Cognitive and Mental Health SIG: 7/22/2014 Phone Conference Minutes

1. Introductions:
   - The following people were on phone conference:
     - Chair = Lise McCarthy.
     - Vice-Chair = Mike Studer.
     - Secretary = Grace Knott.
     - Treasurer = Robert Clark.
     - Website Liaisons = Michele Stanley, Danille Parker.
     - Academic Liaisons = Laura White, Martha Zimmerman.
     - Clinical Liaisons = Jen Nash
     - Public Liaisons = Jan Bays, Jim Milani.
     - Research Liaisons = Sue Wenker
     - Board Liaison = Jill Heitzman.

   Absent: Karen Curran AGPT Liaison; Mona Fazzina, Research co-liaison, Robert Clark, Treasurer; Alicia Curry, role to be determined; Marian Over, role to be determined.

   Jill Heitzman of the AGPT BOD stated that the AGPT BOD wanted to get this SIG started several years ago and were very pleased with the response.

   Lise reiterated to the group that officer positions are elected positions and will be voted on at CSM 2015. All other positions are appointed positions by the Chair and BOD.

2. Reviewed upcoming deadlines:
   - 9/10/2014: GeriNotes CMH SIG advertisement submission for November issue on Dementia and should include the following information:
     - CMH SIG has been formed and approved by the Board of Directors.
     - CMH SIG invitation to attend 2015 CSM meeting (room for 40-50 already reserved).
     - CMH SIG invitation to all AGPT members to visit CMH SIG website to share ideas and to obtain resource information.
   - 10/2014: CMH SIG 2015 Budget Request submission to Board Liaison.
     - Current SIG Budget supports:
       - Chair or alternate officer 2015 CSM attendance; and
       - Chair or alternate officer attendance 1 non-PT sponsored educational meeting with summary report submitted to GeriNotes.
     - Projected SIG Budget allows additional monetary support for special projects (e.g. educational programs, videos) and must be approved by Board of Directors (BOD).
   - 12/2014: CMH SIG Progress Report submission to Board Liaison.

3. WebPage: Our group began discussion of the website development by reviewing the current AGPT SIG webpages with the group discussing what they liked in each of these webpages. Group consensus was to state our primary objectives in bullet format and include language reflective of APTA’s vision statement when outlining our objectives. The group decided to remain openly broad in order to not limit any focus on cognitive and mental health issues and behaviors affecting the older adult.

   It was determined that Karen Curran will work with the web developer to create our webpage after we submit what we would like on the webpage. We agreed it was important to post our minutes from our meeting to show potential members understand we are active and dynamic SIG. We also agreed we should be open to having
other Liaisons; the role of Inter-Section Liaison was identified as important. We decided to make a list of our shared references, resources, and websites and to post this list on our webpage as a starting point. Lise requested that all officers email how they want their names listed with their credentials by the end July as this information will be listed on the website. Our Goal is to have the webpage up and running by the middle of August.

   a. BOD recently mandated universal SIG Standing Rules (aka By-Laws).
      i. The main thing we would have to add is our objectives in Article II.
   b. CMH SIG Standing Rules must be submitted to Board Liaison for BOD approval.
   c. Liaison positions need to be added to Article re: Committee Taskforce description.
   d. Standing Rules submission to Board Liaison: deadline = end of this month.
   • Board Liaison to notify Chair of next AGPT website update date: deadline = end of month.

5. Discussed each Liaisons’ roles:
   • 1-2 hour monthly commitment focused on information gathering within a focused interest.
   • Send brief monthly report to Chair listing information collected so it can be organized and approved for mass dissemination.

6. Group decided that the best way to disseminate information at this time instead of doing it through email would be to transition to the Listserve.

Minutes submitted by:
Grace Knott PT, GCS
Founding Secretary
Cognitive and Mental Health SIG
Academy of Geriatric Physical Therapy