**RFESIG Executive Committee**

**Agenda**

**Date: January 13, 2023**

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

**Location: Zoom Meeting**

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| **Time** | **Topic** | **Purpose** | **Proponent(s)** |
| 3:00 pm | Intro | Introduction | All |
| 3:05 pm | Officer Reports* Chair – Darren Calley
	+ Length of tenure for SIG elected positions
		- Need to recommend 2 vs 3 year terms
	+ Selecting Distinguished Mentor in Residency/Fellowship Education Award
		- 3 nominees
	+ AOE Updates
	+ Use of ELC survey data
* Vice Chair – Christina Gomez
	+ Updates
* Membership Secretary – David Nolan
	+ Web page changes for Just in Time Resources
		- Submitted to Michelle Doyle & Sherry Battle for changes via web vendor (Caduceus), takes up to 5 days
* Treasurer Secretary – Kristel Maes
	+ 2022 SIG Expenses
	+ 2023 SIG Budget increased to $2,500
 | Update & DiscussionChair positions moving to 3 year termsWe recommend 3 year terms1 not AOE member so not considered. Only 1 SIG member.3 nominating members score rubric in the future with input from Vice Chair as needed379 membersLooking for feedback on content for mentor resources and then connect with ABPTRFE for link from their pagePurchased 4 gift certificates to mentor course for total of $1000, 2 gift certificates will be for CSMScholarship for programs to have mentors/residents/fellows to attend CSMIdea for hosting a residency/fellowship symposium either virtually or in person | Officers |
| 3:20 pm  | Committee Reports* Nominating Committee Chair – Laura Zajac
	+ Update on elections/nominations for 2023
* Communications Chair – Kris Neelon
	+ Newsletters – January send out
	+ APTA HUB
	+ Communications committee -
* Program Committee – Eric Monsch/Ryan Pontiff
* Scholarly Research Chair – Raine Osborne
 | Update1 nomination | Committee Chairs |
| 3:30 pm  | Key Discussion Items* Content for Just In Time Resources
* Plans for CSM RFESIG Meeting
* Use of SIG Budget
 | Discussion | Darren |
| 3:45 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 | all |
| **Initiatives** |
| * Agenda/plan for CSM: repeat survey as we might have more members attend
* Just in Time Resources – Mentoring and Education resources: have programs develop mentoring videos
* Research Collaborative Initiatives
* Think Tank Refresh: create list of content experts to be posted on website as resource
* New Business
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| **Meeting decisions** |
| We recommend moving all terms to 3 yearsLaura and Casey hold 3 year terms, will have 3 nominating committee membersDarren will look if bylaws need to be updated for thisLaura to reach out to Christina (nominating committee applicant) to let her know that term is 3 yearsMorris “Rick” Beato, PT, DPT, NCS, GCS awarded Distinguished Mentor in Residency/Fellowship Education Award 2023. Will receive award at CSM.Distinguished Mentor in Residency/Fellowship Education Award selection: 3 nominating members score rubric in the future with input from Vice Chair as neededDarren to reach out to Kendra/Linda to see what the most common questions are and how we can support themKristel to ask Joe Basso if site reviewers can serve as mentors in the RFSIGBudget 2023: Scholarship for programs to have mentors/residents/fellows to attend CSM (5 $200 gift certificates) in return for creating mentoring videosRaine to find someone from the collaborative initiatives to represent at CSM RFSIG meetingDarren to f/u on newsletterDarren to f/u with Cameron and Kris Neelon |
| **Upcoming Dates** |
| **Next RFE SIG Meeting: CSM February 24, 2023, 1-3 pm PST****Next RFE SIG Executive Committee Meeting: March 10, 2023, 3:00 pm CT** |
| **RFESIG 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
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| **Attendance** |
| Darren Calley | x | Kristel Maes | x | Laura Zajac-Cox | x |
| Christina Gomez |  | David Nolan | x | Casey Unverzagt | x |
| Kris Neelon |  | Eric Monsch | x | Ryan Pontiff | x |
| Raine Osborne | x |  |  |  |  |

X = Attending; NA = Not Attending

Mentoring categories for videos:

* Introduction of mentor and resident/fellow to patient
* Pre-session discussion between resident/fellow and mentor
* Challenging of clinical reasoning during a mentoring session
* Debrief after a session