

NCPHA – Academic Participatory Based Research (APBR) Section
Leadership Meeting
Monday, August 12, 2019

Present on call: Cheryl Kovar co-chair, Stacie Saunders co-chair, Terri Wilson, secretary-treasurer, Katie Davin.

Meeting began at 9:00 a.m.

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

Discussion:

- Abstracts identification numbers chosen for the FEC need to be sent to Kim Dittman so that she can notify recipients. Katie agreed to send the information to Kim.
- Katie will forward the notification e-mails to Kim.
- Equipment needed at the conference includes a screen, projector, and a microphone. Stacie will bring a laptop. Katie will send an e-mail to Kim to verify that a projector will be available. Terri will complete a form to be sent by the FEC committee reiterating equipment needs.
- There will an APBR business meeting on Thursday, September 26th at 8:30 a.m. Katie will give an overview of the abstract review process, Terri will give a financial report, Cheryl and Stacie will review the by-laws. Need to formal vote Terri in as Secretary/ Treasurer.
- Discussion occurred regarding the names in the abstract portal. There is no opportunity to give the names of all contributing authors. Only one name can be submitted.
- Participants will need to be registered for the conference.
- This is a critical week to assure tasks are completed for FEC.
- Next FEC leader phone conference is scheduled for 8/20/2019 at 10:30 a.m.

Action Items:

- Katie will e-mail Kim Dittman with the names of authors and titles of their work.
- Katie will collect confirmation e-mails from participants.
- Terri will provide recommended edits to certificates and print two for each category (one for student and one for practitioner).
- Terri will compose a draft of meeting minutes and send to committee members for editing. Once editing is completed, she will send to Kim to upload final version in pdf format.

Next phone call is scheduled for (TBD)

Meeting adjourned at 9:44 a.m.

Minutes respectfully submitted by Terri Wilson