

Minutes of ACAPT Board Meeting Minutes, October 14, 2020 - 10/14/20

Date and time: 10/14/20 01:00 pm to: 10/14/20 05:00 pm

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

CC: Mark Reinking, Julia Chevan, Marie Johanson, Eleanor Trice, Susan Appling, Lori Bordenave

Location: virtual meeting

Topics

1. Welcome and Introductions

Note The meeting was called to order at 1.00pm EST.

1-1. Establishing a Quorum

Note A quorum was established with Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Scott Davis, John Buford, Peter Altenburger, Mary Dockter., Mary Blackinton in attendance.

1-2. Conflicts of Interest

Note No new COI was reported by Board members.

1-3. Antitrust Compliance Guidelines

Note The Board was reminded to avoid any discussion considered to violate anti-trust guidelines.

1-4. Decision Tree

Note The Board was reminded to reference ACAPT's Decision Tree document as decisions are being considered, in order to always 'close the loop'.

2. ACAPT's mission is to support academic institutions to achieve excellence in physical therapist education.

Note The Board was reminded to keep in mind the mission of ACAPT as the basis for all discussions and decisions taken.

3. Consent Agenda

Decision Motion was moved, and approved to adopt the consent agenda as published, The following Motion to approve the consent agenda list of items below, which includes the Treasurer's Report, ELP update, items for ratification

3-1. Treasurer's Report

Note The Board received, and placed on record the following documents as part of the treasurer's report, and part of the Business Meeting's Consent Agenda:

- ACAPT_Treasurer's_Report_as_of_August_31_2020_-_for_the_ELC_Business_Meeting.pdf
- SunTrust_Account_Statement_09_30_2020.pdf
- Vanguard-September_2020.pdf
- American_Council_of_Academic_Physical_Therapy_(08-31-20).pdf

Note The Board received, and placed on record the following documents as part of the Consent Agenda:

- Reimbursement__Honoraria_policy_REVISED_Oct_2020.docx - proposed revisions to the Honorarium policy as recommended by the Finance Committee
- Budget_development_guidance_document.docx - a budget development guidance document that leadership chairs may reference in the future to more clearly understand what to ask for, when, and how.
- ACAPT_Financial_Policies_and_Procedures.doc - Financial procedures document that attempts to summarize all activities in one document

3-2. ELP Update

Note The Board received the following documents as the draft October meeting agenda and draft September minutes of the Education Leadership partnership, and was placed on record:

- ELP_Draft_Agenda_October_2020_v.2.docx
- ELP_-_McKinley_Strategic_Framework_Proposal_9-14-2020.docx
- ELP_Draft_Minutes_September_2020_v.1.docx

3-3. For Ratification

Decision The Board ratified the decisions of the Executive Committee: The Executive Committee had approved the following funds and plans for ACAPT's participation, with the Academy of Education, in the APTA Founders Day celebration on January 15, 2021. Peggy Newman, Diane Jette, and Scott Burns have been working on a virtual PT Jeopardy plan in which winners will receive the following:

- 2 Winners will receive a free registration to CSM 2021 (registration rate not yet known. Support is for only the early bird member rate)
- 2 winners will receive a free registration to ELC 2021 (historically, our member early bird rate is \$325)
- 1 APTA membership (PT/PTA not determined from what I see below but a PT fee is \$295 and PTA fee is \$190)

Based on the above, ACAPT's executive committee has approved support and is placing an estimate in its 2021 draft budget to support this for \$750.00

Decision The Board ratified decision of the Executive Committee, which approved sponsoring the American Academy of Physical Therapy (AAPT) virtual conference at \$1,500 and funding Julia to attend the virtual conference (~\$125); and setting aside equivalent funds for NABPT in this year's funds.

Decision The Academy of Education has agreed with ACAPT's disposition on the report from the Clinical Education Placement Task Force. The NCCE has been given the greenlight to proceed with next steps, which includes publication of the recommendations.

3-4. General information items

Note For the purpose of general information, the Board received the following documents that were placed on record:

- o Executive_Committee_Job_Description_revisions_proposed_Sept_2020.docx
- o Awards___Recognition_Committee_MINUTES_09-23-2020.docx
- o Ed_Research_Cmtee_Minutes_September_2020.docx
- o Education_Research_Committee_Oct2020_Progress_Report.docx
- o Analytics_ACAPT_Sitefinity_Web_Analytics_Audience_Overview_20200901-20200930_20200801-20200831.pdf
- o Analytics_ACAPT_Sitefinity_Web_Analytics_Pages_20200901-20200930_20200801-20200831.pdf
- o Events_update.doc
- o American_Council_of_Academic_Physical_Therapy_-_Monthly_Job_Board_Performance_Report_-_2020-09.pdf
- o 2020-2021_members.pdf

4. Approval of Minutes

Decision Motion was moved, and approved to accept Board meeting minutes from September 2020.

5. Business

5-1. Partner Relationships

Note The Board reviewed and examined documents and policy on Partner Relationships. The Board accepted on record the following policy documents prepared by ACAPT staff for Board consideration:

- Partnership_considerations.docx
- external_liaisons_policy.docx
- Board_liaison_roles.xlsx

The Board will place this on the agenda for a broader strategic planning meeting to establish different levels of business and strategic partnerships. The Board will in the future work on recommendations to become part of the guidelines for partnerships, and professional organization co-operations. Mark Reinking and ACAPT staff will work on some language before the next Board meeting for further discussions.

5-2. Marketing update

Note Joseph Bates (The Institute for Association and Nonprofit research) and Eleanor Trice provided a high-level review of the member survey preliminary results. A response rate of 19% was considered great out of a potential 4,117 respondent. The full report was received for the record of the Board.

A full report is provided and received for the Board's record:

Note Eleanor Trice provided the Board with a successful Ad and marketing strategies for ELC that brought in approximately \$19,975 in ELC registration at a cost of \$882 for the LinkedIn digital ads. The Board commended Eleanor for a great work on the digital ads, but also to target ads for other ACAPT trainings, and events. The Board received into the records, the marketing update document prepared by Eleanor Trice:

- Marketing___communications_update.doc

5-3. Simulation Panel update

Note Bradley Stockert presented to the Board, a preliminary report on the findings, and on behalf of the Clinical Education Strategic Initiative Panel on Simulation.

The Board received for the records, a copy of the report titled:

- ACAPT_SIPS_Report_-_Final.docx

5-4. Resilience Task Force Request

Decision Mary Blackinton summarized for the Board the reported of the Resilience Task Force. Based on the report, the Task Force is requesting an extension of their tenure to continue their work into 2021, without additional funding. The motion to extend the tenure of the taskforce for one more year was moved, and approved by the Board. The Taskforce's report was received on record as:

- Resilience_Task_Force_2020_Progress_Report.docx

5-5. Executive Session

Note The Board moved into Executive Session after the break. Only the Board and Executive Director remained in the meeting room for this discussion.

The Board meeting adjourned at 4:56pm EST