

NCPHA – Academic Participatory Based Research (APBR) Section  
Leadership Meeting  
Monday, July 8, 2019

Present on call: Cheryl Kovar, co-chair, Terri Wilson, secretary-treasurer.

Meeting called to order at 9:07 AM by co-chair, Cheryl Kovar

**Treasurer's report:** Account balance as of 6/30/2019 is \$3375.77.

**Discussion:**

- Call for abstracts has been executed. The dates for submission are June 3<sup>rd</sup> to July 12<sup>th</sup>.
- Notice of awards will be after July 24<sup>th</sup>.
- Presenters will be finalized by July 31<sup>st</sup>.
- Stacie and Katie were to secure reviewers and judges
- Plans are for Kim Dittman to conduct a training as to how to facilitate the abstract review process via the software on the NCPHA after the July 12<sup>th</sup> date when the submission process closes.
- All activities pertaining to APBR during the Fall Conference will be held Thursday, September 26<sup>th</sup> beginning with an early morning business meeting.
- Details regarding awards and certificates will be discussed in detail at the next APBR leadership meeting in August.

**Action Items:**

- Cheryl will check in with Stacie regarding abstract reviewers and judges.
- Cheryl will e-mail Kim Dittman week to plan a date for training mentioned in discussion.
- Terri will compose meeting minutes and send to committee members for editing. Once editing is completed, she will upload final version in pdf format.

**Next phone call is scheduled for Monday, August 12, 2019 at 9:00 a.m.**

Meeting adjourned at 9:43 AM.

Minutes respectfully submitted by Terri Wilson