

**Oregon Physical Therapy Association
Executive Committee**

MINUTES

October 20, 2007

Multnomah Athletic Club – Portland, OR

Attendance: Karen Walz, Chris Murphy, Andrea Hughbanks, Jerry Cain, and Sandra Fisher.

Approval of Agenda: The executive committee approved the agenda as presented.

August and September Minutes: The executive committee reviewed the minutes from the August 16, 2007 executive committee meeting and the September 15, 2007 board retreat minutes. Jerry Cain moved to approve the minutes as presented. Andrea Hughbanks second the motion and it was unanimously approved.

Financials: The board reviewed the request from Susan Bamberger for more expense funds to operate as the member service representative. The request is for approximately \$300 to cover inpatient visits and one more town hall. Andrea Hughbanks said the money could come out of the public relations budget since we were just informed that APTA gave us grant money for the *Portland Monthly* advertisement. Andrea Hughbanks moved to increase the membership drive budget by \$387 that will be funds that come out of the public relations budget. Jerry Cain seconded the motion, and it was unanimously approved.

Jerry Cain reported that he is meeting with Sandra Fisher on November 6 to begin to prepare the 2008 budget. They will prepare a draft budget and then email it out to the board when it is complete. Cain will send out a reminder email to the board and committee chairs for budget requests with a deadline of November 2.

Cain reported that we need to move some money from our investment funds (approximately \$20,000) into our checking account for operating expenses. The committee reviewed the request. Cain will contact Martin Ashworth and Cheryl Jorgensen to determine the exact amount to liquidate and from what funds sources. Cain will email the executive committee with the recommendation of how many funds and from what account to be moved.

Sandra Fisher and Jerry Cain reviewed the September 30, 2007 financial statement with the board in detail. It was noted that continuing education programs were not tracking according to budget and that there will be shortfalls at year end in these categories. Fisher noted that we are not seeing the attendance numbers that we did last year which is what the budget was predicted on. Chris Murphy moved to approve the September financial statement as presented. The motion was seconded, and it was unanimously approved.

Follow Up Items from August Executive Committee Meeting:

APTA Grant Monies: Karen Walz reported that she contacted APTA and there are no other grant opportunities for things like upgrading the website etc. APTA has loan money available for components that need things like computers, etc. Walz did note that APTA granted OPTA \$5,000 to do the *Portland Monthly* magazine advertisement.

Newsletter Editorial: Karen Walz reported that previous work on the issue of editorials recommends that editorials for the newsletter must: be from members, their names must be signed to the editorial (no anonymous submittals), must meet OPTA's approval (must be professional, etc.), not exceed space limitations and must be identified as an editorial. Any special requests or circumstances outside these guidelines will be reviewed by the executive committee.

Direct Access Brochure: The executive committee reviewed the draft Direct Access brochure provided by Fisher. The committee agreed to use photos from the *Portland Monthly* magazine and perhaps some from Providence. The committee will make some changes to the brochure and they agreed to re-work the front cover title to make it more appealing to consumers. The deadline for the new photos and revised text is November 30.

Follow Up on Strategic Plan Objectives: The executive committee reviewed the Strategic Plan task list and assignments for 2007-2008 and assigned committees to all of the tasks. Fisher will distribute this task list to the entire board and committee chairs for them to work from.

The executive committee would like action plans completed for each of these task items. The deadline for the action plan is due by January 7th.

The executive committee reviewed the website update list and the topical issues for the newsletters for 2008. The committee reviewed the written report from Dylan Hogan on a licensing board update.

Reimbursement Forum: Fisher reported that Fritts cannot attend the APTA reimbursement meeting in December and cannot lead the reimbursement forum. The executive committee will look to find other people to work on the reimbursement forum. Karen Walz suggested that Cathy Zarosinski must be

interested and willing to attend the APTA Reimbursement Meeting in December. The executive committee agreed to have Walz contact Zarosinski about attending.

The Student Emerging Leader Program: The executive committee discussed the request from Dylan Hogan about where and how the new Student Leader Program will be run and housed in its new format. The executive committee agreed that it should be housed under both the scholarship committee and with the chief delegate. The two committees should meet to determine how the program will be structured and run.

Committee Chair Search: Karen Walz reported that there are two people who are interested in serving on the research committee (Tannus Quatre as chair and David McHenry). Chris Murphy was asked to contact both people and see if they will participate on the committee.

There are no active leads for the reimbursement/practice chair.

Education Committee Report: The board reviewed the written proposal from Wheeler about a Bob Burles event featuring golf. The board discussed other possible Bob Burles events. Walz will contact Wheeler about the proposal.

Sandra Fisher reported for Dode Jackson about a request from Jim Heider, executive director of the PT Licensing Board, to have OPTA consider being the grantor (institute a pre-approval process for continuing education programs) of all continuing education for therapists in Oregon. The CE committee reviewed the request and has recommended that OPTA not be in the CE approval process business due to: no pre-approval required in current law, conflict of interest for OPTA, not financially viable for OPTA, and would require consistent CE committee participation which cannot be guaranteed. The executive committee agreed that OPTA does not want to be the approval process for CE for therapists in Oregon and asked Jackson to relay that message to the licensing board.

Member Service Representative: Karen Walz reported that Susan Bamberger does not wish to extend her position as member service representative when the contract expires. The executive committee discussed thoughts on whether or not to continue with this process. The executive committee discussed the cost to the run the position (contract fee, expenses, staff time). The executive committee discussed scaling the program back for the future and other ways to continue some of the work using volunteers and a smaller budget in light of our current financial situation. The executive committee agreed that the program needs to be re-vamped and will be discussed again at the January executive committee meeting. Some preliminary work needs to be on this position for the 2008 budget by the November 6 budget meeting. The committee agreed to fund a one hour conference call with Walz, Bamberger, and Murphy and the chapter liaisons.

APTA Issues: This item was tabled due to lack of time.

There being no further business to come before the executive committee, the meeting was adjourned.

Respectfully submitted,

Sandra K. Fisher, CAE
Executive Director