

Master Worksheet (updated 4/2017)

| <i>CHARGE</i> | <i>DATE CHARGED</i> | <i>DUE DATE</i> | <i>ARCI</i> | <i>STATUS</i> |
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| <p>Practice and Research Committee be charged to investigate avenues for collaborating with the PA State Board of Physical Therapy regarding the interpretation of requirements for approved contact hours in order to support and address members' concerns about the restrictions on continuing education content areas that are currently approved by the PA State Board of Physical Therapy.</p> <p style="padding-left: 40px;">Such strategies to be employed should include but not be limited to:</p> <ol style="list-style-type: none"> 1. Review of the current requirements and practices for contact hours approval by the PA State Board of Physical Therapy 2. Identify areas that seem ambiguous related to continuing education content that qualifies as "relating directly to patient care" 3. Develop strategies regarding | 1/15 | No date specified | A-BOD R-PRC C-State Board; CCEC; mem I-mem | <p>Practice and Research Committee included update on activities of the State Board Liaison Work Group in 1/2016 Board Report . They have had one meeting.</p> <p>4/2016 report at BOD meeting: 1) looking for a member to chair the State Board Liaison Work Group 2) SBPT has not responded to invite to have one of their members serve as a liaison to this group</p> <p>10/2016 Scott Voshell will be attending the SBPT meetings</p> <p>4/2017 Scott Voshell continues to attend SBPT regularly. He has provided an update on the state of the SBPT, but not on the progress on this particular issue</p> |

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| <p>the interpretation of what courses can qualify for approval to better reflect what the chapter and members feel are supportive of quality patient care</p> <p>4. Provide guidance for developing objectives that will meet the requirements for assigning contact hours</p> | | | | |
| <p>PPTA Holiday E- Card picture to be taken at the 2016 PPTA Conference</p> | 11/15 | | <p>A-BOD R-MC C- chapter office I-mem & vendors</p> | <p>Did not occur Do we want to recharge Membership for 2017 PPTA Conference?</p> |
| <p>The Membership Committee was charged to monitor the effectiveness of the Career Starter Dues program that the Chapter is currently piloting and provide Semi Annual reports to the Board beginning in January of 2016 and through 2017. This should include an outreach to similar sized Chapters who had entered the pilot in 2014 for the purpose of gaining insight into the effectiveness of the pilot in their chapter</p> | 8/15 | <p>Reports due June and Dec 2016 and 2017</p> | <p>A-BOD R-MC C-other chapters; APTA; chapter office I-BOD</p> | <p>Reports not received. At the January 2017 BOD meeting, New Membership Chair did present a comprehensive analysis of the status of PA membership historically and in comparison to similar states. Although student membership was analyzed, this specific metric was not addressed, particularly a comparison of our success with the CSD program to other similar sized states.</p> |
| <p>Charge the Practice Act Work Group to pursue unrestricted direct access as</p> | 1/16 | <p>Quarterly reports as part of the</p> | <p>A-BOD R-</p> | <p>Written reports at 4/16 and 10/16 BOD meetings with</p> |

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| the priority issue. | | PPAC BOB report | PPAC/PAW G C-leg; State Board, APTA I:mem | updates at 6/16 and 8/16 BOD meeting. Ivan Mulligan, the committee chair, presented a PP at the 4/17 BOD meeting |
| Chapter Office Building Taskforce to assess the future direction/use of Chapter Office Building | 4/2016 | Report for Oct 2016 mtg | A-BOD R- taskforce C-real estate rep I: BOD | Status: decision was made at Oct 2016 BOD to work with real estate rep for a tenant. Additional report at Jan 2017 BOD. Task force now to create pro/con list for selling the building and ask real estate rep to provide price of renting amount of space we decided we need. Decision made by BOD at 4/17 meeting to not sell at this time. Re-consideration should occur with each strategic planning cycle unless required sooner due to changes in circumstances. The task force was disbanded |
| Executive Committee charged to look at pricing structure for Districts CE offerings and offer potential changes and recommendations | 4/2016 | Report for Oct 2016 meeting | A: BOD R-EC C-CCE I- BOD | Report presented and reviewed at Oct 2016 BOD meeting. Task force formed at October 2016 BOD. Presented and discussed at Jan and Feb BOD meetings with decision that districts will seek approval of board via email for |

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| | | | | any proposals outside of present guidelines |
| PAPTPAC to work with PPAC to create to branding campaign | 11/16 | Report to BOD Jan 2017 | A-BOD R- PAPTPAC- PPAC I-mem | Rough drafts of concepts presented by PAPAC for discussion and PAPAC to incorporate feedback into graphic for review by BOD |
| CCE committee charged to develop alternative conference structures | 10/2016 | Jan 2017 | A-BOD R-CCE C-mem I-BOD | Reviewed in Nov BO, CCE December meeting, and Jan BOD meeting Brainstorming activity addressing this occurred as part of Strategic Planning session on 4/17. |
| District Directors are to implement one of 3 strategies created during brainstorm session to increase membership 1) Implement a drawing for bringing a non-member to a district meeting 2) Assign a Student Liaison to each District's Board 3) Hold a Happy Hour one hour prior to district meetings for students and new professionals | Jan 2017 | Implement by March and report out on in Board report in April | A-BOD R-DD C-mem I-BOD | Completed |
| A Task Force on District Engagement, which would consist of the District Directors or their designees and be chaired by a member of the Membership Committee, is charged to | 4/17 | Report in August with commentary on what are determined to be the strengths and | A-BOD R-mem C-DD I-BOD | |

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| <p>examine the structure and operations of the Chapter's districts with a goal of enhancing member connection with PPTA at the grassroots level.</p> | | <p>weaknesses of the current operational model of meetings and communication with an update in October. A final report in January of 2018 should enumerate recommended approaches to greater involvement and participation of members at both the District and Chapter levels.</p> | | |
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Abbreviations:

BOD Board of Directors

CC Committee Chair

CM Committee Member

Leg Legal

E Ethics Committee

CCE Conference and Con-ed Committee

PPAC Public Policy and Advocacy Committee

FC Finance Committee

L Liaison

P President

MAL Member at Large

MC Membership Committee

AC Awards Committee

ACM Awards Committee Member

SACM Awards Committee Sub-member

WG Work Group

T Treasurer
Mem Member
Pub Public
ED Executive Director

CD Chief Delegate
D Delegates
EC Executive Committee

A Who is ultimately accountable for the charge?
R Who is responsible to complete the charge?
C Who can or should be consulted?
I Who needs to be informed?

Updated through April 2017 by Jane Oeffner