

Minutes of ACEWM Board Meeting - 07/16/19

Date and time: 07/16/19 8:00 PM to: 07/16/19 9:00 PM

Present: Nichole Walleen, Nichole Walleen, Rick McKibben, Elaine Armantrout, Mohini Rawat, Melissa K. Johnson, Daryl Lawson, Dimitrios Kostopoulous, Deborah Wendland

Absent: Karen Gribbs, Lisa Cabral, Weiqing Ge, Michelle Jamin, Teresa Bachman, Karmen Weinzirl, Gregory Ernst

Location: <https://zoom.us/j/5127162666>

Link: <https://app.meetingking.com/meetings/294624>

Topics

1. Reminders

Note Meeting every 3rd Tuesday at 8pm EST

Note You can join the meeting by clicking the link below or dial in if you prefer:

Join Zoom Meeting: <https://zoom.us/j/5127162666>

One tap mobile: +16465588656,,5127162666# US (New York)

Dial by your location: +1 646 558 8656 US (New York)

Meeting ID: 512 716 2666

Thank you!!!

2. Attendance

Note Taken with Meetingking attendance feature

Note Deborah Wedland here too

3. Approval of Minutes from Previous Meeting

Note Minutes

 [ACEWM Board of Directors June 2019 Meeting Minutes.docx](#)

Decision APPROVED

4. Consent Agenda







4-1. ACEWM President's Update - Karen Gibbs

Note Message from President

 [July Updates fom the President.docx](#)

4-2. Treasurer's report – Rick McKibben

Note Treasurer's reports

-  [Vanguard_COA.pdf](#)
-  [ACEWM_SunTrust_May_2019_Statement.pdf](#)
-  [ACEWM_STATEMENT_OF_ACTIVITIES_-_MAY_2019.pdf](#)
-  [ACEWM_May_2019_Bank_Reconciliation.pdf](#)
-  [ACEWM_STATEMENT_OF_FINANCIAL_POSITION_-_MAY_2019.pdf](#)
-  [ACEWM_Financial_Report_May_2019.docx](#)

Note RICK: No questions on the financial reports. Treasurer reviewed the financial position of the academy and discussed about our stable and strong position, yet cash flow strategies must be implemented

Note Deborah discussed about miscalculations on the charges from CSM and how this will be rectified

5. Business Agenda

5-1. Sponsorships - Proposal and Motion to Accept Proposal

Note Proposal

-  [ACEWM_SPONSORSHIPS.docx](#)

Note Feedback was received and will discuss at next meeting

5-2. Academy VP Position Changes and Motion to Accept

Note Job Description: VICE PRESIDENT

Original Adoption/Approval: UNKNOWN Revised: 11-1-2018

Term: 3-year term, with no more than two consecutive terms. Term of office shall commence at the close of the Combined Sections Meeting and end at the close of the Combined Sections Meeting 3 years later. The Vice-President shall belong to the second class, whose members shall be elected or appointed in the year after the first class.

Elected/Appointed: Elected

Position: The Vice President is a voting member of the Board of Directors and Executive Committee

Specific Responsibilities:

1. Assume the duties of the President if the President is absent or unable to serve
2. Succeed to the position of President in the event of a vacancy in the office of President, for the unexpired portion of the term
3. Submit a written annual report to the President at least ten calendar days prior to the annual meeting for presentation at the annual meeting
4. Serve as the Academy Delegate to the Association's House of Delegates
5. Oversee the Academy website
6. Be responsible for drafting appropriate changes to the Bylaws for disposition in accordance with Article XV. See bylaw approval process outlined below.
7. Actively participate in the Academy's strategic planning process
8. Fulfill general Board of Director responsibilities, including
 - contribute to the Academy's publications as appropriate
 - contribute to the Academy's annual budget review
 - answer occasional member questions

Meetings to Attend:

- o Monthly Board of Director conference calls
- o One in-person Board of Director meeting at CSM
- o Executive Committee Meetings
- o Academy Business Meeting at CSM
- o APTA House of Delegates (HOD) annual meeting and special meetings as indicated below:
 1. Online APTA and ACEWM caucus, town hall, and other motion discussion meetings in preparation for HOD
 2. Regional caucus online meetings
 3. Regional caucus in-person meeting (1 per year)

Resources:

The APTA Communities has references, including a handbook for Vice Presidents and recorded webinars of various leadership training and specific aspects of the APTA. Robert's Rules of Order Newly Revised, In Brief will serve as a resource for the Vice President for managing the section and Board of Directors meetings.

- o This job description is sent out to potential candidates for the VP position and I feel it needs to clearly show the commitment regarding the delegate role. This level of participation will be even more important should the section vote motion be approved in 2020.
- o I make the motion that we accept revisions to the VP position description as indicated above.

Decision APPROVED motion that we accept revisions to the VP position description

5-3. Updates from Nicole

Note Website

Membership and communication (SIG Facebook sites, etc.)
Financials & transition

Decision APPROVED TO ACCEPT Color and logo combos for website

Note Financial Transition takes place timely

Note Will start on SIG and facebook pages

5-4. SOCIAL MEDIA APPROVAL

Note SOCIAL MEDIA APPROVAL

 [ACEWM_SOCIAL_MEDIA_POLICY.pdf](#)

Decision Social Media Policy APPROVED

5-5. APTA's Member Get a Member for Approval

Note This message is being sent to all component presidents, executive directors, and membership chairs.

Karen,

We are excited to announce our first member-get-a-member campaign (MGAM) in more than a decade coming this October. We want to engage APTA members and components in this strategic effort to grow the association, strengthen our community, and build excitement heading into APTA's centennial.

We want to know whether your component will join us. If a monthly drawing winner, or one of the top recruiters at the end of the campaign, is also a member of your component, are you willing to waive dues for that individual for one year? There will be a maximum of 15 winners during the course of the campaign (1 winner/month + 3 top recruiters in 2020).

The MGAM campaign will run from October 2019 through September 2020 and will involve the following overall incentive structure:

- Monthly Prize: Any member who brings in a new member will be entered into a drawing for 1 year free APTA national membership. Referring members will receive 1 entry for each new member. If the referrer doesn't win the drawing, they remain eligible for drawings in subsequent months.
- Campaign End Prizes: Any member who recruits 5+ new members, will be entered into a drawing at the end of the campaign for 1 of 5 iPads
- Top Recruiter Prizes: The top 3 members who recruit the most will receive complimentary registration to an APTA meeting within the next year (TBD) + a year of membership

We're developing talking points and tools that can be used by members to recruit new members. Additional program details and collateral will be shared prior to launch.

We are working on an incentive for our chapter and section participants also. The chapter and section with the largest year-over-year growth percentage will win a prize.

Section Presidents: Please respond to MembershipDevelopment@apta.org by Wednesday, July 31, 2019 to indicate your component's willingness to participate in the Member Get a Member campaign and agreement to waive section dues for any of the 12 monthly drawing winners or 3 top recruiters (maximum 15 individuals) if they belong to your section/academy.

Best regards,

Monica Baroody, MPA

Certified Association Executive

Senior Specialist, Membership Development

American Physical Therapy Association

1111 North Fairfax Street

Alexandria, VA 22314

703/706-3122

APTAA.org

Decision APPROVED

5-6. Motion to rename and increase Academy Awards

Note Motion

 [Motion to rename and increase Academy Awards \(1\).docx](#)

Decision TABLED FOR AUGUST MEETING

6. New ideas/topics?

Note Deborah suggested that we discuss with APTA about the fee for submission of an abstract (poster or platform) which is currently \$50. Does this fee discourage people from submissions? Deborah to discuss with Karen, obtain more info from APTA and further discuss in August meeting. Look at the numbers of posters/platforms and what drives the fee.

Note Look into steps to enhance CSM programming early on.

Note 8 new ECS as per Elaine

