

# Minutes of ACAPT Board Minutes November 8, 2018 - 11/08/18

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**Date and time:** 11/08/18 08:00 am to: 11/08/18 09:30 am

**Present:** Sandy Brooks, Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Jim Farris, Mary Blackinton, 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/>

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## Topics

### 1. Welcome and Introductions - presenter Barb Sanders 8:00am

#### 1-1. Establishing a Quorum

**Note** Board Quorum established. Other attendees at the meeting include: Susan Appling, and Debbie Ingram (ELC Program Committee), Donna Applebaum (NCCE)

#### 1-2. Conflicts of Interest

**Note** No conflict of interest reported

#### 1-3. Antitrust Compliance Guidelines

**Note** Barb provided a friendly reminder that ACAPT does not participate in antitrust conduct and adopts ACAPT's Antitrust Compliance Guidelines as a core principle.

### 2. Approval Minutes from Previous Meeting

**Decision** October 11 board meeting minutes approved

### 3. Consent Agenda

**Decision** Consent agenda approved

**Decision** Simulation Panel to be added to new business

### 4. Treasurer's Report

**Decision** The board reviewed the September 2018 reports and draft 2019 budget

### 5. ACAPT Business

#### 5-1. ELC Report (Debbie Ingram)

**Note** Debbie provided a brief review of ELC and invited feedback from the board

## **5-2. ELP Update (Scott W. and Nancy)**

**Note** Scott Ward reported on the last ELP Meeting to the Board.

## **5-3. Clinical Education Strategy Meeting Report (Donna)**

**Note** Donna Applebaum presented a report to the Board.

## **5-4. April board retreat dates reminder (Barb)**

**Note** Barb reminded the board to save the dates of April 18-19, 2019 for a 1.5 day board retreat. There were no conflicts

## **5-5. Proposal for a Strategy Meeting on Excellence Criteria (Nancy)**

**Decision** Board moved and voted to approve the proposal

## **5-6. Strategic Plan Review (Barb)**

**Decision** This discussion has been tabled to a future meeting

## **5-7. Recommendation for a Task Force to Conduct an Organizational Assessment to Establish a Vision for ACAPT's Future (Sandy)**

**Decision** This discussion has been tabled to a future meeting

## **5-8. PTCAS Meeting Report (Mike)**

**Note** Mike provided a brief verbal update

## **5-9. Liaison to the Education Leadership Institute (Barb)**

**Decision** The Board voted to appoint Jill Heitzman to be ACAPT liaison to ELI

## **5-10. CSM Booth Assignments (Sandy)**

**Note** Sandy encouraged the board to sign up for a time slot at the booth with particular focus on unopposed times

## **6. New Business**

## **7. Upcoming Meetings**

**Note** Jan 10 - Board conference call, 8:00-9:30am EST (should we cancel?)

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

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

## 8. Future Deadlines

**Note** Dec 3 - reports due for Dec 13 board meeting

## 9. Notes

**Note** Sandy will be out of the office on the following dates:

Nov 21-23

Dec 24-Jan 1

May 25-31

## 10. Adjourn

**Note** The Board adjourned at 9.36am EST

