

REVIEW OF CONCLAVE/SPRING MEETING DETAILS

MEETING INFORMATION

Objective: Discuss spring meeting details and review of student conclave.

Date: 04/17/2017
Time: 7:33 PM- 8:30 PM
Location: Google Hangout

AGENDA

Items:

1) Review of Student Conclave EP SIG booth

- a) Need more printouts of pamphlets
- b) More i-pads to sign up
- c) Everyone loves candy
- d) Focus more on late 2nd and 3rd years, inform 1st years and others

2) Spring Meeting

- a) E-mail Jamie and Julia re: exhibitors information to get raffles (Ariana)
- b) Session Pamphlet (Maggie)
 1. Bios of speakers
 2. EP SIG info
 3. Social media info
 4. PT pub night

<https://docs.google.com/document/d/1Audn0jQR66837QgXOsrdj2zZk94AhBBLXEdFwFd28-w/e/dit>

3) Focus Groups

- a) May 6, Arizona Spring Meeting at lunch with early professionals and seasoned clinicians
- b) **Valerie, Maggie, Jen Howe** will facilitate seasoned professionals focus group-come up with discussion points by April 15th
- c) **Ariana, Jen C** will facilitate early professional season focus group-come up with discussion points by April 15th
- d) **Beth** float in between the two groups

4) Booth

- a) Can have a booth or table if room is available (contact Brandy, Jamie/Julia)
- b) Flyers (**Ariana** is looking into printing them at ATSU)
- c) Bring a small bag of individually wrapped candy (**Everyone**)
- d) iPads to have people sign up for the EP SIG at booth (**NEED VOLUNTEERS**)
- e) Need to purchase a disposable tablecloth (**Beth**)

5) PT Pub Night

- a) Saturday, May 6

- b) Contact Julia Rice for list of exhibitors for raffles
- c) Mother Bunch (**Ariana** to contact Mother Bunch)
- d) 50/50 raffle ?
- e) Ask exhibitors for raffle prize contributions (**Beth** emailed Jamie)
- f) Icebreaker activity (**Jen/Val**)

6) Social Media

- a) Up and active during Spring Meeting!
- b) Utilize AzPTA facebook and twitter to promote AZ EP SIG (**Everyone**)
- c) EP SIG Facebook group to: Arizona Physical Therapy Early Professional SIG (**Everyone**)
(**Ariana**)
- d) Twitter- Name: Arizona Physical Therapy Early Professional SIG, twitter handle: @AzPTAEPSIG (**everyone**)
- e) Google email account (**everyone**)

7) Other Business

- a) EP SIG Email Templates (**Done**)
- b) Figure out the sign up
- c) EP SIG Quarterly Newsletter (**Jen H.**)
 - EP SIG Member Spotlight
 - EP SIG News
 - Continuing education updates
 - APTA Early Professional News
 - APTA News in General
- d) Meeting Template (**Jen C**)
 - Staci Whittman the AzPTA Secretary for how she does it and a template Staci Whitman allwhits2720@gmail.com
 - Send templates to Karl to get published to site

NEXT MEETING

5/1/17 at 7:00 PM via Google Hangout

OTHER NOTES OR INFORMATION

- 8:00 AM-8:30 AM people can come to EPSIG but have to leave if not signed up to attend conference
- Group Picture- 15 minutes prior to presentation
- Create an application for open leadership position (Director of Professional Growth: due to Maggie moving to Boston) to be publicized at Student Conclave and AzPTA Spring Meeting (**Maggie and Jen Howe to create**)
- 1st Mentor event: August 12th Mentor Mentee Speed Dating

Recorded By: Jen Chalanycz

Date: 4/17/17

