

**Academy of Clinical Electrophysiology and Wound Management
Board of Directors Meeting
Tuesday, January 17, 2017**

Attending Members: Harriett Loehne, Karen Gibbs, Anne Gallentine, Marcy Turkos, Chris Conroy, Rick McKibben, Karmen Weinzirl, and Elaine Armantrout

Executive Director: Sandy Rossi

Absent: none

Excused: Lisa Cabral and Carmen Oguz

Call to Order (Loehne):

1. Meeting was called to order at 8:00 PM, EST.
2. Laurie Hack was welcomed as a guest.
3. Elaine Armantrout was welcomed as new Electrophysiology Practice Chair
4. Rick was welcomed as Treasurer.
5. Karen was congratulated on being re-elected as Vice President.
6. Mohini Rawat was congratulated as the new Nominating Committee member.
7. We will plan to appoint the AAWC External Liaison at the Feb BOD meeting.

Minutes (Gallentine):

Motion Request	Presented By	Opposed	Decision
Approval of Dec 13, 2016 Board meeting minutes	Gallentine	none	passed

Annual Planning Calendar (Gallentine):

Nothing new to report from the annual calendar.

Website Review (Gallentine):

1. Rick should still plan to review the website this month – either the new one or the old one.
2. Karmen W. will review the website in Feb.
3. Elaine agreed to do the June review.

Consent Agenda (Gallentine):

Motion Request	Presented By	Opposed	Decision
Approval of the Consent Agenda with the Bylaws moved to the business agenda. Also noted the addition of Ed Shrenk <u>Schrank</u> to the Certificates of Appreciation	Gallentine	none	passed

Treasurer's report (McKibben):

1. Rick reported that we are continuing to do well ~~un-in~~ regards to the budget. We have three times the annual operating expenses in reserve.

Membership (Loehne/Gibbs):

1. November was devastating with loss of 70 PTs that month. Harriett sent out a new spreadsheet with the statistics today. There was a net loss of 17 members for the year.
2. Karen reported that the clipboards arrived on Jan 6. Our logo was less than 1" tall on the clip and didn't look like the prints. You could barely read the logo. She called and the company said they would immediately redo them for free and will 3-day ship them. They had to take the pyramid off the logo in order to make it larger, so the clip will have "ACEWM" in all caps and the full name of the Academy.

Website (Rossi):

1. We are still trying to get the new website launched before or by CSM. The correct logo has been put on the website, but the company has offered to create 10 free logo samples that would go on the banner that would look better. Our logo would be seen elsewhere on the website. Sandy is unsure what the turnaround time is on the logo samples.
2. We've lost several of the interviews that Jeff had done. There was a time limited factor for how long the interviews would remain. We still have four interviews. To have a permanent link to these would cost \$100 (\$25 each). The suggestion was made to re-interview people, possibly at CSM if the people will be present there. The interviews could be done so they would be a data files that could be on our website for people to listen to. Sandy can reach out to the interviewees to see if they will be at CSM. Karen can bring a handheld recorder to CSM.

Motion Request	Presented By	Opposed	Decision
Pay \$25 for each of the interviews (\$100)	Loehne	none	passed

Education (Rossi/Loehne):

1. The CSM schedule listed in the agenda was reviewed. At the business meeting, each of the officers and committee chairs, etc will be named, but their reports will be included in the information Sandy sends out. A verbal statement does not need to be prepared for the meeting.
2. The question was asked if we have a list of volunteer opportunities to display at the booth. Karen spoke with Carmen about that. Anyone who has volunteer opportunities or projects should send them to Carmen. It is best to include timelines and if possible break projects down into small pieces. Little tasks are easier to get people to sign up to do.
3. If you hear speakers and platform presentations or see posters that would make a good webinar, please approach the presenter to ask if they would be interested.
4. We have three sponsors and are expecting about \$1500 from them. The sponsors anticipated are BSN, Moynlycke and KCI. Melissa Johnson is working on securing others. We should end the search in about the next week for logistical reasons.
5. All but three sessions have proctors.
6. Preconference update: 10 are registered for the DFU course and 8 for the electrotherapy course. This is an increase of 2 for electrotherapy. We are examining how webinars would work if placed on the APTA website. Royalties would be 70/30 in our favor.

TF: NPUAP PU Staging Position Statement (Loehne):

1. Six people are interested serving on the committee. Sharon Lucich would have no conflict of interest despite her work for a company that sells pressure ulcer products. None of those interested persons want to Chair the committee. The BOD was asked for ideas for a Chair. Sonya Dick was suggested. Karen Albaugh was also suggested. The recommendation was made to ask Karen first. Harriett will approach Karen.

PT Role in WM White Paper (Gibbs):

1. The task force received suggestions for changes to the document and has made them. They will work on publishing in a wound-related journal using this document in the next few months.

Motion Request	Presented By	Opposed	Decision
Motion to approve the white paper content	Gibbs	none	passed

PT Wound Management Billing and Coding TF Report (Loehne):

1. The BOD was asked to review this document. There may still be edits needed. Please review it and be prepared to discuss at the February meeting. Send edits to Harriett sooner if you have them.

Strategic Plan (Hack/Rossi):

1. There is a \$10 voucher for breakfast at the hotel each morning.
2. Laurie presented the question: How can you grow? Would it be of benefit to do a membership survey? Laurie feels that a survey is not helpful since people don't really take the time to really tell you what they're thinking. They plan to do 3 focus groups at CSM, one with each practice group. Laurie asked what questions we might have for the focus groups.
3. How can the Academy take care of the members we already have? What can we do to get people involved? Ask about biophysical agents. What do people want/expect from us? What would people expect to see at the members-only portion of the website?
4. Laurie asked what the potential number of EMG members might be. It was estimated that there would be the potential for 100 new EMG members at least.
5. Laurie will send the questions she develops for the focus groups. She may be able to come to the BOD meeting in Feb.

Biophysical Agents Listserv (Loehne/Conroy):

1. Chris often gets questions from non-members, so she would like to have a link on the website to the listserv. Questions received by an Academy member can be sent out on the listserv so others can respond. It's helpful to have a listserv to refer to for questions that get asked repeatedly.
2. Karen can help with getting the listserv set up.
3. Listservs have worked well for clinical electro and wound management.

Petition to form EDX (Electrodiagnostic) SIG (Armantrout/Rossi):

1. Electrodiagnosis has been a practice panel since the early 90s. It started out as a group of people. More recently it has been a one man job but it's too much for one person. Forming the SIG was also a recommendation from the Task Force. Elaine looked up the APTA procedure on how to start a SIG. It would be a good avenue to get younger PTs involved. The SIG Bylaws would have to follow the Academy and APTA bylaws.
2. Elaine would like the EDX SIG to be approved. The next step would be to write the bylaws and request dues. Our current bylaws of the Academy do not allow a SIG to levy dues. If we approved the EDX SIG to levy dues, we would need to change our bylaws. It's not ideal for a SIG to have a separate set of bylaws. Another option is for the structure of the SIG to be outlined in a policy and procedure manual. A SIG can charge voluntary dues because anyone could belong to the SIG and not pay dues. It's very difficult to manage whether everyone in a SIG pays SIG dues. Section bylaws are bylaws of a corporation. SIG bylaws are like the bylaws of a "club". It is possible to call them Rules of Order instead. The SIGs are meant to be a place of collaborative place for people of common interests. They aren't meant to be a formal structure.
3. Elaine would still like to have the EDX SIG approved and understands that this would need a vote of the BOD, but not the whole membership.

Motion Request	Presented
By	Opposed
	Decision
Create an EDX SIG and establish a working committee to develop the parameters of the SIG	
McKibben	none passed

Bylaws (Rossi):

1. Proposed getting rid of language specific to the WM special interest group and include general language about special interest groups instead. The bylaw changes eliminated language on CE Practice. The language regarding a quorum was changed to a majority.

Motion Request	Presented By	Opposed	Decision
Bring the bylaw changes forward to the membership at CSM	McKibben	none	passed

There being no further business, the meeting was adjourned at 9:35 PM.

Respectfully submitted,

Anne Gallentine, Secretary