**Consortium on Humanities, Ethics and Professionalism**

Leadership Committee Meeting

August 12, 2019

11:00 a.m. Central Time

Via Zoom

***Meeting Minutes***

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| *Attendees*    *Unable to attend* | Jennifer Hastings, Sarah Luna, Cindy Dodds, Shelly Lewis, Jim Brennan, Nathan Brown, Sarah Caston  Bruce Greenfield, Donna Smith | | |  |
| *Purpose* | To discuss topics related to humanities, ethics and professionalism in Physical Therapy education | |  | |
| *Agenda Item* | | *Summary & Action* | | |
| **New membership** | | * Welcome Sarah Caston to the Leadership Committee. Sarah will serve with Jim and Bruce on the Nominating Committee. | | |
| **Chair’s report** | | * The budget will be the same as past year with 1 exception: funding was added to send the chair to the ACAPT BOD meeting annually. | | |
| **ELC** | | * CHEP Leadership Committee meeting will be Saturday, Oct 19, 4:30 p.m. to 5:30 p.m. in the Executive Suite * CHEP business meeting will be Friday, Oct 18, 5-7 pm. Hyatt Regency Bellevue Auditorium. * Donna is working with the caterer on a wine & cheese menu * Invited artist is a poet from Washington Humanities * We do not meet criteria for being a nonprofit (not free event and open to the public) * Speaker’s fee is $300 + mileage * Sarah L. will send out info on speaker when received from Donna * Information from CHEP to be shared at CHEP booth at ELC: Scott Burns (Communications Committee) is collecting information. CHEP to send him info on: * Essay contest * Grant * NB & SL’s talk at ELC, web page * CHEP business meeting * Web page * Open positions * Sarah L. will send emails to CHEP membership re: * Grant * Essay contest * ELC events * Repository | | |
| **Listserv** | | * Shelly communicated with Sandy Brooks about Listserv, Sandy has an option that the Education Research Network is using, it is free. * Shelly will ask to preview that Listserv and compare with options discussed at our last CHEP leadership meeting | | |
| **CHEP webpage** | | * Grant and essay contest information have been posted * The repository is in the new format, but instructions on how to submit content to the repository need to be added   Process:   * Send content to CHEP email address * Secretary to forward to Chair for review * Chair then forwards to Sandy Brooks for posting to CHEP web page | | |
| **Nominating Committee** | | * Jim becomes the new chair of the nominating committee as Cindy moves into the Leadership Committee Chair position. * Sarah C. and Bruce are nominating committee members * Discussed revisiting timeline for appointed positions: web administrator and Listserv/repository manager | | |
| **Social Media** | | * Shelly will follow up with Sandy Brooks/Scott Burns to see if a social media account for CHEP is allowed. * If allowed, Sarah L. will start a CHEP FB page * Consider recruiting at ELC for an appointed position to manage Social Media for CHEP. | | |
| **Misc** | | * Sarah L. to send out emails to membership regarding: * Grant * Essay Contest * ELC reminders * New repository format & link? | | |
| **Next meeting** | | * Short meeting prior to ELC to keep planning on track * 9/12/19, 11:00 am Central Time | | |
| **Action Items** | | * Sarah L - email communication to membership re: grant, essay contest, ELC events, repository * Sarah L. If allowed- short CHEP FB page * Nathan - add instructions on webpage for how to submit content to repository * Shelly - follow up with Sandy Brooks about previewing Listserv * Shelly- follow up with Scott Burns/Sandy Brooks about whether or not social media is allowed * Donna - continue to finalize ELC plans, menu * Donna - send bio information on poet to Sarah L. who will send out to CHEP membership | | |
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Meeting adjourned: 11:30 p.m. CST