

AAPSE BOD Meeting Minutes

12/18/20

10:30am-11:30am Central

Zoom teleconference

Meeting called by: Kim Brown

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Danielson

BOD Attendees: Kim Brown, Betsy Danielson, John Feagans, Faye Golden, Sharon Gripp, Jan Hygnstrom, Jessica Lenker, Becky Maguire, Gene Merkl, Kerry Richards, Sonja Thomas, Mike Wierda

Members: Whitney Weaver

Minutes

Agenda item: 1. Call to Order **Presenter:** Kim Brown

Agenda item: 2. Treasurers Report **Presenter:** Sonja Thomas

Discussion: Sonja Thomas investigated using Wild Apricot (AAPSE website host) to allow PayPal payments through the AAPSE website. She is looking for BOD approval before being charged for the service in February. Motion by Kerry Richards to allow Sonja Thomas to choose the best option for the payment process. Seconded by Faye Golden. Motion passed.

Sonja Thomas presented several options to get all AAPSE members on a January to December yearly cycle in accordance with the By-Laws. New members will be placed on the January to December yearly cycle. Currently the majority of AAPSE members (81) renew in June. For the upcoming year, the BOD agreed that dues for those members should be waived to get everyone on a calendar year basis. In future years, new members joining between August 1 and December 31 will have their dues waived the following year. Their renewal date will be January 1 of the next year. The BOD discussed prorating, but ultimately decided against it. A membership drive will occur in January 2021.

2021 AAPSE Membership Fees

- Dues are payable on a calendar year basis.
- Membership dues are payable January 1, 2021 for members who paid dues before May 31, 2020.
- Members whose dues are not paid for the current calendar year are not in good standing.
- Members whose dues are not paid by March 31 shall be removed from the rolls by the Secretary after 30–days' notice. Once removed from the rolls, that person will be immediately removed from any elected or appointed position.

2022 AAPSE Membership Fees

- Dues are payable on a calendar year basis.
- Membership dues are payable January 1, 2022 for members who paid dues before July 31, 2021.
- Membership dues are payable January 1, 2023 for **new** members who paid dues August 1, 2021 to December 31, 2021.
- Members whose dues are not paid for the current calendar year are not in good standing.
- Members whose dues are not paid by March 31 shall be removed from the rolls by the Secretary after 30–days' notice. Once removed from the rolls, that person will be immediately removed from any elected or appointed position.

Motion by Kerry Richards to accept membership fees as written. Seconded by Mike Wierda. Motion passed.

OLD BUSINESS

Agenda item: 3. Website Update **Presenter:** Faye Golden

Discussion: Faye Golden announced that the AAPSE YouTube channel is now available on the AAPSE website. Either click on the YouTube logo (red box with white arrow) at bottom of home page or go directly to <https://www.youtube.com/channel/UCsRGloaHi29smhJ31YlrUrg>. The Antimicrobials 101 webinar is posted to the YouTube channel. Whitney Weaver stated that BOD members with AAPSE webinar videos can contact her to get them uploaded. Becky Maguire suggested that Whitney add a webinar link for each webinar on the Professional Development webpage.

Whitney Weaver is working on changing the AAPSE directory from public to private due to the spam issues earlier this year. Once this is done (expected completion date January 1, 2021), member emails will be hidden from public view. Members will have to log in to the AAPSE website to view directory emails. Whitney Weaver will add a statement to the AAPSE directory webpage.

Whitney Weaver, chair of the new AAPSE Social Media Committee, reported that Google Groups is being phased out by Google. The Social Media Committee met earlier this week and is working on a replacement for the AAPSE listserv.

Faye Golden discussed the need to change the layout of the AAPSE website to make it mobile friendly. She also suggested refreshing the site to make it easier to find information. Sonja Thomas noted that AAPSE also has the option of creating an app for the website. Whitney Weaver stated that the Social Media Committee will look into options.

Action items	Person responsible	Deadline
✓ Log in to the AAPSE website to view member emails in the directory.	AAPSE Members	
✓ Research alternatives for AAPSE listserv; make AAPSE website mobile friendly.	Social Media Committee members	

Agenda item: 4. 2021 Executive Committee Nominations
a. By-Laws Committee has updated the guidance documents **Presenter:** Kim Brown

Discussion: Kim Brown reported that the By-Laws Committee reviewed and updated the Election Procedures and Responsibilities of AAPSE Officers guidance documents (see attached). She asked that the Nominations Committee update the document as needed after this year's election. AAPSE will start soliciting members to run for President-elect and Secretary in January.

Action items	Person responsible	Deadline
✓ Make any updates to the Election Procedure guidance document after the election.	Nomination Committee	8/1/21
✓ Run for office of Secretary or President-Elect.	AAPSE members	1/30/21

Agenda item: 5. Regional Rep Election Update **Presenter:** Kim Brown

Discussion: Kim Brown asked the Regional Reps to email her with the name and email of the newly elected junior representative.

Action items	Person responsible	Deadline
✓ Email Kim Brown with name and email of new regional rep.	Regional Reps	12/31/20

Agenda item: 6. 2021 AAPSE National Meeting **Presenter:** Kim Brown

Discussion: No update.

Agenda item: 7. 501(c)(3) Guidance Document **Presenter:** Faye Golden

Discussion: Faye Golden stated the need to create guidance documents to retain AAPSE's historical knowledge as members retire. AAPSE needs to understand the rules of participating in a political campaign after being contacted earlier this year for support. Faye Golden suggested that the Issues and Evaluation Committee could work on creating a guidance document. She stressed the need for a CPA to review any documents before they are finalized. Kim Brown agreed and pushed the creation of a brief guidance document to the Issues and Evaluation Committee.

Action items	Person responsible	Deadline
✓ Draft brief guidance document on rules of participating in a political campaign.	Issues and Evaluation Committee	2/15/21

Agenda item: 8. Other Old Business **Presenter:** Kim Brown

Discussion: Becky Maguire is taking Carol Black's position as Registered Agent to keep AAPSE's Articles of Incorporation in Washington State.

NEW BUSINESS

Agenda item: 9. Committee Reports **Presenter:** Kim Brown

- a. Membership Committee Update on January 26 new member orientation
- b. Other Committee Reports

Discussion: Gene Merkl updated the BOD on the new member orientation to be held at 12:00 p.m. CST on January 26, 2021. To date, 24 new members are participating. The orientation will be recorded and posted to the AAPSE website. More details will be coming in early January.

Action items	Person responsible	Deadline
✓ Create PowerPoint slide and short 30-second video for New Member Orientation January 26, 2021.	Committee chairs, BOD, EC	1/15/21

Agenda item: 10. Liaison Reports **Presenter:** Kim Brown

- a. NPSEC, Tana Haugen-Brown
- b. SFIREG, Faye Golden

Discussion: Please read the NPSEC and SFIREG liaison reports (see attached).

Agenda item: 11. Other New Business **Presenter:** Kim Brown

Discussion: Sonja Thomas shared that Sharon Gripp created possible new AAPSE logos. The logos will be shown at the next meeting.

Action items	Person responsible	Deadline
✓ Add new logo discussion to the January 2021 AAPSE BOD meeting agenda.	BOD	1/15/21

Agenda item: 12. Comments and Announcements **Presenter:** Kim Brown

Discussion: none.

Agenda item: 13. Adjournment **Presenter:** Kim Brown

Discussion: Motion by Jan Hygnstrom to adjourn. Seconded by Gene Merkl. Motion passed.

Next BOD meeting: January 29, 2021, 10:30 CST

Future meeting dates:

TBD