

# IAPFS

## IAPFS Board Meeting Minutes

June 15, 2021

8:00 pm – 9:00 pm EST

CALL TO ORDER 8:03pm

Attendees: Sherri Cohen, Richard Katz, Jessica Brown, Mitchell Katz, Sally Asquith, Wendy Burdo-Hartman, Colleen Lukens, Beth Halpin, Sarah Fleet, Laura Pickler, Molly Evans, Diane Yenerall

### APPROVAL OF THE MARCH MINUTES

Richard move, Mitch second, approved

### BUSINESS ITEMS

- **POLICIES AND PROCEDURES MANUAL:**

- Vote on P&P Manual
- Sally move, no discussion, Richard second, vote unanimously
- Molly to post on member center with bylaws.

- **FOLLOW-UP ON VIRTUAL CONFERENCE**

- Sent recording access link to registered Conference attendees on June 15.
- All individual evaluations for CEUs have been submitted.
- An overall survey will be created and go out to attendees. Questions will include questions to gauge interest in in-person conference to assist with planning for 2022.
- Certificates will be created and emailed.

**Attendance and Financials:**

- Total Registered: 140
- Attendance Range: 67 – 85
- Estimated profit: \$7,000 – only outstanding costs will be for CE's Update:
- Membership rose slightly due to the conference. Molly will look into how many people registered for the conference and for a membership at the same time.
- Molly wonders about getting a rate adjustment for members who want to watch the videos later without CE credit.
  - Discussion: rate was fair, nonmembers don't get a break. Since we didn't advertise that there was an option to register without CE credit we decided to leave all pricing the same for those that register after the conference. CME, OT and ASHA must fill out the evaluation form for credit.

- **PLANNING FOR FUTURE CME**

- Wendy - Should we form an Ad Hoc Committee to research and present options for this?
  - *Richard, Molly, Diane, Colleen, Jessica volunteered.*

- How much are we willing to budget for this?
  - CE is a major draw to conferences. LP doesn't think it's an option to NOT offer CE credits for all disciples. Need to strongly support CE providers who allow CE for "home study" or watching recordings.
- **ELECTIONS (Sherri)**
  - All seats are unopposed.
  - There is no minimum to how many people have to vote for a valid election.
  - As of 6/15/2021, 11 votes are in so far.
- **RETREAT PLANNING (Everyone to Review)**
  - August 14 looks to be the date that most people are available. But we don't have everyone available and we didn't ask the new board for their availability so this date was discarded.
  - Consensus to have Molly send a new poll for Saturdays in September to see if we can get 100% participation on a Saturday morning.
  - Will need a draft an agenda. Wendy suggested items from the bigger list Laura sent previously.
  - Proposal to invite the committee chairs to participate the last hour of the retreat.
  - Good idea to get input from the committee members prior to the retreat to make their time more valuable. Try to help the committees get a solid foundation for their efforts in the next year.
  - Sally suggested that committee chairs have a pre-meeting and then come with a proposal.
  - Jessica suggested using break out rooms on Zoom to help with productivity.
  - Mitch suggested that we add an agenda item to our July meeting with the committee chairs to set expectations and structure for their participation. This will give them more time.
  - There is some concern that we don't have time to really address all the details to help the committees.
  - If committee chairs can't attend the Saturday retreat we don't want to make this a problem.
  - Board liaisons will need to follow up with the committee chairs regardless.
  - The Retreat will be for discussion and not for final decision making.
  - Sally will draft a template to get us started.
- **ASK THE EXPERTS (Molly)**
  - June 21 @ 4:00 PM EDT – Sally Asquith and Wendy Elverson
  - July 15 @ 6:00 PM EDT – Sherri Cohen and Mia Grossman??
  - July 28 - Kennedy Krieger ?? Speakers (Peter Girolami and Michelle Melicosta) and time to be confirmed.
  - Attendance:
    - **April 1-** 19 Registered/6 Attended
    - **April 19-** 33 Registered/12 Attended
    - **May 12-** 8 Registered/2 Attended
    - **June 1-** 9 Registered/12 Attended (after the annual meeting)
    - **June 21-** 0 Registered (E-blast and Google Group will be sent 6/16)

- **UPDATE ON SPRING CONFERENCE (Richard)**
  - Molly and Diane met with Richard Katz to discuss 2022 in-person Conference.
  - RFP developed and sent to Baltimore area with requested dates for March 2022.
  - Looking at honoraria and travel/hotel reimbursement for speakers.
  - Kennedy Krieger will be approached to help pay for the conference.
  - Goal for 300 attendees live and in person.
  - Need to consider what a hybrid conference model might look like. Pros and cons to this model. Recordings might be helpful to boost participation.
- **Follow-up on Marketing and Membership:**
  - Report from the Communication Committee: Jessica
  - Social Media Launch: Communications Committee will "own" management of postings.
  - Request Canva Account for \$110 per year.
    - Discussion: Can we use the free version? There is pricing for non profit entities but we do not qualify. Diane will help look into this more to set this up. Mitch can review as well.
  - Richard moves to approve spending up to \$110 per year on Canva, Sarah second; approved
- **CURRENT MEMBERSHIP (Provided by Molly)**
  - As of 6/14/21: 290 (261 Full, 29 Student)
  - 6/11/20: 321 (295 Full, 26 Student)
- **TRESURER REPORT (Provided by Mitch and Diane):**
  - Virtual convention profit is estimated to be \$7,000
  - Ongoing financial management (collections, disbursements, reporting)
  - Current cash in all accounts is \$84,150.30; \$25K earmarked for conference in the spring to stay liquid. Proposed to invest 40K. Diane will work with Mitch to get this paperwork completed. This leaves about \$18,000 in cash.
- **ADDITIONAL NOTES**
  - Wendy will be moving in August to her new hospital in Illinois.
  - A doodle will be sent to select a Saturday morning for the board retreat to discuss a strategic plan and new business.

**MEETING ADJOURN**

9:06PM