Evidence-Based Practice Special Interest Group
Section on Research
May 21, 2014
11-12:30 PT/1-2:30 CT/2-3:30ET

Present: Julie Tilson, Lisa Selby-Silverstein, Hilary Greenberger, Randy Richter, Traci Norris, John Heick
Regrets: Cheryl Hill, Pam Levangie

Minutes from 2-4-14 and 3-28-14 need to be distributed and approved at the next meeting.

1. VP Report (Lisa): CSM 2015: We had our first meeting regarding preparation for CSM 2015.

2. Treasurer (Hilary): Hilary spoke with SOR Treasurer regarding funds for SIG. The SIG currently receives $1500 on January 1st. If there is money left over that is not spent, it does not roll over to the following year. For this year, we have about $800 remaining. If we have a need for more money, we need to request so through the SOR. We have 17 t-shirts remaining and Hilary will bring them to the NEXT conference to sell. Here are the specifics of the budget and the t-shirts sizes that remain.

EBP SIG Budget 2014

<table>
<thead>
<tr>
<th>Item</th>
<th>Date</th>
<th>Revenue Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Distribution</td>
<td>1/1/2014</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Loan (t-shirts)</td>
<td>Jan-14</td>
<td>$500.00</td>
</tr>
<tr>
<td>Purchase of T-shirts</td>
<td>Jan-14</td>
<td>$500.00</td>
</tr>
<tr>
<td>Logo design</td>
<td>Jan-14</td>
<td>$450.00</td>
</tr>
<tr>
<td>Awards</td>
<td>Jan-14</td>
<td>$252.02</td>
</tr>
<tr>
<td>Sale of T-shirts</td>
<td>Feb-14</td>
<td>$500</td>
</tr>
<tr>
<td>Loan Repayment</td>
<td>Mar-14</td>
<td>$500</td>
</tr>
</tbody>
</table>

Totals $2,500.00 1702.02
Balance $797.98

T-shirts remaining:

12 small
2 XL
2 2XL
3. Nominating Committee (Randy)
Randy Richter (Term began February 2012; term expires February 2015 [Committee chair 2014 – July 2015])
Traci Norris, (Appointed (as per minutes of April 17, 2012), re-elected 2013, term expires July 2016)
Deanne Fay – 3 year term (Elected February 2014; term expires July 2017)

In 2015 the terms for Chairperson, Secretary, and 1 Nominating Committee member will be completed.

Action Item
Plan conference call of committee members to develop strategy for solicitation of names for a slate of candidates to be presented to the SIG at the CSM 2015 business meeting - Responsible party Randy

Suggestion to use SIG business meeting attendees for possibilities for the open positions. SIG members were encouraged to submit possible candidates for the open committee positions to Randy.

4. Communications Committee (Cheryl)
Listserve: tested on website. Julie: We will set up some time during the next meeting to discuss the use of the website.
   a. Google Drive (Julie): Research section leadership committee has access to it. Reports can be submitted through Google drive. Discussion on using Google drive.

5. EBP Curricular Guidelines Taskforce (Julie): The Taskforce guidelines were officially posted on the section website for distribution. Submission of the EBP Guidelines will be to the Education section journal.

6. CSM Giveaways (Randy): EBP quick reference cards (see Google drive for card options)

Discussion regarding option 2 compared to option 3. Discussion on using a 4 x 6 card compared to a 3 x 5 card. Suggestion that the cards could be laminated and handed out by the SIG members at CSM 2015. Suggestion to have the new EBP SIG logo on the other side of the card as well as a link to the Rehabmeasures website. We could test the cards for the different sections and use specific colors. The SIG decided on a 4 x 6 card with Rehabmeasures link, as well as improved resolution.

7. Journal Club Proposal (Julie): international Journal club sponsored by the SIG. Discussion on the following:
   a. having the journal club occur every other month,
   b. featuring one journal article at a time,
   c. using Adobe Connect to allow for real-time options to highlight specifics of a journal article,
   d. offer the author to be involved in the journal club live session,
   e. not having the journal club occur at the same time every month so we increase the number of people that might be able to attend one time vs. another time
   f. limit to one hour discussion,
   g. posting of the discussion from the session on the website,
   h. implementation of a trial run for next month (3rd week in June proposed)
Doodle to be sent out by Julie.

8. SOR Newsletter Deadline June, 20: list of items to cover in the newsletter: open SIG positions, t-shirts available, CSM workshop, announcement of the journal club, and EBP curricular guidelines.

9. Secretary (John): will keep active member list and send a welcome letter to all new members. New members contact info could be listed on the Google drive. One staff member for the research section can take in the info and send it on to the secretary. Thank you Pam for taking the April minutes!

Meeting time for next meeting: July 16 at 11-12:30 PT/1-2:30 CT/2-3:30ET.