

Minutes of ACAPT Board Minutes, Feb 14, 2019 - 02/14/19

Date and time: 02/14/19 08:00 am to: 02/14/19 09:30 am

Present: Sandy Brooks, Barb Sanders, Mike Sheldon, Nancy Reese, Emmanuel John, Mary Blackinton, Jim Farris, Scott Ward, Scott Davis, John Buford

CC: Scott Burns, Susan Appling

Location: Join the Zoom Meeting Online: <https://zoom.us/j/213794054>
Then Join By Phone:: 929-436-2866
Enter Meeting ID: 213 794 054

Topics

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

Note Meeting called to order at 8.00am EST

1-1. Establishing a Quorum

Note Quorum formed

1-2. Conflicts of Interest

Note No COI reported.

1-3. Antitrust Compliance Guidelines

Note Reviewed, None.

2. Approval Minutes from Previous Meeting

Decision The Board approved the minutes from the last meeting of 1/22/2019

3. Consent Agenda - presenter Barb Sanders 8:10am

3-1. Leadership Progress Reports

Decision Several Reports from the Leadership Progress Reports were moved to Agenda Action items and acted upon by the Board: Communication Committee, Awards Panel, CHEP, EPic, EA, Resilience, Global Forum, LDOC, NCCE, Program Committee:

- Communication Committee Report: The questions from the committee will be discussed at the Board's retreat.
- EPic/CHEP Reports: Moved for discussion at Board Retreat
- Awards Panel Report: The Board approved the Panel's motions and proposal, but seek clarification on the budget implication of the motions.

EA-Early Assurance: Requested support on uniform terminology. Barb Sanders and Sandy Brooks will work on this request, and potentially send a letter to CAPTE to clarify the terminologies.

Resilience: Mary Blackinton will send a note to Board members in writing for comments and further discussions.

Global Forum: Some items will move to Board Retreat, and the committee can be invited to a future Board Call Meeting to present further reports.

LDOC: The Committee will be invited to present to the Board at the Board's Retreat.

NCCE: Mike Sheldon will follow up with Donna to better understand the numbers with respect to their membership and then we'll attempt to bring that discussion back to the board at the retreat in April.

Program Committee: Mary Blackinton will work with Sandy on the concern on non-PT speakers paying at ELC.

Task EA-Early Assurance: Requested support on uniform terminology. Scott Davis and Sandy Brooks will work on this request, and potentially send a letter to CAPTE to clarify the terminologies.

Owned by **Sandy Brooks** due 03/04/19

Task Resilience: Mary Blackinton will send a note to Board members in writing for comments and further discussions.

Owned by **maryb@nova.edu** due 03/04/19

Task NCCE: Mike Sheldon will follow up with Donna to better understand the numbers with respect to their membership and then we'll attempt to bring that discussion back to the board at the retreat in April.

Owned by **msheldon@une.edu** due 04/17/19

Task NCCE: Mike Sheldon will follow up with Donna to better understand the numbers with respect to their membership and then we'll attempt to bring that discussion back to the board at the retreat in April.

Owned by **Sandy Brooks** due 04/17/19

Task ~~Global Forum: Some items will move to Board Retreat, and the committee can be invited to a future Board Call Meeting to present further reports.~~

Owned by **Sandy Brooks**

Task ~~LDOC: The Committee will be invited to present to the Board at the Board's Retreat.~~

Owned by **Sandy Brooks** due 04/02/19

Task ~~Awards Panel Report: The Board approved the Panel's motions and proposal, but seek clarification on the budget implication of the motions.~~

Owned by **Sandy Brooks** due 03/04/19

4. Treasurer's Report - presenter nancyr@uca.edu 8:15am

Note Nancy Reese presented preliminary financial reports to the Board.

4-1. Vanguard Resolution

Decision The Board approved a motion to affirm that Barb Sanders, Nancy Reese, and Sandy Brooks are authorized signers on the Vanguard investment account.

4-2. Preliminary December 2018 financials

Note The board reviewed the December 2018 preliminary financials.

4-3. DEI Consortium budget

Decision The Board approved a motion to allocate \$5,000 for the DEI Consortium tentatively. The consortium will be ask for a budget.

Task Sandy: Ask the consortium for a budget

Owned by **Sandy Brooks**

5. ELP Update - presenter scott.ward@hsc.utah.edu 8:25

5-1. Agendas and Minutes

Note Nancy Reese presented ELP meeting reports to the Board

5-2. Joint Conference Proposal

Decision The Board did not support the Joint Conference proposal. Barb Sanders and Sandy Brooks will communicate with APTE leadership.

6. Simulation Panel proposal - presenter msheldon@une.edu 8:40

Decision The Board approved the proposed modifications to the Simulation Panel's charge.

7. Criteria for Excellence Meeting - presenter nancyr@uca.edu 8:50

Decision The Board approved the draft recommendations from the Board work group. Sandy will make investigations on the best dates possible for the Criteria for Excellence Meeting. The Board also reviewed and approved the names of potential participants.

8. Draft Task Force Charters - presenter John.Buford@osumc.edu 9:05

8-1. Task Force to examine the proposal for ACAPT to fund Post-Doctoral (post-DPT) research training program

Decision The Board approved the draft charter language for the Post-doc Task Force.

8-2. Task Force to develop National Registry and call for volunteers language

Decision The Board approved the draft charter language for the National Registry Task Force.

9. Reference Committee Member - presenter msheldon@une.edu 9:10

Decision Shawne Soper was invited to be Marcia Smith's replacement, but needed to decline the opportunity. The following have been identified as prospects by the other 2 Reference Committee members and reflect those who have served in the HoD and who might be more familiar with a process for developing motions, but are not current or recent ACAPT BoD members, etc.

Lisa Shoaf: Mary Baldwin

Carolyn Utsey: UTMB

Trish King: ETSU

Suzanne Giuffre: Cleveland State

Chad Cook: Duke

Beth Ennis: Bellarmine

Rick Shields: U of Iowa

Jeannette Anderson: Mercer

Bill McGehee: U of Florida

Kathy Harris: Quinnipiac

10. Terminology Dissemination Formal Communication - presenter msheldon@une.edu 9:15

Decision The Board approved the Terminology Dissemination communication draft with some amendments.

11. CSM Roundtable Liaison Meeting - presenter barbsanders@txstate.edu 9:20

Decision The Board tabled the CSM Roundtable Liaison Meeting discussion.

12. NEXT Conference in Chicago - presenter barbsanders@txstate.edu 9:25

Decision Board meeting dates and times:

Wednesday, June 12 - 1:00-5:00pm (location tbd). Lunch will be included

Thursday, June 13 - 7:00-9:30am (location tbd). Breakfast will be included

Thursday, June 13 - 7:30pm-Midnight - Foundation for PT Gala - ACAPT has a table

ELP meeting - TBD - potentially set for Saturday, June 15 from 8am-1pm but yet to be confirmed.

All programming, hotel accommodations, etc can be found at: <http://www.apta.org/NEXT/>

13. New Business

14. Upcoming Meetings

Note March 14 - Board conference call, 8:00-9:30am EST

April 14-15 - Dates for an Outcomes Strategy Meeting at APTA

April 18-19 - Board retreat: hotel reservations have been made for the board to arrive on April 17 at the Dallas/Fort Worth Airport Marriott in Irving, TX. We will meet from 8am-5pm on the 18th and from 8am-12pm on the 19th. Please let me know as soon as possible if you will require an overnight on the 19th.

May 16-18 - Dates for an Essential Criteria Meeting at APTA

15. Future Deadlines

Note March 4 - agenda items due for ACAPT board call on March 14

April 1 - agenda items due for ACAPT board call on April 11 and board retreat on Apr 18-19

April 29 - agenda items due for ACAPT board call on May 9

16. Notes

17. Adjourn

Task Summary

New Tasks

Task EA-Early Assurance: Requested support on uniform terminology. Scott Davis and Sandy Brooks will work on this request, and potentially send a letter to CAPTE to clarify the terminologies.

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Owned by **Sandy Brooks** due 03/04/19

Task Sandy: Ask the consortium for a budget

Owned by **Sandy Brooks**

Parking Lot

1 NAAM Action Collaborative - presenter maryb@nova.edu 9:00

Decision I just went to the National Academy of Medicine website to see if the APTA had joined the Action Collaborative and they have not. Is ACAPT in interested in joining? <https://nam.edu/initiatives/clinician-resilience-and-well-being/commitment-statements-clinician-well-being/>

We have budgeted in 2019 for member travel, dues, and held a line for prospective sponsorship, but did not include an amount for the sponsorship.