted by the Board.

9. **Revisions to the National Honors Society Guidelines** - presenter Jim Farris 9:10am

- **Decision**: National Honors Society Guidelines revisions were approved by the Board

10. **Appointment of a Reference Committee Member** - presenter Barb Sanders 9:15am

- **Decision**: Board approved Shawne Soper to the Reference Committee. Mike Sheldon will follow-up with Shawne.

11. **Roundtable Liaison Meeting update** - presenter Barb Sanders 9:20am

- **Decision**: Barb, Mike, and Sandy to identify topics for this meeting to accompany those that will be presented by the NCCE

12. **New Business**

- **Note**: None

13. **Upcoming Meetings**
Attached is the CSM Schedule At A Glance for ACAPT meetings and events

Jan 10 - Board conference call, 8:00-9:30am EST (save the date in case we need to have a meeting)
Jan 22 - Board Meeting at CSM, 10am-4pm
Jan 23 - Roundtable Liaison and NCCE Networking Meeting at CSM, 5:00-7:00pm
Jan 24 - Alumni Reception, invitation only at CSM, 5:00-6:30pm
Feb 14 - Board conference call, 8:00-9:30am EST
March 14 - Board conference call, 8:00-9:30am EST
April 7-8 - Tentative dates for an Outcomes Strategy Meeting at APTA
April 18-19 - Board retreat

14. Adjourn

Note The Board Call Meeting adjourned at 8.32am