

Board Retreat
October 19, 2023

BOARD ATTENDEES: Laura Pickler, Sarah Fleet, Jessica Brown, Colleen Lukens, Peter Girolami, Beth Halpin, Jennifer Del Re, Terry DiMaggio, Beth Heap, Rob Dempster

COMMITTEE CHAIRS: Loretta Martin-Halpine, Ramya Kumar, Claire Warren, Rachel Kassel

CRAVEN: Diane Yenerall, Deron Sferra

6:00 PM EST Jessica called the meeting to order

Minutes were motioned for approval by Sarah and seconded by Laura, all present approved the minutes.

Objectives of Board Retreat

Reflect on past year

Examine challenges

Focus on strategic planning

Begin creating action plan for 3 strategic goals

1. Education
2. Membership
3. Financial stewardship

Old Business

By-Law Revision

Since requirement to be part of a multidisciplinary team was in prior P and P, need to vote to change this.

Sarah motioned to remove this from P & P; Beth Heap seconds; no objections

Conflict of Interest Forms

Some outstanding

Launch of Groups IO (January 2024)

Replaced Google Group; has increased functionality

Committees will have their own subgroups

Jessica suggests other groups? Discipline specific groups?

To determine how we want to use this it would be helpful to have a demonstration

Strategic Planning Brainstorming Session

Topics for discussion

- Supporting trainees: Can we create a home for trainees? Can we create plan for helping trainees grow?
 - o How do we do this?
 - Reduced trainee membership fee
 - "Career night webinars"
 - Advocate for training programs in all disciplines
 - Collaborative webinars with other professional organizations
- Educational events
 - o Publicity for webinars is crucial
 - o Refine system for our educational programming (e.g., does Board vet speakers, what is interface between Board and Research and Education committee)
 - o Can we help the committee refine and standardize their process?
 - We can help the committee determine a time frame, possibly 3 months. Consider this for framework of the process:
 - Committee to propose 3 speakers for each of 4 topics/objectives
 - Board to review and approve speakers – will need to flesh out this process in full
 - Committee invites speakers after Board approval
 - Those who invited speakers confirm dates

- Gather needed information for CEs
 - Seek CE approval from all disciplines
 - AOTA – turn-around time one week (IAPFS is an approved provider)
 - ASHA – turn-around time approximately two weeks
 - AMEDCO – Diane will look into turn-around time
 - Advertise
 - Try for consistent offerings (fall conference every 2 years, quarterly webinars)
 - Those that invited speakers will review content of slides
- Proposed consumer products to enhance membership
- Educational events
 - Improved website

6:58 Jessica called for Break

7:05 Meeting resumed – committee reports

Membership committee

Claire Warren

Challenges:

Membership of committee ebbs and flows and remains small

Need activities to put forth as a product to market to potential members (webinars, conference)

Activities/Plans:

Reach out to LEND programs and hospitals to market IAPFS

Member survey to talk about renewing membership

Q & A

Jessica: How will IAPFS information be shared with LEND programs, etc? Email communication. Loretta suggests various Zero to Three programs be added to these reach outs

Communications Committee

Ramya Kumar

Challenges:

Committee only has 3 members

Activities/Plans:

At each monthly meeting, planning out materials (e.g., Social Media) for next few weeks

Communications regarding meetings is improved

Board Member spotlights

Q & A

Laura: Are committee lists “cleaned up”? Yes but we have not reached out to members to ensure they want to be on that committee.

Jessica: Which are social media channels? Linked In, Facebook, Instagram. Linked In not yet active

Special Projects

Loretta Martin-Halpine

Challenges:

Small committee membership

Activities:

Directory: cleaning up information to have it in a more accessible form on the website. Future plan is to make this a searchable data base and to keep this updated over time

Telehealth: Working with Research and Education committee to create panel of providers who are practicing across state lines.

Future ideas: wait list management strategies, how programs determine readiness for intensive feeding therapy

Q & A

Laura: commented that the products of this committee are excellent for posting on Social Media

Research and Education Committee

Rachel Kassel

Activities:

Current educational programming:

Planning PFD/ARFID panel

Tube weaning paper

Telehealth presentation

Committee has questions for the Board

- Continuing education is an ongoing obstacle – how do we ensure we have CEs for events?
- Will events be free or at cost? Committee proposes not charging for members but charging for non-members

Q & A

No questions from the Board

Conference Planning Committee

Sarah Fleet

Accomplishments: contract, dates, location, 4 paper submissions, considering extending deadline

On site conference, will not livestream, will record (can register for this virtual option)

Pricing structure – will be same whether in person or virtual

Board meeting will be on the same day as the Business Meeting which will be Thursday; educational programming

Friday and Saturday

Need sponsors/exhibitors

Q & A

Ramya: In call for papers, it feels early to submit now for a conference that is still one year away. Also, difficult to publicize different deadlines in call for papers.

7:30 PM Resumed conversation regarding Educational Programming

Discussed whether December and January educational events can be realized

- Colleen proposed that it could be possible given that speakers have already been selected for December and January events
- Deron shared form that would need to be completed
- Goal is completion of these forms in approximately one week, submit to all discipline Continuing Education the following week with expected turn-around time of 2 weeks, advertising to follow immediately upon approval by all CE providers
- Rachel to work with speakers and support them in completing the forms as soon as possible

Discussed whether Board should be vetting speakers

- Can speakers be vetted by the educational committee? Or do we need Board review?
 - o Support provided for both perspectives
 - Concern about committee alone: not necessarily representing all disciplines, Board members are elected representatives, but committee members are volunteers
 - o Discussion to continue – will include this as part of the process. Group is leaning toward Board vetting speakers but will have to further delineate this process

8:00 Meeting adjourned