NIPEC Board of Directors Meeting

Conference Call

January 15, 2016

This meeting was called to order at 11:04PST

**Board Attendees**: Cheryl Resnik (Chair), Samantha Brown (Vice Chair), Holly Wise (Director), Nancy Kirsch (Director), Amber Fitzsimmons (Director)

**Absent**: Bob Nithman (Secretary), Leesa DiBartola (Director), Dee Schilling (Director), Pam Levangie (Board Liaison, ACAPT)

**Minutes Recorder**: Samantha

Key points identified in today’s meeting:

1. Happy New Year! Monthly Board Meetings for 2016
	1. Will tentatively continue as originally scheduled (3rd Friday of the month at 11:00AM PST)
	2. Cheryl will email out meeting dates for 2016 to board and liaisons to determine if there are any schedule conflicts
	3. February’s NIPEC board meeting will take place on Friday, February 19th from 1-3PM at CSM in the ACAPT suite (exact location TBA).
2. CSM NIPEC Board Meeting
	1. See above for date, time, and location
	2. Cheryl will look into providing lunch
	3. Plan to develop functional goals for the next year to assist membership in IPE efforts
	4. Cheryl will send out thought points prior to CSM so board members can further develop ideas for the meeting.
	5. Those on call attending meeting at CSM: Amber, Cheryl, Samantha (call in), Holly, and Nancy
	6. Topics to add to agenda: All Together Better Health meeting this year in Oxford, UK—registration has changed and is capped this year. Additionally, abstracts will only be invited following registration.
	7. Will discuss issue of student supervision in IPE clinical settings (see item 5 below).
	8. Meeting attendees should prepare information in advance to include what is written in their respective institutions’ clinical education and academic education manuals to meet CAPTE IPE requirements.
3. NIPEC Website update
	1. Samantha sent out follow up email to Sandy prior to this meeting to see what the status was with APTA IT contractor. Response pending.
	2. Samantha will update Pam on website as she is our new ACAPT liaison.
	3. Cheryl will follow up on website training that was offered by ACAPT for website basics – Bob and Samantha are invited to attend as well.
	4. Still need bios for NIPEC website. Samantha will send out information requested from each board member to post on the “Officers” section of the NIPEC website.
	5. ELC breakout session notes were sent to board and pending approval will be posted on the website in an easily accessible/viewable location.
4. ELC breakout session notes
	1. Board to review and streamline notes and edit for format continuity
	2. Cheryl will send emails to attendees who are identified in the notes to vet comments and request permission to include names.
5. Issue of Student Supervision to be added to agenda for February CSM NIPEC meeting (product of November ELC breakout session)
	1. Next workshop at IOM is on IPE accreditation requirements. Usually can dial in to live webcast.
	2. Holly contacted Maria Tessone at University of Toronto to see how the issue of student supervision is handled in their IPE system; however, Maria is on sabbatical.
	3. Samantha contacted Sylvia Langlois from University of Toronto for the same information, who relayed that the sites that responded typically have students still accountable to their professional preceptor.
	4. During ELC breakout session Annette Iglarsh stated she was having a conversation with other boards involved with IPEC. Perhaps someone could ask her how others are dealing with student supervision – maybe at the next NAP meeting?

Meeting adjourned at 11:38 PST.