

# Minutes of ACAPT Board Meeting Minutes, February 11, 2020 - 02/11/20

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**Date and time:** 02/11/20 10:00 am to: 02/11/20 04:00 pm

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

**CC:** Susan Appling, Lori Bordenave, Scott Burns

**Location:** Hyatt Regency Denver, Colorado

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## Topics

### 1. Welcome and Introductions

#### 1-1. Establishing a Quorum

**Note** Quorum formed

#### 1-2. Conflicts of Interest

**Note** No Conflict of Interest was stated

#### 1-3. Antitrust Compliance Guidelines

**Note** Barb reminded everyone of ACAPT's Antitrust Compliance Guidelines

### 2. Consent Agenda

**Decision** Mike request the RIPPT and Simulation Reports be pulled off the consent agenda for discussion. All other agenda items were approved for consent agenda.

**Decision** RIPPT: Mike asked for clarifications on some of the goals of the consortium, especially regarding pre-conference programming at ELC.

Simulation Report: Mike requested to know when the work of the task force will sunset, and what happens from the results of their work. The Board request Mike to confirm if their work will be done by CSM 2021.

### 3. Marketing Update

**Decision** Eleanor presented a comprehensive report on marketing strategics, branding, etc to the Board. The action items will be summarized, shared on BaseCamp, and made ready for Board's decisions at the April retreat.

### 4. Leadership Reports

#### 4-1. Program Committee (Merrill Landers)

**Note** Merrill Landers presented the report of the ELC Program Committee to the Board. The Board presented recommendations to improve programming scheduling at ELC.

#### **4-2. Global Forum Report (Kim Dunleavy)**

**Note** Kim Dunleavy presented report of the Global Forum on Innovation in Health Profession planning meeting and workshop held on Nov 13-15, 2019.

#### **4-3. National Consortium of Clinical Educators (Janice Howman)**

**Note** Janice Howman presented the National Consortium of Clinical Educators report. She highlighted:

- NCCE Task Forces and collaborative NCCE-CESIG Task Force activities
- Regional networking sessions at ELC (annually 2016-2019) in participation from 51 to 123
- Membership meeting at ELC - 148 people in attendance; 128 members from 123 member institutions.

**Decision** The Board approved moving forward with piloting a Communications Committee for the NCCE and assessing the effectiveness before determining if this is something for each Consortium to create

#### **4-4. National Interprofessional Education Consortium (Myles Quiben)**

**Decision** Myles Quiben's report (presented by Mary Blackinton) from NIPEC. The Board has approved the following for NIPEC to conduct a strategic planning meeting at ELC:

1. ACAPT will fund an additional night hotel for 9 NIPEC board members before or after ELC (adjacent to ELC) because they assume about a 4-hour meeting.
2. A member of the ACAPT Board will serve as a facilitator for the group
3. ACAPT will fund 1 meal for the NIPEC board during meeting
4. ACAPT will share a more detailed version of our strategic plan so the NIPEC board to align their strategic plan with that of ACAPT (as a consortium). All consortia strat plans will be asked to align with ACAPT's detailed strategic plan.

The Board requested a detailed request specifying this request (you have to guestimate the cost of hotel ~ 250/night) and will vote at the next BOD meeting.

#### **4-5. Nominating Committee (Diane Heislein)**

**Note** Diane Heislein gave a report of the Nominating Committee. The Committee recommended for the Board to potentially consider a future bylaw change that will allow more than just the designated representative of member institutions to hold office as this will increase the pool of qualified and diverse candidates in the future.

#### **4-6. Leadership Academy (Barb Tschoepe)**

**Note** Barb Tschoepe presented a report to the Board from the Leadership Academy. The Leadership Compass will be released March 3, and opened for pilot testing over a 4 week period. Those testing will include members of the ACAPT Board, and the Boards of NCCE, and NIPEC. Another month will be required for assessment and possible revisions, before the eventual launch.

#### **4-7. Consortium for the Humanities, Ethics and Professionalism (Cindy Dodds)**

**Note** Cindy Dodds presented to the Board, a report of the Consortium for the Humanities, Ethics and Professionalism.

## 5. Treasurer's Report

### 5-1. 2019 Preliminary End-of-Year Report

**Note** Nancy Reese presented to the Board, the Treasurer's report.

- A projection of net revenue better than previously projected. Revenue boost came from increased attendance and registration from ELC.
- There was also gain on ACAPT investments
- There are very minimal liabilities, but strong assets

### 5-2. Non-Dues Revenue Discussion

**Note** The Board had discussions on non-due revenues. Programming with differential fees for members and non-members, amongst many other strategies were discussed.

### 5-3. PostDoc Proposal

**Decision** John Buford presented the RIPPT's consortium requested to train DPT graduate for research, and requested \$120,000. A motion was approved for ACAPT to fund DPT-Post-Doctoral Research Mentorship program at \$40,000 a year for three years. The motion passed.

## 6. Prep for Upcoming Meetings

### 6-1. Roundtable Liaison Meeting

**Note** The Board slated the following agenda for the Roundtable:

- Traffic rule - Mike
- Financial update - Nancy Reese
- Letter to Presidents/Dean/Provosts - Mary Blackinton
- Additional need for volunteers

At the Round Table

- Educate members at the table on HOD motions on student debt

## 7. New Business

### 7-1. Consortium Communications Committees (Eleanor)

**Decision** Most if not all of the consortia are interested in creating a communications committee within their consortium. Attached is an example of one consortium's effort to create a job description. Eleanor has also drafted some policies for communications to which all groups would be responsible. We are seeking the Board's input on the policy as well as the concept of consortium communications committees.

 [NCCE Communications Committee DRAFT.doc](#)

**Decision** Eleanor Trice proposed a policy draft for Consortium Communication Committees to be set up for all consortia. The Board discussed, and reviewed the policy proposal. The Board requested for Eleanor to work with the NCCE to pilot the draft policy.

## 8. Adjourn

