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| Home | **Location:** Zoom Link: <https://wvu.zoom.us/j/95658068458> |  |
| Daily Calendar | **Date:** Tuesday Sept 20th, 2022 |  |
|  | **Time:** 1p EST |  |

**I. Call to Order/Roll Call**

* Kimeran Evans, PT, DPT, PhD – Chair
* Jamie Dehan, PT, DPT, PhD – Vice Chair
* Ashley Poole, PT, DPT, CCS – Secretary/Treasurer
* Derek Liuzzo, PT, DPT, PhD – Nominating Committee Chair
* Heather Green, PT, DPT – Nominating Committee Member

**II.** [**ELC 2022**](https://educationalleadershipconference.org/events/annual-conference/2022/) **AF SIG Meeting Planning**

* Meeting Schedule
  + AF SIG Meeting - **Fri Oct 28th 5:30-7p CST** – AF SIG Business Meeting – 102 C
  + Other Meetings of Interest to AF SIG Leadership: **Thur Oct 27th 6-9p CST** – Academy + ACAPT Hot Topics Open Forum – Ballroom AB
* Meeting Planning
  + Meeting content – business meeting first followed by live podcast-like panel
  + Meeting timeline –
    - 5:30 -6 30 min business meeting
    - 6-6:30 panel, time after for Q/A with guests
    - 6:30/6:45 - 7 networking social gathering
  + Food/drinks
  + Misc. logistics – will need 4 chairs/stools depending on # guests and 2-4 microphones
  + Potential guests for ELC – Gail Jensen, Terry Nordstrom, Scott Ward, Claire Peel, Greg Hicks, Lisa VanHoose
    - Kimeran will email Gail
    - Ashley will email Terry

**III. AF SIG Podcast Planning (**[**click here to view our Podcast Google Drive**](https://drive.google.com/drive/u/1/folders/1d2_9GtN4USMeIspFSvdCaUsMkky9DzBq)**)**

* Pam Levangie has agreed to be first podcast guest
  + goal to have this recorded/edited by mid-October – Kimeran & Derek with co-host first episode
* Planning
  + Scheduling (hosts and speakers)
  + Tech aspects – Derek to send music and logo options
    - Does Academy of Education want their branding on the podcast logo? Kimeran to reach out to Pam
  + Title – Kimeran will send link to vote on top 3 titles:
    - Faculty Flash
    - From the Whiteboard
    - Office House with a Physio
  + Fun Way to Close the Podcast
    - True/False
    - Two Truths and a Lie
    - Kimeran to include this in survey she sends out so people can submit ideas
  + How do we make this sustainable?
    - Housing information
    - Financial considerations
    - Subcommittee/workgroup for ongoing podcast

**IV. Other/New Business**

* **Next Meeting – Oct. 11th 1pm EST**