

# Minutes of ACAPT Board Meeting Minutes, Sept 13, 2018 - 09/13/18

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

**Present:** Sandy Brooks, Barb Sanders, Mary Blackinton, Mark Reinking, Mike Sheldon, Jim Farris, Rick Segal, Scott Ward, Nancy Reese, Emmanuel John

**CC:** Scott Burns, Susan Appling, Scott Davis, John Buford

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

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## Topics

### 1. Establishing a Quorum

**Decision** Quorum formed. Mike absent. Others present are John Bufford, Scott David, Susan Appling

### 2. Approval Minutes from Previous Meeting

**Decision** August 9 minutes approved

### 3. Consent Agenda

**Decision** Consent agenda approved

### 4. Treasurer's Report

**Note** July 2018 financial statements reviewed

**Decision** ACAPT's financial statements and tax returns filing was presented to the board. The Board approved the 2017 Form 990, 990T and VA500 documents.

### 5. ACAPT Business

#### 5-1. Benchmarks next steps

**Decision** The Board entered into an executive session.

#### 5-2. Board response to forthcoming motions

**Decision** The Board approved the recommendation to have Barb Sanders present to the ACAPT membership the motions on the development of a national graduate registry and on the promotion of FSBPT's advanced approval process

#### 5-3. Reminder of Board activities at ELC

**Note** Discussion on activities at ELC for which the board is expected to attend and/or present

#### **5-4. Member certificates**

**Decision** The board approved a proposal to purchase professional created framed certificates to be delivered to all current ACAPT members and to new members annually thereafter. It was also approved to send only electronic certificates to renewals after the first framed certificate has been sent so that they can print on their own and replace in the frame.

**Decision** The board wishes to have an annual review of each members' listing to assure only members in good standing are recognized

#### **5-5. Oral History Interviews Request**

**Decision** The Board approved to finish the Oral History project this year and to provide additional funds to support its completion in 2018

#### **5-6. ACAPT Liaison to the Education Leadership Institute ELI**

**Decision** The Board approved sending out call for volunteers to identify someone as the ACAPT liaison to ELI

#### **5-7. ELP Update**

**Note** Discussion on recent activities of the ELP

### **6. New Business**

### **7. Upcoming Meetings**

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

Oct 10 - Board Retreat, 8:00am-5:00pm, breakfast ready by 7:30am

Oct 11 - Board meeting 8:00am-5:00pm

Oct 11 - MERC workshops

Oct 11 - Leadership Summit

Oct 11 - ACAPT Open Forum, 6:00-9:00pm

Oct 12 - GRJ Forum on Innovation

Oct 12 - ACAPT Business Meeting, 1:30-5:00pm

Oct 13 - Oxford Debate

Oct 13 - Celebration of Diversity

Oct 14 - ELP meeting, 8:00am-1:00pm

Oct 28-29 - Clinical Education Strategy Meeting at APTA

Jan 22 - Board Meeting at CSM, 10am-4pm

Jan 23 - Roundtable Liaison Meeting at CSM, 5:00-7:00pm

Jan 24 - Alumni Reception, invitation only at CSM, 5:00-6:30pm

Reminder - ACAPT will have a booth in the exhibit hall at CSM. I ask that all board members respond to the call for volunteers to help staff the booth when the call goes out in the next few months.

## 8. Future Deadlines

**Note** 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

## 9. Notes

**Note** Sandy will be on vacation but working remotely Sept 18-21. Thus, responses to emails/phone calls may be slightly delayed

## 10. Adjourn

**Note** The Board adjourned at 8.35 am.

