CSM 2015
GHSIG Leadership Business Meeting
Minutes
February 4, 2015

In attendance: Celia Pechak (UTEP & Chair), **Jenny Audette** (URI), **Sue Klappa** (University of Saint Mary), **Emmi Aguillard** (Student mentee from Columbia University), **Cheryl Footer** (incoming Program Chair from Regis University), **Rebecca Vernon** (here for Lou Hunter on Faculty at Thomas Jefferson University), **Karen Patterson** (New Nominating Committee member), **Jeff Hartman** (Northwestern University in Chicago), **Dawn Magnuson** (Baltimore – Johns Hopkins post doc & Research with Sara Pullen on Research committee), **Aliya Chaudry** (Langston University & works on the Bylaws)**, Aaron Thrush** (Publicity – Philadelphia /Good Shepherd Hospital), **Pat Cross** (served on Board for 4 years & Interim Programming Chair) **Nancy Sharby** (Northeastern University – Nominating Committee for the SIG)

Celia welcomed us all. Introductions around the table were made including length of time in GHSIG leadership and key GHSIG related passions were shared.

I. Thank you to outgoing leaders (Pat Cross – Interim Director & Jeff as Nominating Chair) & welcome to new leaders
    a. Outgoing (effective end of CSM 2015)
        i. Patrick Cross, Interim Programming Chair
        ii. Jeff Hartman, Nominating Committee Chair
    b. Incoming (effective end of CSM 2015)
        i. Chery Footer, Programming Chair
        ii. Karen Patterson, Nominating Committee
II. Leadership reports
    a. Chair (Pechak)
        i. Report on meeting with Rene Malone with APTA – on ad hoc task force with
        ii. Celia Verified CSM 2015 assignments
            1. Mentors – Klappa & Magnusson
            2. Programming proctors – Hartman (Friday 8-10am), Cross (Friday 3-5 pm), Sharby (Thursday 3-5pm)
            3. Pro-bono group – Black (Thursday 12-1)
            4. HPA booth – Pechak, Audette, Klappa, Pullen, Thrush, Magnusson, Black; others still welcome to represent our SIG at the HPA booth!

5. Ribbon distribution & GH Reception – Aaron was able to obtain ribbons for awards & has many volunteer. Ribbons given to recognize posters dealing with social responsibility. Also, has luggage tags for the Global Health Reception.

iii. HPA Outstanding Service Award – Jill Black will be honored – please be there to cheer her on!

b. Vice-Chair (Audette)

    i. Global Health Reception

        1. Final sponsorship total = $7300 in sponsorships which is more than last year. Six sponsors dropped but we gained 2 new ones.
            a. Table Presenters
            b. List of sponsors was provided: (13 tables, one of which is shared with a presenter)
        2. Final planning details for this year are in place
        3. Issues to consider for next year – changes? Improvements in the process?
            a. We have a very short time to get out items in before the business meeting starts. Jenny will get there early and has some help with set up prior to the 6:15 – 6:30 pm set up time. Could use help with tear down. Be there around 5:30 pm if you want to assist. (Grand 1 in the Westin). Aliya will assist Jenny. Others will as able.
            b. Process for obtaining a table involved a call. Pat and Jenny looked at the abstracts and new presenters were encouraged to present. The timeline is important for sponsored tables. Non-sponsored tables were competitive. This year we have new criteria in place. We want a balance and all presenters need to be a SIG member at time of application.
            c. We have a policy for next year regarding the timelines. Communication between the team is crucial to be sure we have an accurate count. Communication on how to set up at CSM is important. Jenny, Pat, Cheryl will work on the policy.

c. Programming (Cross)

    i. Plans for CSM 2016

1. Dates to know: Proposal Submission Deadline: March 4, 2015, 11:59 pm, PT; Abstract Submission Deadline: June 23, 2015, 11:59 pm, PT
    a. Can we recruit speakers at our Business Meeting?
    b. Health Disparities and Disability. Disability as Diversity.
    c. We want to encourage individuals other than leadership to present.
    d. All group members rate the abstracts.
2. "Recruit proposals" at GHSIG Business Meeting? Topics that we would like to see addressed in 2016?
    a. Business meeting – we could let people know ideas of interest.
    b. Encourage people to collaborate on a topic to pull more individuals in.
    c. Posters tend to be preliminary work. (Aaron) Could we encourage individuals being matchmakers to encourage people to apply as programming for the next year's CSM program? (Jenny)
    d. Encourage folks to write up their work for the HPA Resource.
    e. Consider a follow up letter from the posters to encourage them to submit a paper.

ii. Plans for mentoring new Programming Chair…written procedures will be developed.

iii. Summary of work: Involved with educational sessions and other conference sessions. Could we have more input or representation for the posters and platform presentations? It helps to figure out non-sponsored tables with Vice Chair. Communication is important.

d. Secretary (Klappa)

i. Any thoughts for a central place to post minutes, forms, etc. – eg, Google Docs – so chair does not need to keep sending out info. We will check with Robin. Consider a Google drop box account. It is free. Celia will ask about Basecamp to determine if it is free. If not we will try dropbox. Being part of Basecamp would be good since we are part of the SIG.

ii. Any report from HPA Membership that we need to know? Sue will be meeting with Sandy Campbell and Aimee Winston from the Student Assembly Board of Directors to discuss how HPA can better engage students with HPA.

        iii. With regard to the mentorship program we must think about what is the outcome we want students to leave the program with. Think outcomes not process.
        iv. Diversity task force (Aliyah & Jenn W.) have developed a mentorship program and have a flyer to recruit students and they want to tie into the Diversity Task Force with APTA.
    e. Nominating (Hartman)
        i. Review of timeline sent to group by Hartman. Aliyah stated we need a formal policy and procedures for how we do this. Goal will be next phone meeting.
        ii. Ronnie Leavitt Award – At end of HPA Business Meeting the Awards will be given on Friday.
            1. 2015 – Black – Celia will talk to the HPA Awards committee. We need to have an article in HPA for the award. We need a picture taken of Jill. Dawn Magnuson will take pictures of awards and our website.
            2. Will Salzman (2014 winner) be honored at the reception since she missed last year? She was not sure she will be here. Jeff will follow up with her.
        iii. Open positions for Summer 2015 elections
            1. Secretary – note: Executive Committee position – good place for our younger leadership to reach for to begin leadership in the GHSIG
            2. Nominating Committee – another great position for leadership opportunities.
            3. Sharby will be new Chair; Whalen will be volunteer coordinator
            4. Ideas for candidates?? Lori Northcraft/Baxter?? Celia will reach out to Lori.
    f. Bylaws (Chaudry) – All is going well. Thanks to Aliyah for her work at the SIG & Section levels.
    g. Publicity & Networking (Thrush & Rodriguez)
        i. CSM 2015 activities
            1. Booth
            2. Ribbon distribution plans
            3. Reception
        ii. Thoughts for CSM 2016?
            1. Do we need to budget for additional purchases?

2. We did well with what we have for items. Some concern things might change and money will be put into the section.

iii. Social Networking – Nothing new to report. Networking committee lists have been updated per Aaron.

iv. Student Liaison – Nothing to report.

h. Research & Publications (Magnusson, Pullen, Gell)

- Encouraging people to publish. Dawn will help with encouraging others to publish.
- Will have monthly highlights on different research articles. CBR & IPEC are interesting themes. Funder of the Month for grants has been more difficult but will send info along to our SIG.
- Will write up policies and procedures.
- Could publish abstracts for posters and platforms.
- If we see presentations or posters send to Susan Roush as editor to PTJ PAL and she mentors new authors. PTJ PAL needs more submissions.
- We will consider more links on the website to resources for SIG members; also highlight benefits of being a member to draw people in

III. Job Descriptions, Policies & Procedures (Pechak)

a. Executive committee and committee chairs reminded to follow existing P&Ps, revise, or create new ones – so we can keep everything up to date

IV. 2015 to-do list (Pechak)

a. Student Conclave? – Karen Patterson & Jenn W presented last year. NSC will be in Omaha. Oct. 22-24, 2015. Had the suitcase talk. Celia will contact DenaKilgore@apta.org and for programming at NSC.

- It is a 2-step process to join the SIG after HPA. Could we make this more streamlined?
- Can we get immediate membership right at NSC? Sue will ask Robin.

b. Update GHSIG webpage – needs to be updated.

i. New photos (from GH Reception) – Dawn will look at our web site with a critical eye. Our logo is so different compared to the HPA the Catalyst brand. We may need to revise our logo. Our current logo makes us look separate from HPA.

ii. Broken link to Leavitt Award pfd & need to add 2015 winner – and check for any other suggested revisions - who will fix? Jeff will work on this.

iii. Need to upload CSM 2015 Business Meeting Minutes – who will send to Robin? (Sue will do this.)

c. Newsletter submissions

i. Due dates for 2016: Check with the Editor

ii. Chair will continue to provide a report
    1. (FYI….Celia's submission to the most recent newsletter was apparently missed by the editor)

iii. Who will be in charge of making sure that we have other submissions – & anyone have suggested topics or individuals??
    1. February topic – interview with Jill??? Jeff will write an article on Jill.

V. Plan for Business Meeting – key topics to include in the agenda? (Pechak)
- How many members vs non-members and students vs non students.
- Involvement with Health Disparities piece
- Ranking of important things in HPA – most of our GH SIG initiatives were rated highly.
- Update on GH Reception by Jenny & encourage people to come & remind on process.
- Wants membership to feel like we are being transparent
- Nominating – 2 positions open & March 1st is biographical info due. Have dates ready to go!
- Ribbons for posters and platforms
- Research
- 2nd person on Nominating becomes the coordinator for possible opportunities.

VI. Other business
   a. What do we do that is new to support our Strategic Plan in 2015? Consider how we might need a strategic plan point to create a Catalyst group.
   b. We decided what our priorities were for the strategic plan this last year.
   c. We could recreate a set of resources, presentation and applications for state level conferences. Nancy will let Kara know about this project.

VII. Next leadership phone conference: Six weeks from now at the end of March, approximately March 30th at 9:00 pm EST. The group discussed possible evenings. (Not Tuesdays)

VIII. WCPT: Aliyah, Jenny, and Cheryl will be attending.

IX. Pro bono catalyst meeting is in the Chamber room at the Westin.

Minutes respectfully submitted by Sue Klappa PT, PhD.