

**ACADEMY OF CLINICAL ELECTROPHYSIOLOGY & WOUND  
MANAGEMENT, APTA, INC.  
BOARD OF DIRECTORS CONFERENCE CALL MEETING MINUTES  
July 21, 2020**

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Karen Gibbs, President, called a regular meeting of the Board of Directors of the Academy of Clinical Electrophysiology and Wound Management to order at 8:03PM on Tuesday, June 16, 2020.

**Present:**

Karen Gibbs, President  
Stephanie Woelfel, Vice President  
Mohini Rawat, NMSKUS SIG Chair  
Daryl Larson, BPA SIG Chair  
Melissa Johnson, WMSIG Chair  
Dimitrios Kostopoulos, Secretary  
Vicki Buchanan, Co-Membership Chair  
Weiqing Ge, Co-Membership Chair  
Deborah Wenland, Program Chair  
Michelle Jamin, Student SIG Chair  
Mark Brooks, Board Assistant  
Quinn Millington, EDX SIG Chair  
Teresa Bachman, Communication Chair  
Nichole Walleen, Executive Director

**Absent:**

Greg Ernst, Research Chair  
Karmen Weinzirl, Education Chair

**I. APPROVAL OF MINUTES & AGENDA**

- A. Approve Consent Agenda
  - 1. Approved
- B. Approve Meeting Agenda (reorder, add, etc.)
  - 1. Approved
- C. Approval of Minutes
  - 1. Approved
- D. Financial update – Treasurer, Rick McKibben (10 minutes)
  - 1. Approved
    - a. Expenses will go down about \$10K. There is a money market account that have about \$25K this is an ACEWM operating fund to pull from in an emergency situation. Other than the EX what is reserved for them, the rest of the investment are the property of the board to do as we need. We will reduce our budget as needed if CSM does not happen in person.
    - b. BOD expenses are the vast majority of our expenses.
    - c. July 29 planning meeting on CSM. Karen will update at next meeting.
- E. Membership update – Weiqing Ge & Vicki Buchanan (5 minutes)

**II. HIGH PRIORITY (30 minutes)**

- A. Strategic Planning

1. Daryl, Karen and Mohini submitted a plan for feedback. No comments were submitted for feedback. No comments during the call.
2. Karen will send Plan to Quinn for review
3. Motion to move Vision, Mission and Purpose of Core Values – all

**APPROVED**

**B. MOTION: APTA Centennial Scholars Program & Gala**

1. Centennial Scholars Program. Need to announce in September if we are going to participate. For a new leader, not someone from the board. \$3K is the cost to sponsor.
  - a. Treasurer – we cannot afford it.
  - b. Secretary – not fully ready to support this endeavor
  - c. **DECLINED**
2. Centennial Gala – 10 – person per table. \$500 per person. September 10, 2021. Acute care would like to share the table, along with Cardio Pulmonary and ACAPT. Karen would like to represent the section along with Stephanie. Stephanie is in favor. We will have people there (Karen, Stephanie, maybe Melissa).
  - a. **APPROVED**

**C. MOTION: Ongoing Policy & Procedure review - approve the revised Secretary position description – Karen Gibbs**

1. **APPROVED**

**D. MOTION: Request from Elaine Armantrout: ACEWM & EDXSIG donate \$1,000 to the Lynda D. Woodruff Endowed Research Grant**

1. Rick will donate to reach \$1000 to not take away from membership dues. Dimi feels that this is not something happening just this year, the profession contributors have been immense. We should add to the budget to donate for a cause that we believe are important.
2. Ask members to make a contribution on top of our contributions.
3. Create a donate button on the website
4. Blurb in newsletter
5. Table to August meeting to discuss if we should continue annually.
6. Motion not approved for fund but we will have presence on our website.

**E. Update on SSIG elections – Michelle**

1. Candidate statements have been sent to Nichole and a ballot will be going out to members. We need 10% of members to vote per bylaws. We have 7 students who are interested in a Council of Officers Position. Only 1 student has ranked Chair as his first choice - he will be running unopposed.
2. Wequing, Vicki, and Michelle met to discuss roles for the new members to fulfill to discuss a plan of action for the new SSIG board members. We discussed the purposeful inactivity on the GoogleGroups because of the upcoming election. We feel that if the inbox is overloaded, students will begin ignoring all emails from the GoogleGroups and since we need 10% to vote, we want to make sure they are opening the ballot and voting. Once

elections are over, we will begin more communication in the Groups.

3. The most emphasized discussion point was having the membership/marketing chair be in charge of a student spotlight update for each monthly newsletter. We discussed the Regional Representatives getting in closer contact with schools in their area and connecting with the educators who are teaching topics of wound management, BPA, electrodiagnostics, etc. We hope that through identifying the teachers, they will be able to identify students showing a strong interest in the areas ACEWM encompasses and this could be a nice way to increase membership.
4. We would like the officers to work on improving the SSIG's presence at CSM. We would like to see better marketing strategies and ways to attract students to our booth. Additionally, we would like to generate a clinical site list for students to have access to. We hope to identify previous clinical sites and potential sites that practice in the areas represented by the ACEWM. We would like to promote student case studies on topics such as wound care, MSKUS, electrodiagnostics, etc and help provide the resources for generating an IRB and submission to conferences.

F. MOTION: Collaboration – ACEWM with Hands-On Diagnostics – Dimitrios Kostopoulos

1. ACEWM and the EDX and NMSKUS SIG collaborations for the International Conference on Electromyography and MSK Ultrasound. Details of our proposal:
  - a. The event will be held online on October 3 and 4 and it will be an international event and it has 2 main purposes:
    - i. To disseminate to the Physical Therapy and Medical community that PTs are delivering competent EMG and MSKUS testing
    - ii. To foster collaborations among Physicians, PTs and other healthcare professionals as we encourage collaborations among professionals in the various presentations.
2. This available to the public for Free or the Academy can have some small fee charged to the public who would want to watch the content via a link from the academy website.
3. Will work with Nichole and Teresa to add info to website, social media and newsletter.
4. **APPROVED**

**III. LOW PRIORITY (5 minutes)**

- A. House of Delegates update – Stephanie
- B. Volunteer Opportunities – Website vs APTA Engage – Karen

**VII. UNFINISHED BUSINESS**

**VIII. NEW IDEAS/CONCERNS/UPCOMING TOPICS**

**IX. PLANNING CALENDAR**

August 11	BOD agenda items due to ED at <a href="mailto:nichole_acewm@orthopt.org">nichole_acewm@orthopt.org</a>
August 15	Newsletter items due to Teresa at <a href="mailto:tbachmanpt@gmail.com">tbachmanpt@gmail.com</a> .

August 18	BOD meeting via Zoom, 8:00 p.m.
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