

Minutes of ACAPT Board Meeting Minutes, Feb 23, 2021 - 02/23/21

Date and time: 02/23/21 08:00 am to: 02/23/21 04:00 pm

Present: Sandy Brooks, Mark Reinking, Mike Sheldon, Emmanuel John, Julia Chevan, Peter Altenburger, Scott Davis, Mary Dockter, Marie Johanson, John Buford

Location: virtual meeting

Topics

1. Welcome and Introductions

Note Meeting was called to order at 8.01 am ET, with welcome and introductory remarks by Mark Reinking

1-1. Establishing a quorum

Note Quorum is established with Mark Reinking, Mike Sheldon, Julia Chevan, Emmanuel John, Peter Altenburger, Mary Dockter, Marie Johanson, John Buford, and Scott Davis in attendance. ACAPT Staff: Sandy Brooks, Eleanor Trice, Jamil Tadlaoui, and Louise Murgia.

Others in attendance are: Susie Deusinger, Lori Bordenave (APTE Liaison), Janice Howman, Diane M. Heislein, Senobia Crawford, Nancy Reese, Debbie Givens, Nicki Siberman, Cindy Dodds, and Erin Green. Later attendees: Myles Quiben, Kimberly Topp

1-2. Conflicts of Interest

Note No conflicts of interests were reported.

1-3. Antitrust Compliance Guidelines

Note The Board was reminded to avoid any discussion that will violate the anti-trust guidelines.

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

Note The Board was reminded to use the mission of the ACAPT as the basis for all deliberations and decision making.

3. Consent Agenda

Decision Motion was moved, and approved for the following items in the Consent Agenda, which include the items for ratification, except the NEDIC agenda off the Consent Agenda, as it is not yet complete.

3-1. for Ratification

Decision The following items was approved via electronic communications with the full board or the executive committee:

1. The creation of an Advocacy Committee and the job description for that Committee
2. The hiring of a Registered Parliamentarian, Ann Homer
3. Revisions to the Appointment Policy
4. The appointment of Patrick Pabian to the Education Research Committee to fill a position vacated by Tara Dickson

The following documents were received for the Board's records:

- Advocacy_Committee.docx
- Ann_Homer_-_Registered_Parliamentarian_to_ACAPT_Agreement.pdf
- Appointment_Policy_-_edited_01.08.2021.docx

3-2. ELP Update

Note The ELP met on Friday, February 12 and established a task force to develop the next steps for each of the recommendations from the Pre-admission Observation Hours report provided by the NCCE. The Task Force will be managed by Janice Howman and Sandy Brooks. Each partner will be offered the opportunity to identify those they feel would be best to serve the needs of this Task Force. Some from the ELP notified us of their interest. More will follow in the weeks ahead as the invitations go out and the members are appointed.

Note The work related to the Culminating Strategy Meeting facilitated by McKinley Advisors continues.

3-3. Informational items

Note The Board received the following as general informational items for its records:

- ACAPT_Slate_2021.docx
- ALA_-_LDOCMtgNotes01.27.21.docx
- Ed_Research_Cmtee_Minutes_January_2021.docx
- ELC_2020_Final_Financial_Summary.xlsx
- ELC_2020-21_Progress_Report_February.docx
- Excellence_Recognition_Model_Task_Force_Minutes_01-21-2021.docx
- IPEC_January_26_2021_Member_Meeting_Materials_(002).pdf
- JIEP_Special_Issue_Interprofessional_Pain_Education_Proposal.docx
- RIPPT_Leadership_Agenda_and_Associated_Documents_1-22-21.pdf
- SIPTEC_Board_Mtg_Minutes_1.12.21-1.docx
- Webinars_Progress_Report_February.docx
- Marketing_channels_consent_item.doc

Note Regarding the Leadership Progress Reports previously disseminated - outstanding matters have either been resolved, or are in discussion between Sandy, the Board Liaison and Chair. Thus, we will not be bringing forward these reports for discussion during this meeting.

4. Approval of Minutes

Decision Motion was moved and the minute of the January 14, 2021 Board meeting minutes was approved.

5. Treasurer's Reports

Note The Board received and for its record the January 27, 2021 meeting minutes of the Finance Committee:

- ACAPT_Finance_Committee_January_27__2021_Meeting_MINUTES.docx

Decision Motion was moved and the Board approved the attached Cash Flow and Liquidity Management Strategy document as presented by the Treasurer with 3 months cash at hand. The Board received and on record the Cash Flow Policy document:

- Cash_Flow_and_Liquidity_Management_Strategy.docx.doc

Decision Motion was moved, and the Board approved the Investment Policy revisions, as per the recommendations of ACAPT's investment advisor and the Committee's approval of the same. The Board has on record the approved policy document:

- Investment_Policy_-_FiCom_recommended_revisions___1.27.2021.doc

6. Business

6-1. Centennial Scholar Update

Note Erin Green, the Centennial Scholar presented to the Board an update of her work thus far. The Board engaged Erin in discussing her project and report with suggestions and recommendations. The Board received the report for its record:

- ACAPT_Board_Meeting_2.23_report_EG_final.pdf

6-2. Data & Technology Task Force Report

Note Kimberly Topp presented to the Board, a report on behalf of the Data & Technology Task Force. The Board engaged Kimberly in discussions and questions.

The Board received, and has on record the following report/documents from the Data & Technology task force:

- ACAPT_TF_DataTech_Report_021521_wAppendixAB.pdf

- APPENDIX-C-ACAPT_ASSESSMENT_EXCELLENCE_MAP_021521.xlsx

Decision Motion was moved, and the Board accepted the report of the Data & Technology Task Force, pending further discussion on the recommendations by the Board.

Decision Motion was moved, and the Board approved to accept recommendation #1: that is to create a joint task force (Data & Technology, Excellence Recognition and Benchmark) to deliberate on these reports, develop a charge, and bring a recommendation to the Board, on how to determine the alignment of our Assessment Excellence Map with the product(s) of the Task Force to Explore the Creation of an Excellence Recognition Model.

Decision Motion was moved and approved for the Board to explore the development of a centralized Assessment System, including necessary software.

Decision Motion was moved and approved by the Board to table action on the third recommendation of the Data & Technology Task Force: Consider and implement the next steps for finalizing non-demographic, nuanced metrics for collection through the Assessment System

6-3. Task Force to Explore Creation of an Excellence Recognition Model Report

Decision Susie Deusinger presented to the Board a report on behalf of the Task Force. The Board discussed the report, and engaged Susie on the report. The Board received the following document for its record from the Task Force:

- Board_Report_02-11-2021.doc
- RECOGNITION_MODEL__ELEMENTS_AND_STRUCTURE_FINAL_02-11-2021.doc

After an extensive discussion, motion was moved and the Board approved to table decisions on the taskforce report until after the Board receive report from Kimberly Topp's Data & Technology Task Force.

Decision After reviewing Data & Technology Task Force Report, a motion was moved, and approved by the Board to accept the reports of the Excellence Recognition Task Force.

6-4. Communications Update

Note Eleanor Trice presented to the Board updates on ACAPT data strategies. The Board received the Data Strategy data report for its records, asked questions and had discussions.

- ACAPT_data_strategy_Feb_2021.pdf

6-5. Awards & Recognition Committee

Decision The Awards & Recognition Committee request that the board identify a member for whom the ACAPT Innovation Award should be named. The Board decided in a motion that was moved and approved, to not name the Innovation Award at this time. This can be reconsidered in the future.

The Board received for its records the Awards & Recognition Committee's report:

- Innovator_Award.docx

6-6. Strategic Planning Meeting update

Note A Board workgroup comprised of Mark Reinking, Julia Chevan, Marie Johanson, Peter Altenburger, and Sandy Brooks, met, and have selected a Paul Meyer of Tecker International LLC as the strategist for the development of ACAPT's next Strategic Plan. Paul will lead a "Design Session" with the Board during their retreat on April 15, 2021.

6-7. CSM Roundtable Liaison meeting prep

Note The Board reviewed the Final plans and logistics as well as discussion points for the CSM Roundtable Meeting. The list of possible discussion items during the Roundtable was discussed by the Board.

The following CAPTE commissioners will be in attendance:

- Pam Ritzline
- Pat Brown
- Joyce Maring
- Peggy Gleeson
- Bev Johnson
- Ellen Price
- Candy Bahner

7. New Business

7-1. Lynda Woodruff Lecture

Note ACAPT is invited to participate in the planning meeting for the Lynda Woodruff Lecture series. Julia Chevan will represent ACAPT at the meeting.

7-2. Recognition of Volunteers

Decision Motion was moved and approved by the Board for the Awards Committee to develop a recognition award for volunteers who spend significant volunteer time in advancing the strategic initiatives of ACAPT.

8. Executive Session

9. Upcoming Meetings

Note March 11, 8:00-10:00am EST - Board meeting
April 15-16 - Board retreat
May 13, 8:00-10:00am EST - Board meeting
June 10, 8:00-10:00am EST - Board meeting
July 8, 8:00-10:00am EST - Board meeting
August 12-13 - tentative strategic plan meeting at Northwestern Univ
September 10, Board meeting in DC, times TBD
September 10, APTA Centennial Gala in DC
September 11-12 House of Delegates
September 13 APTA Future of Physical Therapy Summit
September 14 APTA Advocacy Day
October 20, 8:00am-4:00pm - Board meeting at ELC in Atlanta
October 21, hold the day for ELC/Board activities while at ELC in Atlanta
October 22, ELC begins in Atlanta; GRJ Forum, Business Meeting
October 23-24 - ELC
November 11, 8:00-10:00am EST - Board meeting
December 9, 8:00-10:00am EST - Board meeting

Note Please be sure to check our upcoming events listings for activity at CSM and beyond
<https://acapt.org/events/upcoming-events>

10. Future Deadlines

Note March 1 - agenda items & reports for the March 11 board meeting due
May 3 - agenda items & reports for the May 13 board meeting due
May 31 - agenda items & reports for the June 10 board meeting due
June 28 - agenda items & reports for the July 8 board meeting due
Aug 1 - Motions deadline
Aug 15 - Draft budget proposals for 2022 due
Aug 30 - agenda items & reports for the Sept 10 board meeting due
Oct 11 - agenda items & reports for the Oct 20 board meeting due
Nov 1 - agenda items & reports for the Nov 11 board meeting due
Nov 29 - agenda items & reports for the Dec 9 board meeting due

11. Notes

12. Adjourn

Note Meeting adjourned at 4.00pm ET

