**RFESIG Executive Committee**

**Notes**

**Date: November 11, 2022**

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

**Location: Zoom Meeting**

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| **Time** | **Topic** | **Purpose** | **Proponent(s)** |
| 3:00 pm | Intro/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 |
| 3:05 pm | Officer Reports* Chair – Darren Calley
	+ ELC Academy Education Board items
		- Website review task force update
		- Length of tenure for SIG elected positions
	+ ELC SIG meeting recap – 35 members
		- Level 3 CCIP course not a mentoring focus
		- Mentoring Resource Manual Update and course with assessment-based certificate 2024 roll out
		- Poll everywhere questions
	+ RF SIG Chairs Meeting recap –
		- 12 members, meet 3x/year
		- ABPTRFE updates
		- Suggestion to communicate potential ABPTRFE feedback to standards committee
	+ Change in Exec Committee meeting patterns to different time than Friday pm (Wed pm?)
* Vice Chair – Christina Gomez
	+ Updates
* Membership Secretary – David Nolan
	+ Mentoring program transition to Just in Time Resources
* Treasurer Secretary – Kristel Maes
	+ 2022 ELC costs for Successful Mentorship for Residency and Fellowship Education Raffle
	+ 2023 SIG Budget increase to $2,500 annually
 | Update & DiscussionList of recommendations created. More control for SIGs3 years for all next terms. Consider 3 nominating committee members and become chair in 3rd yearIn development.No details on who is updating the resource manual and if the assessment will be required for mentorsSee top answers in screenshots at bottom of agendaFeedback/Suggestions can be sent via [Standards Committee](https://abptrfe.apta.org/about-abptrfe/who-we-are/standards-committee)Our communication: Emails versus Hub. Consider reinstating newsletter especially prior to CSM to highlight offerings related to residency/fellowship and include updates from other SIG chairs.NoneCurrent members : 372$750 spent for mentor course raffle. Purchase 1 more so we have 2 for CSM.Consider raffling a virtual registration to members, cost of CSM pre-course, gift certificate towards CSM registration, membership gift | Officers |
| 3:20 pm  | Committee Reports* Nominating Committee Chair – Laura Zajac
	+ Update on nominations for 2023
* Communications Chair – Kris Neelon
	+ Newsletters – timing
	+ APTA HUB
	+ Communications committee?
* Program Committee – Eric Monsch/Ryan Pontiff

monsch@musc.edu; ryanpontiff@gmail.com* Scholarly Research Chair – Raine Osborne raine.osborne@brooksrehab.org
 | UpdateVice Chair, nominating committee and membership secretary slots available and interested parties in each category. Nomination deadline Nov 15. Spring vote by email sent out by Academy in SpringKris started working on newsletterConsider a 2nd communications committee member | Committee Chairs |
| 3:30 pm  | Upcoming meetings* Executive Committee Meeting pattern: 2nd Friday of Jan, March, May, July, Sept, Nov @ 3:00 pm CT
* CSM Feb 22-25, 2023; RFESIG Friday, February 24, 2023: 1:00 PM - 3:00 PM, Hilton Bayfront, Sapphire 402
 | Discussion | Darren |
|  |  |  |  |
| **Initiatives**  |
| * Agenda/plan for CSM
* Just in Time Resources – Mentoring and Education resources: revamp mentoring program to resources on website
* Research Collaborative Initiatives
* Think Tank Refresh
* New Business
 |
| **Action items** |
| * Darren to f/u with website developers to add resources tab
* Kris create newsletter to be sent out in January with ELC recap and CSM items to look for
* Kristel to send out a poll with options
* Darren to purchase 1 more mentoring course registration
* Brainstorm ways to spend the 2023 $2500 budget to discuss at next meeting
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| **Upcoming Dates** |
| **Next RFE SIG Meeting: CSM February, 24 2023, 1-3pm PT****Next Executive Committee Meeting: January 11 or 13, 2023, 3:00 pm CT** |
| **Attendance** |
| Darren Calley | x | Kristel Maes | x | Laura Zajac-Cox | x |
| Christina Gomez | x | David Nolan | x | Casey Unverzagt |  |
| Kris Neelon | x | Eric Monsch |  | Ryan Pontiff | x |
| Raine Osborne |  |  |  |  |  |

X = Attending; NA = Not Attending





