**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 CastonBruce 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.
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| **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.
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| **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
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| **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
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| **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
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| **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
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| **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.
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| **Misc** | * Sarah L. to send out emails to membership regarding:
* Grant
* Essay Contest
* ELC reminders
* New repository format & link?
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| **Next meeting** | * Short meeting prior to ELC to keep planning on track
* 9/12/19, 11:00 am Central Time
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| **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