

# Minutes of ACAPT Board meeting minutes, May 27, 10am-12pm EST - 05/27/20

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**Date and time:** 05/27/20 10:00 am to: 05/27/20 12:00 pm

**Present:** Sandy Brooks, Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Scott Davis, John Buford, Mary Dockter, Mary Blackinton, Peter Altenburger

**CC:** Susan Appling, Lori Bordenave, Eleanor Trice

**Location:** virtual call

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## Topics

### 1. Welcome and Introductions

**Note** The Board meeting was called to order at 10.00am EST.

#### 1-1. Establishing a Quorum

**Decision** Quorum was established with Board members present: Barb, Mike, Nancy, Emmanuel, Scott, John, Mary B., Peter, Mary D. Lori Bordenave, Janice Howman, and Susan Appling was also present.

#### 1-2. Conflicts of Interest

**Note** No conflict of interest was reported.

#### 1-3. Antitrust Compliance Guidelines

**Note** Board members were reminded to observe anti-trust guidelines.

### 2. Consent Agenda

**Decision** The consent agenda and Reports accepted by the Board. Board members were asked to read through the leadership reports and attempt to resolve any outstanding matters for the groups to whom they serve as a liaison and prepare to present those resolutions or lingering questions during the June meeting.

#### 2-1. ELP Update

**Note** Nancy provided updates to the Board on recent activities of the ELP including those associated with the discussions surrounding the Culminating Strategy Meeting

#### 2-2. ELC update

**Note** Barb reported that ACAPT is working on an MOU with Genevieve Johnson Foundation for ELC presentation.

#### 2-3. Items for ratification

**Note** The Board approved and ratified.

### 3. Approval of April minutes

**Decision** Motion was moved, the Board approved the minutes from the April 2020 Board Retreat.

### 4. Business

#### 4-1. Treasurer's Report

**Note** Nancy Reese presented the Treasurer's report to the Board. ACAPT's current financial statements and report from 2019 was presented. ACAPT's historical financial data from 2015-2019 were also presented.

**Decision** The Board will continue its discussions related to financial impact as a result of COVID-19 during their June 11 meeting.

**Decision** The Board approved the Recommendation to appoint Kristin Greenwood to the finance committee as a replacement for Kim Topp.

**Decision** The Board reviewed, and a motion was moved by the Board to approved the IRS form 990, Annual report and filings.

#### 4-2. Policies & Procedures

**Decision** The Board approved the revisions to the Board of Directors Job Description, but removed two items: language that would forbid anyone serving on any APTA component from being able to also serve on the ACAPT Board; language requiring the ELP Representatives to be current Board members.

**Decision** The Board reviewed and tabled the ELP Representative policy for consideration at the June Board meeting.

**Decision** Board liaison to APTE policy approved.

**Decision** Non-Dues Revenue Policy revisions were approved.

**Decision** Appointment policy revisions were approved.

#### 4-3. ELP Representative to Replace Zoher

**Decision** The Board approved a motion to appoint Mary Dockter to replace Zoher Kapasi as the 3rd representative from ACAPT to the ELP. Zoher's 3-year term is concluding. Mary's term would run June 2020 - June 2023. Mary will join Nancy Reese and John Buford as ACAPT representatives on the ELP.

#### 4-4. Supporting our members & stakeholders

**Note** The Board reviewed themes from the various nationwide town halls conducted with member representatives. The major themes include:

- Clinical placement
- Assessment
- Advocacy
- Standardization
- Resources
- Other considerations

These themes and summaries will be included in a future newsletter. Board members were encouraged to continue conducting the virtual town halls in July or late summer.

#### **4-5. House of Delegates update**

**Note** Mike presented some updates of motions relevant to ACAPT activities such as RC 12-20, 13-20, 30-20, 27-20, 28-20, 29-20, 20-20, 20-21, 20-22, etc. These House of Delegates (HOD) motions may have implications for physical therapist education programs.

Mike will represent ACAPT at the HOD's virtual meetings in June 2020. Barb will serve as his alternate. It is worth noting that Nancy and Mary Dockter are also delegates for their chapters.

#### **4-6. Transition Plan Update**

**Note** Barb has notified APTA that ACAPT staff will serve their last day on July 3, 2020. A lease has been executed for ACAPT's future office at 1020 North Fairfax Street, Alexandria, VA 22314 and will be shared with the Academy of Pediatric Physical Therapy as well as the Journal of Orthopaedic and Sports Physical Therapy. The move-in date is to be determined and based on when final build-out activity can be completed. The move will occur no later than September 1, 2020. Contracts have also been executed to provide the support services for HR, IT, and accounting, all of which will begin in July. Sandy is working with APTA staff on all transition details. APTA has been extremely supportive throughout.

#### **4-7. Do we need to meet in July?**

**Decision** The next Board meeting is on June 11. The Board will not meet in July, and reconvene on August 13.

### **5. New Business**

### **6. Upcoming Meetings**

**Note** Board meeting: June 11 from 1:00-4:00pm EST. Incoming Board members have been invited to join

**Note** Board meeting: August 13 from 8:00-9:30am EST

### **7. Future Deadlines**

**Note** June 1 - Agenda items and reports for the meeting on the 11th

**Note** August 1 - motions for the business meeting are due

**Note** August 3 - agenda items and accompany reports due for the August 13 meeting

## **8. Adjourn**

**Note** The Board meeting adjourned at 11.52 am EST.