

NCPHA – Academic Participatory Based Research (APBR) Section

Leadership Meeting

August 14, 2017

Present on call: Nancy Winterbauer, co-chair, Cheryl Kovar, secretary-treasurer, Stacie Saunders, Absent

Meeting called to order at 9:00 AM by co-chair

Treasurer's report: As of 7/15/17 our section has a balance of \$4,395.77 in our account.

Discussion:

- Nancy shared we had a good turn out with the number of reviewers for abstracts for fall conference and more practitioners this year than researchers submitted abstracts.
- Nancy shared she has not been actively participating on the NCPHA Fall Educational Conference planning calls and really need help in planning for call for abstracts, finding reviewers, and keeping an active eye on NCPHA website for details (i.e., website posted call for abstracts under the Student tab and not feasible to other potential presenters).
- Suggested a need for a planning committee for Fall 2018 conference.... will help to engage more members' active participation.
- Nancy provided the team with a copy of the by-laws and membership list from Kim Dittman.

Proposal:

- Need a Planning Committee for our section for Fall 2018. Committee will be 2-3 people and they will: plan section activities, manage Call for Abstracts, solicit and work with reviewers, assist with final decisions on abstract proposals, meet on a regular basis with representative from Leadership Team to update on progress.
- Share participation on NCPHA Fall 2018 Educational Conference Planning Committee phone calls among the Leadership Team.

Action Items:

- Per our by-laws, we need to have Cheryl and Stacie be “officially” nominated and voted on for their positions at the business meeting this fall in our section. Nancy offered to draft an email to our members on what will be happening during our section at the conference as well as state we will be voting on these 2 positions.
- Nancy will draft an email to the reviewers for our abstracts thanking them for their time and service as well as giving them the final abstracts selected for presentation at the conference by style (i.e., oral, poster and speed round).

- Nancy and Cheryl suggested we meet on Tuesday evening (9/26) for dinner, drinks to discuss final details of section activities. Nancy suggested we open this up to any section member who may wish to join us. Details to be determined.

Next phone call is scheduled for 9/11/17 at 9A.

Meeting adjourned at 10A.

Minutes respectfully submitted by Cheryl Kovar