

NCPHA – Academic Participatory Based Research (APBR) Section
Leadership Meeting
Monday, June 10, 2019

Present on call: Stacie Saunders, co-chair, Cheryl Kovar, co-chair, Terri Wilson, secretary-treasurer, Katie Davin, Intern with Alamance County Health Department

Meeting called to order at 9:03 AM by co-chair, Cheryl Kovar

Treasurer's report: Account balance as of 5/1/2019 is \$3335.77.

Discussion:

- Stacie is in the process of securing judges and abstract reviewers. Thus far, she has recommended Arlinda Ellison, Health Education Supervisor of Alamance County Health County Health Department to serve as judge at the Conference. In addition, Stacie will ask Merle Green, Health Director of Guilford County Health Department to identify a person on her staff to serve.
- Cheryl relayed that Adam-Hege, Assistant Professor at Appalachian State University, indicated an interest in serving as an abstract reviewer and judge at the conference.
- Call for abstracts has been executed. The dates for submission are June 3rd to July 12th.
- Notice of awards will be after July 24th.
- Presenters will be finalized by July 31st.
- Per Kim Dittman, the number of poster presentations at the 2018 Conference was about 40. The Grandover Resort in Greensboro is a larger facility therefore, it is projected that more poster presentations may be accommodated.
- There will be three sessions of presentations during the 2019 Fall Conference. Presentations will be 20 minutes each. This 20-minute allotment includes presentation and questions from the audience. Speed-round presentations will be 10 minutes in length. There is a potential for approximately-44 24 presentations, including 18 oral slots and the rest in speed rounds. There may be room for additional speed rounds. Cheryl will send a draft of the agenda to better ascertain the number of presentations that can be accommodated.
- To clarify, student and practitioner presentation are judged and eligible for awards. Other individuals are welcome to submit their research but not eligible for awards.
- Efforts will be made to expand the reach of current research presentations to Schools of Public Health as well as Schools/ Colleges of Nursing in NC.
- Kim Dittman will conduct a training as to how to facilitate the abstract review process via the software on the NCPHA website closer to the July 12th date when the submission process closes.
- In an effort to promote ease of presentation display at the Conference, Kim Dittman will upload one file of presentations. Cheryl will assist Katie with the presentations at the conference.
- Cheryl cannot attend the Governing Council Meeting on June 18th but will participate in future meetings. Stacie will try to call into the meeting on June 18th to give our section report.
- Terri plans to attend the Fall Education Conference Planning Committee meeting scheduled for June 25th.

Action Items:

- Stacie will work with Katie to finalize abstract reviewers and judges.

- Cheryl will send the most recent draft version of the Fall Education Conference Agenda-completed 6/10/2019.
- 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, July 8, 2019 at 9:00 a.m.

Meeting adjourned at 9:18 a.m.

Minutes respectfully submitted by Terri Wilson