

AAPSE BOD Meeting Minutes

2/26/21

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, Chrissy Kaminski, Sarah Kingsley-Richards, Becky Maguire, Katie Moore, Mimi Rose, Kimberly Tate, Sonja Thomas

Minutes

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

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

Discussion: Sonja Thomas stated that the BOD voted in favor of a new payment plan and billing system. AAPSE paid \$1,836 for a 2-year website database plan. The payments will be made over the 2-year period and the system allows up to 500 members to be supported in the database. The choice of a 2-year plan over a shorter plan was based on a 15% discount for the longer plan. Payments can now be made directly through the AAPSE website. Sonja Thomas will be absolving the PayPal account since it is no longer needed. After discussion about the certificate balances, Kim Brown stated that the EC will discuss consolidating or adding money to an existing certificate when it comes up for renewal. Kim asked the regional representatives to let the EC know if they have additional input.

Account	Balance	Renewal date
Checking	18,727.72	
Savings	34,475.89	
Gifts	1757.54	
Certificate 22	3877.27	2/16/22
Certificate 31	10,229.12	12/10/21
Certificate 38	3716.10	5/12/21

Action items	Person responsible	Deadline
✓ Provide feedback on consolidation or adding money to certificate funds.	Regional reps	3/12/21
✓ Discuss certificate funds.	EC	3/19/21
✓ Add Certificate Fund Discussion to future BOD agenda.	Kim Brown	3/26/21

OLD BUSINESS

Agenda item: 3. AAPSE Website Update **Presenter:** Kim Brown

Discussion: Becky Maguire asked who to send updates to for the AAPSE website. Kim Brown stated that requests should be sent to Whitney Weaver and include the EC in the message.

Agenda item: 4. New Member Drive **Presenter:** Kim Brown

Discussion: Sonja Thomas stated that AAPSE is in a good place for maintaining membership but we need to continue to grow our membership. Kim Brown stated that the EC will reach out to other organizations (e.g. AAPCO, APSCRO, etc.). Kim asked the regional representatives to reach out to current AAPSE members and new SLAs, PSEPs, and industry in their region to ask them to either renew or join AAPSE. Kim asked that regional reps modify the word template shared with the meeting invitation. Regional reps that don't have a list of members in their region are asked to reach out to Sonja Thomas. Membership dues are based on the calendar year and are due by March 31st (see December 20, 2020 AAPSE meeting minutes for membership fee timeline).

Kim Brown suggested that regional representatives schedule a meeting with members in their region to check-in and get feedback.

Action items	Person responsible	Deadline
✓ Ask Sonja Thomas for names of current AAPSE members in each region.	Regional Reps	3/5/21
✓ Contact current and potential AAPSE members and ask them to renew or begin membership for 2021.	Regional Reps	3/15/21
✓ Schedule regional meeting to check in with members and get feedback.	Regional Reps	4/15/21
✓ Reach out to organizations for potential new members.	EC	3/25/21

Agenda item: 5. 2021 AAPSE Meeting Update **Presenter:** Betsy Danielson
a. Dates – July 19 and 20, 2021
b. Proposed Schedule for AAPSE meeting in conjunction with PACT

Discussion: Betsy Danielson stated that PACT is working on a survey to potential attendees about travel plans and safety provisions in place at the Sheraton Hotel in Denver. Faye Golden stated that she is looking into interactive platforms for a virtual option for the AAPSE meeting before and during the PACT meeting. She will report back next month.

Tentative Schedule:

Monday July 19, 2021

- 9-noon – BOD meeting
- 1-2pm - New Member Orientation (acronym soup, meet and greet, committee introductions)
- 2-4pm – Committee meeting break outs
- Evening – Dinner with Past-Presidents and EC

Tuesday July 20, 2021

- 5:30-7:30pm – General Membership meeting

The PACT meeting agenda can be found at <https://npsec.us/pact2021>.

Action items	Person responsible	Deadline
✓ Poll AAPSE members about travel restrictions.	AAPSE	June 2021
✓ Add virtual meeting interactive platform discussion to March BOD agenda.	Kim Brown	3/19/21

Agenda item: 6. AAPSE Logo **Presenter:** Kim Brown

Discussion: Kim Brown shared several AAPSE logo designs that Sharon Gripp and the multimedia specialist at Penn State have worked on. The BOD discussed designing the font for use on both print materials, promotional materials, and apparel (e.g., use of images that convey AAPSE message, updating of font only without image, slightly modifying logo to keep historical identity, etc.). Sharon Gripp agreed to have her team

continue to work on the design based on the BOD's comments. Sharon will let the EC know when they have a second draft of the logo to share with the BOD.

Action items	Person responsible	Deadline
✓ Email current AAPSE logo to Sharon Gripp.	Betsy Danielson	3/1/21
✓ Work on second draft of AAPSE logo.	Sharon Gripp and multimedia specialist at Penn State	
✓ Inform EC when next logo design is ready to share with the BOD.	Sharon Gripp	

Agenda item: 7. Other Old Business **Presenter:** Kim Brown

Discussion: Kim Brown asked that BOD members return the signed Conflict of Interest Acknowledgement document to Betsy Danielson if they haven't already done so.

Action items	Person responsible	Deadline
✓ Return signed Conflict of Interest forms to Betsy Danielson at betsydan@iastate.edu.	BOD	3/12/21

NEW BUSINESS

Agenda item: 8. Committee Reports **Presenter:** Kim Brown

Discussion: Becky Maguire stated that the Professional Development has met via email and is looking into possibly doing one or two webinars on work-life balance before the AAPSE meeting in July.

Faye Golden reported that the Issues and Evaluations Committee has completed the initial draft of the *AAPSE as a Not-Profit Tax-Exempt Organization* document. This was done in response to the lack of a guidance document for the BOD to use when responding to solicitations for letters of support. Faye asks for BOD feedback on the document.

Kim Brown encourage members to serve on the Executive Committee.

Action items	Person responsible	Deadline
✓ Share Issues and Evaluations Committee guidance document with BOD	Kim Brown	2/26/21
✓ Provide comments on the Issues and Evaluations Committee guidance document.	BOD	3/12/21
✓ Add Issues and Evaluations Committee Guidance Document to March BOD agenda.	Kim Brown	3/19/21

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

Discussion: None.

Agenda item: 10. Other New Business **Presenter:** Kim Brown

Discussion: None.

Agenda item: 11. Comments and Announcements **Presenter:** Kim Brown

Discussion: None.

Agenda item: 12. Adjournment **Presenter:** Kim Brown

Discussion: Motion by Sharon Gripp to adjourn. Seconded by Faye Golden. Motion passed.

Next BOD meeting: March 26, 2021, 10:30 CST

Future meeting dates:

April 30, 2021, 10:30 CST

May 28, 2021, 10:30 CST

June 25, 2021, 10:30 CST

July 19, 2021, Denver, CO