

45th Annual Spinal Cord Injury Model Systems Leadership Forum Business Meeting with Minutes

Date: Saturday, October 11, 2025, 9:15am-10:15am

2025 Business Meeting:

Review and Approval of Business Meeting minutes from October 2024 (Minutes at www.scimodelsystems.com)

Motion to Approve: Tori Billings made motion to approve.

Minutes Approved: All approved.

Old/New Business:

Guidelines

- Cap # of participants to 50 with the inclusion of Canada, inviting 2 from each site.
 - Sites can request 3 participants; will be at discretion of host site to keep wait list for then opening numbers up to 3 people from each site
 - Encouraged to update master list—as that is what hosting site is working off for registration
 - Encourage deadline adherence for registration and presentation uploads

Attendance:

- 2025: 41 attendees, 20 sites in attendance
- 2024: 47 attendees, 22 sites
- 2023: 42 in-person; 21 sites present
- 2022: 34 in-person plus virtual; 18 sites
- 2019: 38 in-person with 14 sites
 - Did not hear from several sites this year

Website/Dropbox

- Continue with the current website from Weebly using SCIMS funds.
 - \$144/year, will hand off payment to UAB
 - Continue website use, some people cannot access Google Drive, but they just utilize their personal computers
 - Consideration to adjust website URL to allow “secure” link- some facilities are being blocked on work sites but can access on personal
- Continue with free Dropbox with only 2GB or consider paying for 2TB storage
 - Paying would increase storage
 - Issue with access for some
 - Gmail- has a google drive associated with the model system gmail account; more finicky than dropbox for upload and some sites have firewall /access issues for google
 - Decisions to continue DropBox use. Cleared older documents to create more space.
 - Email questions- how can we improve this workflow?
 - Microsoft forms- the person asking the question would capture responses and then send back to the group
 - Agreement that current workflow is overwhelming, too many emails
 - People will email a question to the group with a link to a Microsoft Form. They are then responsible for compiling answers and sending responses (in excel or word doc form) to that year’s host site and the large group. Host site will post onto SCIMS website every few months for all facilities to access.

Flow of presentations

- Feedback on presentation length (10 mins for solo presenters and 20 minutes for facilities. 5 mins of questions for solo presenters and 10 mins of questions for facilities- Keep as is

Conference Logistics

- Decide on date for 2026, Wednesday-Saturday time frame
- Suggestion: TBIMS is on Wednesday afternoon, but some facilities have difficulty getting a third continuing education day
- In-person format
- Avoid Holidays and other conferences:
 - Yom Kippur 2026: 9/20-9/21
 - ASCIP: 9/3-9/6
 - ACRM: 10/30-11/2
 - AMRPA: 9/27-9/30
 - Any other dates to avoid?

2026 date confirmed: Wednesday, October 14th to Saturday, October 17th

Financials

- 2024 Funds transferred from Shirley Ryan: \$9,089.67
- 2025 Registration income: \$10,920.54
- 2025 Sponsorship Incomes: \$1,500
- Estimated expenses for 2025 meeting: \$9,801.48
- Estimated funds to pass to 2026 host: \$11,708.73
- Scholarships to attend? Turn into an as needed basis for registration for facilities that don't cover cost, with the facility's responsibility to contact host site and allocate funds as available
- Maintain a \$9k buffer to pass onto next site annually

Future Meeting sites

- 2026 UAB

- 2027 Shepherd
- 2028 TIRR
- 2029 OSU – Metro has volunteered to be an alternate (still in Ohio)
- 2030 UW/Harborview
- Confirmations from UAB, Shepherd, and TIRR for respective years

Breakout groups

- Do we want to continue? Other ideas?
 - Start talking in January—survey for potential topics, 4 topics, each rep takes a month to coordinate
 - Promote other people attending from your sites
 - Promote sending out contacts (TREC, WC seating and nursing); Encourage to CHECK the master list(s) on the website to update
- 2024 planning committee members: Mike Scheppers, Randy Huzinec, Jennifer Douglas, Julie Jennings, Whitney Rudolph, Stephane Philipee-Ratway, Kat Burke from RIM handing off to Maddie or Lauren
- Per Mike, there was no true group planning this year. It was initially started during COVID and then continued as a way for all disciplines to come together. Mike Scheppers is collecting names of committee members to continue breakout groups, Colleen Zale happy to assist.
- Ad Hoc Items from last year:
 - Keep group rate extended to Saturday night
 - Scholarships: didn't have any scholarship requests this year, but the money is there (see above)
 - For verbiage on the conference flyer- keep Wednesday evening as registration and networking event
 - Making a blanket flyer a few months in advance would be helpful for facilities to be able to submit for continuing education reimbursement requirements

- Reminder: On October 13, you will receive an email with a link to the post-conference survey. Once you complete the survey, you will be able to download your certificate directly.