
ORTHOPAEDIC SECTION, APTA BOARD OF DIRECTORS ORIENTATION



BYLAWS, STRATEGIC PLAN, POLICIES AND BUDGET



- Orthopt.org > Governance

STRATEGIC PLAN PROCESS



- The Section will undertake strategic planning every 5 years.
- Each strategic planning meeting will take place in conjunction with the Fall Board of Directors Meeting.
- The Board of Directors will supply the Finance Committee with the information necessary to accomplish strategic plan objectives in the upcoming year.
- The Board of Directors will approve the annual Section budget at the Fall Meeting in 4 October.

POLICY REVIEW



- The time table for review of the individual policies is as follows:
 - **April** - Membership, International Partners
 - **May** - ICF, Research
 - **June** - Practice, PR/Marketing
 - **July** - Board of Directors, Board/Committees/SIGs
 - **August** - ISC, Journals/Newsletters
 - **September** - Finance, Nominating
 - **October** - Education, SIG EIG Rules of Order, SIG Cover Pages
 - **November** - Awards, Web Site, Osteo Blast

BUDGET



- DeFlorian Report
- Sample of Budget
- Special Interest Groups
 - Annual Budget
 - Encumbered Funds
 - SIG/EIG Rules of Order

(Orthopt.org > Governance > Policies > Finance)

Page 8, Line 29 – Budget Development, Analysis, Recommendation and Approval Policies

SPECIAL INTEREST GROUPS (SIG)



- SIG Officers consist of a President and a Vice President/Program Chair,
- Provides a proposal for 2 hours of educational programming each year at CSM or a Section annual meeting as requested by the Education Committee Chair
- Conduct an annual SIG business meeting at CSM
- Hold at least 2 conference calls per year to conduct SIG business.

SPECIAL INTEREST GROUP BUDGETS

- The SIG is provided an annual budget of \$2,500.00 each calendar year. Any unused portion does not roll over into the next year.
- SIG budgets shall be submitted to the Finance Committee by June 15 of each year.
- After a SIG has spent the \$2,500 allocated for a given year, all other expenses incurred will be taken out of the SIG's encumbered funds. If no encumbered funds exist, special approval of the Section Board of Directors is needed prior to receiving additional funds beyond the \$2,500 that is allocated per year.
- All SIG finances shall be managed and controlled through the Section office with the Executive Director and Section President as fiscal administrators. If the SIG desires to undertake a special project and the project requires funding beyond the budgeted \$2,500, the SIG must submit to the Section Board of Directors for approval a formal written proposal
- Money can be earned for SIG Encumbered Funds through:
 - An Independent Study Course when the topic is related to a SIG
 - A CSM Pre-Conference course that is co-sponsored by the SIG

EDUCATIONAL INTEREST GROUPS (EIG)



- EIG Officers consist only of a Chair
- Provides a proposal for 2-3 hours of educational programming each year at CSM or a Section annual meeting as requested by the Education Committee Chair
- If the CSM EIG programming submitted by the EIG Chair is not selected by the Section Education Committee, the EIG Chair will not be reimbursed to attend CSM and will also not be required to attend the EIG roundtable at the Section's CSM First-timers breakfast.



BOARD OF DIRECTORS DUTIES AND TERMS

- 3 Principle Officers: President, Vice President, Treasurer, and 2 Non-Officer Directors, all of whom must be Section members and are elected by the Section membership;
- Each position is a 3-year term; no person shall be elected to serve more than two (2) full consecutive terms in the same office; no person shall serve more than four (4) complete consecutive terms on the Board of Directors.
- In addition, the Education, Research and Practice Committee Chairs serve as non-voting advisory members on the Board of Directors.
- A full description of Board of Director duties can be found on the section website (Orthopt.org > Governance > Section Policies > Board of Directors Policy Document > II. Governance > C. Duties of Elected Officers)

BOARD OF DIRECTOR MEETINGS



- Board of Director Liaisons
- Location
- Process for submitting agenda items
- Consent Calendar
- Agenda
- Voting on the Board of Directors

BOARD OF DIRECTOR LIAISONS



- All Board of Director members are liaisons to committees, SIGs and EIGs
- All members of PR committee are liaisons to other committees and Board of Directors
- Scott Davis, Director
 - Board Liaison to: Research, Public Relations/Marketing, Pain Management SIG, Clinical Research Network Task Force, Outcomes Database Task Force
- Dan White, Research Chair
 - Board Liaison is: Scott Davis, Director
- Nancy Bloom, Education Chair
 - Board Liaison is: Gerard Brennan, Vice President
- (link to website)

LOCATION



- ❑ Conference Calls
 - Typically the 2nd Monday of each month
- ❑ Face to face meetings
 - CSM 2016 - Anaheim, CA
 - February 17-20, 2016
 - 2016 Annual Orthopaedic Section Meeting – Atlanta, GA
 - May 5-7, 2016
 - July 2016 BOD Meeting – La Crosse, WI
 - July 27–30, 2016
 - October 2016 BOD Meeting – La Crosse, WI
 - October 26–29, 2016
 - CSM 2017 – San Antonio, Texas
 - February 15-18, 2017

ANNUAL MEETING HISTORY



- Our first Annual Meeting was held May 2-4, 2013 in Orlando, Florida
- The Board of Directors decided to offer an Annual Meeting to meet additional needs of our members that CSM was not providing.

PROCESS FOR SUBMITTING AGENDA ITEMS



- All materials to be discussed including motions, etc. are to be submitted to the Section office by the end of business day on the Tuesday before the call.
- Framework for any Motion being presented for a conference call or email vote
 - Action Item: Definition
 - Motion
 - Support Statement
 - Fiscal Implications



CONSENT CALENDAR

- The Section office prior to the Board meeting will solicit potential motions or items for the consent calendar.
- The President, Vice-President, and the Executive Director will review the submitted motions/items and determine those that will be placed on the consent calendar.
- The consent calendar is then sent to all Board members for their review. Any item on the calendar can be requested to be moved onto the meeting agenda as a separate discussion item.
- Once the consent calendar items have been finalized, one item will be added to the agenda to approve the entire calendar. This item will be the first order of business after approval of the previous meeting minutes and the agenda.
- Any time sensitive items on the consent calendar will be handled via an e-mail vote prior to the next Board meeting.

AGENDA



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ORTHOPAEDIC SECTION, APTA, INC.
BOARD OF DIRECTORS CONFERENCE CALL MEETING
DECEMBER 14, 2015

AGENDA

Conference line
Call Information
<https://orthopaedicsection.globalmeet.com/Terri>
Click here for detailed log in instructions
719-457-1414 - Toll
888-619-1583 – Toll-free
Passcode
536481

I. APPROVAL OF MINUTES AND AGENDA

- A. Use of Robert's Rules of Order
- Board Meeting Ground Rules
 - Share the air – we want to hear everyone's opinion, even if it is a descending one
 - Silence implies agreement
 - Agree to disagree without being disagreeable
 - Honor confidentiality
 - Respect all participants and all differences of opinion
 - Listen to the person who is talking
 - Work to build consensus
- B. Approval of the Agenda
- C. Approval of Minutes
- D. Adopt Motion(s) on Consent Calendar
- E. The following motions were adopted unanimously via e-mail – ADOPTED (unanimous)

II. MOTIONS

Action Item:

=MOTION=

Support Statement:

Fiscal Implication:

III. DISCUSSION ITEMS

A. Education Committee

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- B. Research Committee – Scott Davis, Chair
C. Practice Committee – Kathy Cieslak, Chair
D. Publishing/Technology Updates – Chris Hughes, Editor
E. Gerard Brennan, Vice President
F. Kim Wellborn, Treasurer
G. Aimee Klein, Director
H. Terri DeFlorian, Executive Director
I. Stephen McDavitt, President

IV. BOARD LIAISON DISCUSSION ITEMS – None submitted

- A. Pam Duffy, Director
B. Aimee Klein, Director
C. Kim Wellborn, Treasurer
D. Gerard Brennan, Vice President
E. Stephen McDavitt, President

V. FYI

- A. President's Updates – Stephen McDavitt, President
B. Aimee Klein, Director
C. Advisory Members to the Board Updates
 - Education – Tess Vaughn, Chair
 - Research – D. Scott Davis, Chair
 - Practice – Kathy Cieslak, Chair
 - Terri DeFlorian, Executive Director

C. Board Liaison Updates
D. Upcoming Board of Directors Meetings (Conference Calls ~ 8:00 PM EST)

VI. CLOSING COMMENTS – Steve McDavitt, President

- A. Time for individuals to express any feelings they have on any issue discussed prior to adjourning the meeting.

ADJOURNMENT

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VOTING ON THE BOARD OF DIRECTORS



- The Education, Research, and Practice Chairs are considered advisory members to the Board of Directors. Their role is to attend all meetings of the Board of Directors and give input and advice as appropriate including all electronic Board communication. The Education, Research and Practice Chairs may make motions, second motions, and debate/discuss, but may not vote.
- At a Board of Director's Meeting any Board member including the Education, Research or Practice Chair can bring forth a motion. Anyone present at the meeting can discuss the motion but only the voting members of the Board of Directors can vote on the motion. The President's vote will determine whether or not a motion passes when there is a tie vote.
- Voting members of the Board are: President, Vice-President, Treasurer, and Directors

REIMBURSEMENT POLICY/FORM



- Reimbursement for budgeted travel by the Section staff, members, invited speakers or consultants will be made as follows:
 - Hotel reimbursement will not exceed the single room rate at the convention hotel(s).
 - Airfare reimbursement is based on coach fare of \$550.00. Total travel reimbursement not to exceed \$600. Anything above this amount requires approval by the Executive Director.
 - Mileage reimbursement will follow the IRS guideline.
 - Per Diem is limited to \$65 per day, receipts required. Per Diem is limited to \$36.00 per day when receipts are not submitted.
 - Note: when meals are provided by the Section, the applicable meal allotment will not be reimbursed. (\$15 – breakfast, \$20 – lunch, \$30 – dinner)
 - All reimbursements for expenses need to be submitted within 60 days to receive 100% of expenses submitted. After 60 days reimbursement will be at the rate of 75%.
- When utilizing the Section's travel agent, airfare will be charged directly to the Section credit card.

ORTHOPAEDIC SECTION, APTA, INC
 2920 EAST AVENUE SOUTH, Suite 200, LA CROSSE WI, 54601 800-444-3982 FAX 608-788-3965
REIMBURSEMENT REQUEST

Name: _____
 (PLEASE PRINT)

Meeting: _____

Date: _____ **Place:** _____

Reimbursement is on the basis of actual hotel expenses (room and tax) plus actual travel costs (plane, train, bus) and actual local ground transportation. Hotel reimbursement will not exceed the single room rate at the convention hotel(s). Airfare reimbursement is based on coach fare of \$600.00. Anything above this amount requires approval by the Executive Director. Mileage will be reimbursed at .54/mile. Per diem is limited to \$36.00 per day, UNLESS receipts are attached, whereupon, per diem will be reimbursed UP TO \$65.00 per day. Any meals provided by the Section will be deducted from your reimbursement as follows: \$15 for breakfast, \$20 for lunch and \$30 for dinner. All reimbursements for expenses need to be submitted within 60 days to receive 100% of allowable expenses. Requests for reimbursement received after 60 days will only be reimbursed up to 75% of the total allowable expenses.

DATE	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTAL
TRAVEL								
Auto mileage \$.54/mile x .54 miles								
Airfare								
Taxi								
Parking/Tolls								
LODGING/MEALS								
Hotel Single room rate								
Meals								
TOTALS								
Office use only								

I certify that this travel expense report is correct and that these expenses are not being submitted for reimbursement to any other organization:

Today's date: _____

Name: (please print): _____

Signature _____

Phone: () _____

Mail check to: _____

BOARD INITIATIVES



- Branding and Communications Plan
- National Orthopaedic Physical Therapy Outcomes Database (NOPTOD)
 - Physical Therapy Outcomes Registry (PTOR) Agreement with APTA
 - Pilot Projects
 - [Click Here for details on Section website](#)
- ICF-based Clinical Practice Guidelines (CPG)
 - [Click Here for details on Section website](#)
 - ICF-based CPG Coordinator
- Annual Orthopaedic Section Meeting (AOM)
 - [Click Here for details on Section website](#)
- Clinical Research Network (CRN)
 - [Click Here for details on Section website](#)

VOLUNTEER INTEREST POLICY

■ **Identification of Need**

- The Orthopaedic Section Board of Directors (BOD), Committee Chairs, SIG Presidents, or any other Board appointed group (ie, ISC Advisory Panel), identify a need to appoint a member volunteer to a specific committee or task force.
- The BOD, Committee Chair, or SIG President would need to complete the Volunteer Request Form for the position.
- The Volunteer Request Form would be forwarded to both the Section office and Board Liaison.

■ **Board of Director Action**

- The request will be forwarded to the BOD by the Section President.
- BOD, Committee Chair, or SIG President will determine the timeline for receiving replies to the request.

■ **Member Notification Process**

- Members will be notified by: Monthly Osteo Blast, Specific Email Blast, Facebook Post, Twitter Post

VOLUNTEER INTEREST POLICY

■ **Appointment Process**

- All applications to the request will be 'collected' by the Section office.
- Once the deadline has passed, the applicant information will be forwarded to the appropriate group for selection.
- If the need came from a Committee or a SIG that group will review all candidate information and make a selection.
- If the need came from the BOD, the 2 Directors will review all candidate information and make a selection.
- Once the selection has been made, the individual's credentials (including application) will be forwarded to the BOD for approval.
- Approval will be done via: Monthly BOD conference call meeting or Email vote

■ **Request to Serve Form**

- The Request to Serve Form will be placed on the Section website. A link to this form will be included in each monthly Osteo Blast to the membership.
- Completed forms will be returned to the Section office. Member name, email address and area(s) of interest will be entered into the Request to Serve Spreadsheet maintained by staff.
- When the BOD, Committee Chairs, or SIG Presidents identify a need by completing the Volunteer Request Form, the Request to Serve Spreadsheet will be used to identify members interested in serving in the area of need.
- [Click here for Orthopaedic Section Involvement Form](#)

VOLUNTEER INTEREST FORM

- To the right is the template for interest in a specific position.

Title – Include Name of Committee or Task Force

Position title: Would include specific title, e.g. Member, XYZ Task Force, Orthopaedic Section

Committee/Task Force Charge: This is where we would be able to present the charge(s) of the group, allowing the volunteer insight into the work required of the group and expected 'outcomes'.

Term (duration): Should include approximate dates (e.g. months, year) to allow the interested member understanding of time commitment. **E.g. 2 year appointment**

Time expectancy: This would include meetings (face to face, # of days) and location of meetings, conference calls etc. **E.g. Yearly meetings, 1 day at CSM**

Travel requirements: Would include # of days out of 'office' including travel days. Who would be responsible for travel. **E.g. Would need to attend CSM; would be reimbursed for 1 day Room/Board**

Fiscal implications: Will the Section be supporting this position and if so at what rate. **E.g. \$ 250 (room); per diem for a total of \$50.00**

Essential requirements of position: Here we would include the role(s), responsibilities and characteristics needed for this position. **E.g. knowledge of outcome measures and use in clinical practice, experience in literature searching, ability to collaborate and communicate in a large group.**

If interested in this position a candidate will submit the following:

1. Curriculum vitae
2. Brief essay (500 words max) on how your talents and experience meet the position requirements.



SECTION ACCOUNTS

Outstanding Debt(s):

- Foundation Center of Excellence for Health Services Research payment of \$15,000 due January 2016 and \$15,000 due June 2016. This is a 5 year commitment beginning January 2014 and ending June 2018.

Investment Account Balances:

- LPL Building Fund (As of 12-31-15) \$ 352,731
- LPL Reserve Fund (As of 12-31-15) \$ 1,205,403
 - Includes SIG encumbered funds equaling \$127,987 as of 12/2014
 - Includes amortization of capital equipment equaling \$21,529 in 2015
- LPL CDs
 - \$ 85,000 – Due June 20, 2016
 - \$ 86,000 - Due March 2, 2016
 - \$ 87,000 – Currently in money market fund
 - Total = \$258,630
- Wells Fargo Advisors Research, Education and Practice
- Endowment Fund (As of 12-31-15) \$ 2,457,220

Checking Account Balance:

- Wells Fargo Checking As of 12-31-15 \$ 135,708

BUILDING/TENANTS



- The Section owns the building and occupies the second floor
- The first floor is leased to three tenants
- New HVAC system installed in Fall 2015

SECTION OFFICE OPERATIONS/STAFF



- Terri DeFlorian, Executive Director
 - Manages staff, Board of Directors, administration/finances, property management
- Tara Fredrickson, Executive Associate
 - Conference management, committees and SIGs, website
- Leah Vogt, Executive Assistant
 - Assists Executive Director and Executive Associate
- Sharon Klinski, Managing Editor
 - Independent Study Courses (ISCs)
 - *Orthopaedic Physical Therapy Practice (OPTP)*
- Carol Denison, ISC Processor/Receptionist
 - Member inquiries
 - ISC registrations

SECTION OFFICE



Built in 1995