

NCPHA – Academic Participatory Based Research (APBR) Section  
Leadership Meeting  
August 13, 2018

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

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

**Treasurer's report:** Account balance as of 7/15/18 is \$4185.77.

**Discussion:**

- Checks have been sent to the 2 Graduate Students for their help in the reviewing of the abstracts for the 2018 FEC.
- Nancy has provided us with the list of presenters/titles for the speed rounds, podium presentations and poster presentations as well as Wednesday's agenda for the panel discussion.
- Potential judges were identified for the presentations on Thursday at the FEC.
- Discussed the creation of certificates for the winners of the categories. All in favor.
- Discussed the logistics of the rooms for the conference as well as topics to be covered in business meeting at FEC.
- Discussion on potential fundraising for future support of financial awards for presentations.

**Action Items:**

- Cheryl will continue monthly planning calls for fall conference.
- Stacie will contact potential judges for their willingness to participate and contact Nancy by 9/1/18 of confirmations.
- Cheryl will contact Kim for assistance in the creation of the certificates and will be given to those in attendance at Friday's closing session. Cheryl will mail to those not in attendance.
- Cheryl will follow up with Kim on when to put up posters/take down/ and where they will be placed as well as size of posters. Nancy will advise presenters when we find out.
- Will discuss business meeting agenda on 9/10/18 call.

**Next phone call is scheduled for 9/10/18 at 9A.**

Meeting adjourned at 9:50A.

Minutes respectfully submitted by Cheryl Kovar