

**Orthopaedic Section, APTA, Inc.
Occupational Health Special Interest Group**

**Board of Directors Conference Call Meeting Minutes
December 12, 2006**

OHSIG Board Members:

Present: Margot Miller, Kathleen Rockefeller, Barb McKelvy, Jennifer Pollak and Jennifer Steiner.

Absent: Dee Daley, Nicole Matoushek and Linda Nicoli, Drew Bossen and David Miller

Call to Order:

Margot called the meeting to order at 9:00 AM Central Time.

Approval of Minutes:

The OHSIG minutes of the September 28, 2006 OHSIG Board Meeting were approved by unanimous consent.

President Report: Margot Miller

The OHSIG President's message continues to be included in *the Orthopaedic Magazine*. Margot attended the Orthopaedic Section Strategic Planning meeting which took place in LaCrosse, Wisconsin October 12-14, 2006. She stated that it was very good opportunity to participate in developing a 3 year Strategic Plan for the Orthopaedic Section and was appreciated by all of the SIGs. There will be a meeting with all of the SIGs at CSM which she feels will be productive and meaningful. The goal is to share ideas, problems and strategies. Margot recommended that all BOD members attend.

Occupational Health Specialization Certification Task Force: Margot Miller

Margot shared that we have met our goal of over 300 physical therapists agreeing to take the OH certification exam within 5 years of its availability. We also met the goal of 15 external letters from various customers in support of OH Certification. She is working with ABPTS and Tony Domenech, our liaison, to submit our petition for certification. Margot stated that the Orthopaedic Section BOD voiced support for the proposed Orthopaedic Section Certification.

Deb Lechner completed the Practice Analysis Manuscript in conjunction with Ken Harwood. Ken suggested we publish the manuscript which we have been considering. Margot has a call scheduled with Ken after the holidays. David, Barb, Margot and Jen will

review the manuscript. David will initiate the process and send it to Barb who will also review.

Vice President Report: Kathy Rockefeller

The OSHA Alliance Task Force was submitted to OSHA. Mary Fran and Ken are waiting to hear from OSHA and anticipate it should be wrapped up 1st Quarter of 2007.

Secretary Report: Barb McKelvy

Minutes from the last board conference call have been distributed to all board members, our APTA liaison, Bill O' Grady and Tara for the web site.

Treasurer Report: Nicole Matoushek

The report was submitted by Nicole.

Year to Date Actual: \$2,084.16

Annual Budget: \$4, 395.00

Remaining Funds: \$2,310.84 (53% of the annual budget)

All board members agreed that the budget needs to be expanded to enable the OHSIG to thrive.

Nominating Report: Linda Nicoli, Chair

We are pleased to have a full slate of candidates. Elections will be held at CSM.

Education Committee: Dee Daley, Chair

Dee sent an outline of the OHSIG CSM 2007 Education Planning Outline for the BOD to review. Margot will contact Dee to request an email to all OHSIG BOD members, for clarification of the program detail and our individual roles.

Membership Committee: Jennifer Steiner, Chair

Jennifer stated that she spoke with Tara and asked her to update our website by changing the font of "Join SIGs" to red so it has better visibility and attracts interest. Tara also talked with Jen about the possibility of sending a welcome letter to all new Ortho section members that promotes the SIGs. Jen will check with Tara about this since many of the board members thought this was already being done.

Jen also suggested we have more visibility at CSM, perhaps at the Ortho Section booth. The BOD agreed more visibility would be ideal and all agreed that an OHSIG give away would be an excellent idea. Jen will talk with Tara about these ideas.

The next email blast will be sent in the middle of January.

New Business: None

The meeting was adjourned by unanimous consent at 11:00 AM Central Time.

Respectfully Submitted,

Barb McKelvy, PT, Cert. MDT
OHSIG Secretary