**RFESIG Executive Committee**

**Agenda**

**Date: September 9, 2022**

**Time Zone: 3:00 pm CT**

**Location: Zoom Meeting**

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| **Time** | **Topic** | | | | | **Purpose** | **Proponent(s)** | |
| 3:00 pm | Introductions & Roles   * Darren Calley Chair * Christina Gomez Vice Chair * Kristel Maes Secretary/Treasurer * David Nolan Membership Secretary * Laura Zajac-Cox Nominating Committee Chair * Casey Unverzagt Nominating Committee * Kris Neelon Communications Committee Chair * Eric Monsch & Ryan Pontiff Program Committee Chairs * Raine Osborne Scholarly Research Committee Chair | | | | | Introduction | All | |
| 3:10 pm | Officer Reports   * Chair – Darren Calley   + Review of SIG Objectives: support all res-fel members regardless of specialty areas   + Education Academy Updates   + Pediatric SIG Quality Standards document concerns: definition of program completion and retention rate in Quality standard 5.7 * Vice Chair – Christina Gomez   + Newsletters * Membership Secretary – David Nolan   + 365 members * Treasurer Secretary – Kristel Maes: no update | | | | | Update & Discussion | Officers | |
| 3:20 pm | Committee Reports   * Nominating Committee – Laura Zajac. Nomination deadline Dec 1st. Unsure which position is up for re-election. * Program Committee – Eric Monsch/Ryan Pontiff   Any needs for ELC, let Ryan know.   * [monsch@musc.edu](mailto:monsch@musc.edu); [ryanpontiff@gmail.com](mailto:ryanpontiff@gmail.com) * Scholarly/Research – Raine Osborne [raine.osborne@brooksrehab.org](mailto:raine.osborne@brooksrehab.org) | | | | | Update | Committee Chairs | |
| 3:30 pm | Upcoming meetings   * Executive Committee Meeting pattern: 2nd Friday of Jan, March, May, July, Sept, Nov @ 3:00 pm CT * ELC Oct 28-30, 2022; RFESIG to meet Friday, Oct 28 5:30-7:00 pm * CSM Feb 22-25, 2023; RFESIG to meet when? | | | | | Discussion | Darren | |
|  |  | | | | |  |  | |
| **Initiatives** | | | | | | | | |
| * Agenda/plan for CSM: will discuss at next meeting * Think Tank: utilization of resources, any data available? No link from ABPTRFE website to promote our resources. F/U with Kendra/Linda after a review of the content. Does the name of this resource connect with the resource it offers? How does the content complement what ABPTRFE offers? Review of current content needed. * Mentoring Program – Updates: survey 11 mentors on their expertise and identify mentors by expertise versus matching one-on-one * New Business: none | | | | | | | | |
| **Action Items** | | | | | | | | |
| ALL: brainstorm ideas for direction of Think Tank and bring to next meeting  ALL: Review tentative ELC agenda to be sent out by Darren  ALL: brainstorm ideas to promote SIG and collaboration with ABPTRFE and bring to next meeting | | | | | | | | |
| **Upcoming Dates** | | | | | | | | |
| **Next Meeting: ELC October 28, 2022, 5:30-7 pm CT**  **Next Executive Committee Meeting: November 1**1**, 2022, 3:00 pm CT** | | | | | | | | |
| **Attendance** | | | | | | | | |
| Darren Calley | | x | Kristel Maes | x | Laura Zajac-Cox | | | x |
| Christina Gomez | | NA | David Nolan | x | Casey Unverzagt | | | x |
| Kris Neelon | | NA | Eric Monsch | NA | Ryan Pontiff | | | x |
| Raine Osborne | | NA |  |  |  | | |  |

X = Attending; NA = Not Attending