

**Academy of Clinical Electrophysiology and Wound Management  
Board of Directors Meeting  
Wednesday, April 26, 2017**

Attending Members: Harriett Loehne, Karen Gibbs, Thomas Nolan, Anne Gallentine, Rick McKibben, Karmen Weinzirl, Lisa Cabral, Carmen Oguz and Elaine Armantrout

Absent: none

Excused: Sandy Rossi, Chris Conroy

**Call to Order (Loehne):**

1. Meeting was called to order at 8:02 PM, EDT.

**Minutes (Gallentine):**

Motion Request	Presented By	Opposed	Decision
Approval of Mar 21, 2016 Board meeting minutes	Gallentine	none	passed

**Website Review (Gallentine):**

1. Karen is doing the April website review.

**Consent Agenda (Gallentine):**

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

**Treasurer's report (McKibben):**

1. Rick reports that we remain consistent with net revenues and operating expenses consistent with the budget. We have good cash reserves.

**Membership (Oguz):**

1. Carmen is working to get things together for the strategic planning committee. Regarding the statistics, since 2013 our academy has had a surge in membership in September each year. We have a lull in November and December. For March we are down 2 members from the previous month. Our retention trend is improving overall since 2013. The September surge is likely to be students returning to school.

**Website (Loehne)**

Motion Request	Presented By	Opposed	Decision
Purchase the SSL certificate for our website	McKibben	none	passed
Purchase malware scanning service	McKibben	none	passed

**Education (Weinzirl):**

1. Karmen emailed the APTA Learning Center. They get CEU approval through multiple states. In other states APTA is included as an acceptable provider. For that reason they don't specifically get CEU approval with individual states.
2. Karmen recommends that we produce a webinar ourselves and then have APTA help us put it on the Learning Center as we get better profits from that

arrangement. It is not an exclusive contract, so if we try using the Learning Center it doesn't mean we can't do it other ways.

3. Some questions that came up were - Is it pretty standard for a webinar to be a live powerpoint? Would it be worth asking past CSM speakers and see if they would be willing to do a webinar? We may want to ask them to condense to 1 hour or 1 ½ hours as 2 hours is long for a webinar. Karmen and her committee will follow up.
4. The advantage to using the Learning Center is they will advertise and get the CEUs

**Motion Request**

**Presented By**

**Opposed**

**Decision**

Motion to explore the webinar co-delivery model with the APTA Learning Center

Gallentine

none

passed

5. The question was raised if we want to talk about recording CSM live and then advertise it. The cost would be \$3600 to record. The Academy would get 70% of revenue and APTA would get 30%. The opinion was that we should approach speakers to do webinars as it would be more cost effective. We could offer an honorarium of \$100/hr and this should be easy since the speaker has already developed the talk.
6. There was discussion about whether we should take the DFU off-loading course "on the road." Corki was willing to do that. People are interested in going to it and there has been interest in hosting it at academic facilities that would be cost effective options. Karen will discuss with Sandy and develop a plan.

**CSM 2017 (Loehne):**

1. Sandy will let us know when she has the final numbers regarding the Precons.
2. We don't have enough information to make recommendations regarding the abstracts.
3. People like the idea of using the bonus room for meetings. There was discussion about bringing in our own AV for having sessions in the bonus room, but there may be strict rules about that and we may have to pay the fee anyway if caught. We would need to talk to Sandy and find out the rules around this.
4. Karen would like to recuse herself from abstract discussion since she has submitted some.
5. When we look at the abstracts we should consider the distribution of our membership and try to keep the abstracts from each branch in line with the membership.
6. Education committee will rank the reviewed abstracts and present to the board for approval.
7. Rose has submitted 2 presentations. It seems like a lot to do two presentations and be the Program Chair. The opinion is that she has done it for a year and if she feels comfortable doing both then she should. We should be able to find someone to support her during the times she is presenting.
8. Its great that we have more submissions than we have slots.

**Cancellation Discussion (Loehne):**

1. The cost of precons is going up each year. Could Sandy and the Education Committee come up with a policy and come back to us with a draft? Board members were asked to send comments to Sandy and Karen.
2. We should have a good understanding as to whether we are making money on the precons before we decide.

3. There will be no preconcs for 2018 because none were submitted.
4. Review the information on webinars and give Sandy feedback.

Motion Request	Presented By	Opposed	Decision
Sandy to create a draft policy regarding preconcs, webinars and other educational opportunities utilizing feedback and information in April reports	McKibben	none	passed

**PT WM Billing and Coding TF Report (Loehne):**

1. The report is in the process of revisions. Harriett will send it via email separately and ask for comments so it can be made public.

**Strategic Planning Retreat (Loehne):**

1. We need to decide if we are paying on our own for the Friday and/or Saturday dinners and then getting reimbursed, or if the Academy is paying at the time of the meal. Alcohol is not covered. Everyone should be reasonable with what they order. There was a suggestion to take the amount ordered and divide it between the number present and use that as the amount that people can be reimbursed for the meal.

Motion Request	Presented By	Opposed	Decision
Motion to have the Academy pay for both meals at an average of \$40 per person, and reimburse at the same rate for people not in attendance.	McKibben	none	passed

**Policy and Payment Form (Loehne):**

1. The Policy and Payment Forum is in September. The two people going would be Elaine and Lisa.

**HOD Section Vote (Loehne):**

1. The HOD sections will bring forward to the House "18 in 18" next year. The Presidents meeting suggested talking to state delegates. Talking points will be sent out to support this initiative.

**External Liaison: APTA PTNow (Loehne):**

1. The APTA would like to have a liaison to PTNow. Sonya Dick has agreed to do this. This role is to be a champion, let the Academy know what is going on and give feedback from the Academy to PT Now.

Motion Request	Presented By	Opposed	Decision
Appoint Sonya Dick as the liaison to PTNow	Loehne	none	passed

**DFU TF Request (Loehne for Hahn):**

1. APTA may fund the travel of 2 people from the DFU CPG task force. If they do not fund it then Jaime estimates the cost to be \$2000.

Motion Request	Presented By	Opposed	Decision
Fund the travel to CPG workshop for 2 DFU TF Members if APTA does not fund them.	Armentrout	none	passed

**Reimbursement Policy (Loehne):**

1. The question was raised as to why the timeline for submitting expenses should be moved from 90 to 45 days? There was discussion over whether this was reasonable. There was concern expressed about not paying for pre-approved and budgeted expenses. The suggestion was made to change the wording to say “should” submit within 90 days.
2. There is an option to use the travel agency and APTA would pay for it for those who prefer not to wait to be reimbursed for their travel until after the event. You have to be preapproved to use the travel agency.

Motion Request	Presented By	Opposed	Decision
Change the wording to say expenses <u>should</u> be submitted within 90 days.	Loehne	none	passed

There being no further business, the meeting was adjourned at 9:26 PM.

Respectfully submitted,

Anne Gallentine, Secretary