

NCPHA – Academic Participatory Based Research (APBR) Section
Leadership Meeting
May 14, 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 4/15/18 is \$4,1500.77.

Discussion:

- Kim Dittman was on call to demonstrate new software to be used with abstract reviews. Cheryl and Stacey created test abstracts and Kim will send to Nancy and Cheryl the links so we can view from back end.
- Need to have information to Kim on details on abstracts so she can publish on NCPHA website.
- Will look at having abstract submission open from 5/21/18 to 7/13/18
- Nancy did share with group of our intent this year to increase faculty and practitioner participation
- Will not do Speed Rounds but only Podium or Poster Presentations
- Nancy asked team for suggestions on LHDs to participate in Wednesday afternoon session on Model Practices

Action Items:

- Nancy and Cheryl will work on software with Kim for abstract reviews.
- List of presenters and titles of work need to be to Kim by 8/9/18 for program
- Nancy will continue to work with committees for conference
- Cheryl will continue monthly planning calls for fall conference.

Next phone call is scheduled for 6/11/18 at 9A.

Meeting adjourned at 9:45A.

Minutes respectfully submitted by Cheryl Kovar