

**Academy of Clinical Electrophysiology and Wound Management
Board of Directors Meeting
Thursday, February 16, 2017**

Attending Members: Harriett Loehne, Karen Gibbs, Anne Gallentine, Marcy Turkos, Chris Conroy, Rick McKibben, Karmen Weinzirl, Lisa Cabral, and Carmen Oguz

Executive Director: Sandy Rossi

Invited Guests: Matt Hyland, Chris Petrosino and Rose Pignataro

Absent: none

Excused: Elaine Armantrout

Call to Order (Loehne):

1. Meeting was called to order at 1:03 PM, CST.
2. Rose Pignataro and Matt Hyland were welcomed.
3. Chris Petrosino was present as a Nominating Committee representative for the APTA. Several positions will be open next year. A candidate only needs one nomination to be considered.

Minutes (Gallentine):

Motion Request	Presented By	Opposed	Decision
Approval of Jan 17, 2016 Board meeting minutes	Gallentine	none	passed

Annual Planning Calendar (Gallentine):

1. Content will be due for the Spring State of the Academy newsletter the 2nd Monday in March (the 13th) for the newsletter that will go out April 15.
2. Nominations for the APTA Emerging Leader Award are due to the APTA May 15. Last year we missed this opportunity. Should the nominating committee call for nominations in the March and April newsletters? Marcy will pass this along to Tom who will take over in March.

Website Review (Gallentine):

1. Marcy was scheduled to do the website review in March, but her term is ending on the BOD this month (Feb). Karen will move up by one month and do the review in March. We will make further adjustments to the review schedule at the next BOD meeting.

Consent Agenda (Gallentine):

Motion Request	Presented By	Opposed	Decision
Approval of the Consent Agenda	Gallentine	none	passed

Treasurer's report (McKibben):

1. Rick reported that the operating revenue was excellent. The report for fiscal year 2016 is preliminary but he expects that things are in good shape. The revenue for 2016 was above budget and expenses were below budget. There is a 3.4:1 ratio of

cash to expenses. Assets remain stronger than in 2015 due to the market doing well. We have \$220,000 in total assets.

Membership (Oguz/Gibbs):

1. The clipboards for giveaway at the booth look good. We could still use some more volunteers. Thank you to Lisa for getting the two textbooks for a door prize. The sign up sheets for volunteer opportunities are at the booth as well as the Academy brochures. We have had some good interest in the booth this morning.
2. The Hilton is the site for our business meeting tonight. Please be sure to greet the members.

Education (Pignataro):

1. If you hear a good speaker, ask them if they would be willing to do an hour webinar.
2. Preconferences: The DFU preconference was originally thought to have 14 attendees, but there was some conflicting information on this. There may have been 9 or 11 attendees without the speakers. The electrophysiology pre-con had 11 attendees.
3. People were grateful that we didn't cancel the precons. At least six sections did cancel. We are hosting 11 educational sessions as an Academy. The precons were talked about at the President's meeting. Three sections lost money on the precons. The sections that cancelled have a policy in place regarding cancelling. We should consider if we want to develop a policy. The sections that cancelled made a webinar out of the session. Many people can't afford to take the time to come early for a precon in addition to the conference. Precons do give a better opportunity for hands on labs. It is possible to have a lab during a session, but is trickier. We need to think about other ways to educate people. The fee paid to the APTA for precons goes up next year. APTA kept the cost of precons down for as long as they could and may have kept it down too long. It might be an option to host a speaker to give a class several times during the year around the country with free facilities at a university. Overall, there were two more precons successfully held this year compared to last year. The question was raised if we could consider doing a post-conference course. We should be intentional in the courses we choose. We could consider sending out a survey to get input. We could use the information to solicit for specific precons and see what comes in. We could also hold the precon with the intent of videoing it. If we cancel a pre-con, we could consider having the cancellation day be the day before the end of early bird registration.
4. We decided that we will accept abstracts for precons for CSM 2018. The education committee will make a decision around the end of April and we can decide as an Academy not to have a precon. We have to fill 6 education sessions during CSM. It may be better to hold more education sessions rather than hold any preconference courses. The difference is that a precon is pure revenue back to the Academy whereas revenue and expenses are shared with the APTA for the education sessions. We will have the education committee attend the April BOD meeting to discuss the precons. We can decide at that time if the precons should be an education session during the main conference instead. We will put something in multibriefs requesting abstracts. The question was raised if we should petition specific people who are "rock stars" in the fields.

- Do we want to have a cancellation time for webinars if we don't break even? We need to consider possible revenue that may come later if others watch the recorded webinar. We may want to have a time limit on how long webinars are available. We could consider giving a speaker a dividend each time it is watched. Two participants are the break even point for a one hour webinar. We don't currently use the APTA Learning Center. Linking to the Learning Center would give us a bigger market. Cardiology has their own personal learning center and share access with other sections. Lisa will provide information about this at the next meeting. The question was asked if there would be anyway to see questions that were asked during the live webinar when someone watches the recorded version. Could we require the speaker to check back for questions monthly? If we host on several sites, the royalty agreement will be whatever it is for each site. We will look at this further as we get information about the options.

Billing and Coding Task Force report (Loehne):

- Some feedback has been given regarding the document, so we cannot vote on it yet. The proposed changed document will be sent via email and we will vote that way.
- Karen will proxy vote in place of Rick.

AAWC External Liaison (Cabral):

- Lisa is proposing Calandra Shannon as the external liaison to the AAWC. She is newer to the Academy and not as active. Her resume is good. Lisa is excited to have her involved. We will need to create a policy about funding to send her to the Pressure Ulcer Summit. The suggestion was made that we entrust each of the three arms to have a certain amount of money to use to fund things that they deem really important. Right now it's done on a case by case basis. This would be a budget decision. The three practice chairs would submit to Sandy what amount they would propose. Right now the policy says we "may" fund the AAWC external liaison. Calandra knows that she has to pay for her AAWC membership. Right now she doesn't have specific expectations about funding. Once we have the specifics about the Summit, Lisa will bring it forward to the Board to vote on.

Motion Request

Accept Calandra as the AAWC External Liaison

Presented By

Chris

Opposed

none

Decision

passed

Strategic Plan (Loehne):

- Laurie Hack met with each group this morning. The meetings went well. There is nothing further to discuss at today's Board meeting on this topic.

Website Logo (Rossi):

- The APTA revealed that there will be a rebranding. There will be a decision made as to whether we will all have the same logo and brand.
- The question was asked why we can't use our Academy's logo on our new website. We can, but the consultants felt that graphically it did not look good. Everyone agreed that the new logos do not work well for us and we would like them to use our logo. Sandy contacted them immediately to have our logo put back on the website.

MoveForwardPT Liaison (Loehne):

1. A call was sent out for volunteers for this position. Harriett received one reply asking for more information, but hasn't heard back since then. We've missed the deadline, but did receive an extension. Sandy will follow up on this. We may need to address appointing the volunteer before the next Board meeting by email. MoveForwardPT had 3 million new user clicks last year. It has grown exponentially each year.

Cancellation Discussion (Loehne/Rossi):

1. This was addressed earlier in this meeting.

Room Sharing Discussion (Loehne/Rossi):

1. The cost difference between sharing rooms at the Strategic meeting and not sharing rooms would be \$2100 vs \$1200. This topic came up around the time we were discussing cancelling the precons. It's good to examine how we are spending the Academy's money. Matt Hyland, our APTA BOD Liaison, stated that solo room are reasonable for leaders who volunteer so much. We agreed to keep solo rooms.

2017 BOD Proposed Date Changes (Loehne):

1. It is proposed to change the BOD conference call from June 20 to June 13 as 3 members will be at HOD during the normally scheduled date.
2. In August Harriett will be out of the country and proposed changing the BOD meeting from Aug 22 to 15.
3. The November and December meetings fall close to the holidays. It was proposed to move from Nov 21 to 14 and Dec 19 to 12.
4. The request was made to send out these changes as calendar requests.

Miscellaneous new business:

1. Sandy will be getting married the weekend after the strategic planning meeting. Congratulations to Sandy!
2. Chris has submitted a proposal for the World Confederation for Physical Therapy (WCPT) in South Africa this year.
3. Everyone can make plane reservations for the Strategic Planning Meeting if they haven't already.
4. The Steering Committee for CSM has noted complaints in the past at CSM about attendees not having enough access to coffee. They tried to have more coffee kiosks available this year. There are three more positions available on the CSM Steering Committee as of June. The call will go out in May. It is not section specific. Karen is on the Committee.

There being no further business, the meeting was adjourned at 2:55 PM.

Respectfully submitted,

Anne Gallentine, Secretary