

AAPSE BOD Meeting Minutes

1/28/19

11:00am-12:12pm Eastern

Zoom/Teleconference

Meeting called by: Kerry Richards

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Buffington

Attendees: BOD: Betsy Buffington, Pat Hastings, Tana Haugen-Brown, Darrell Hensley, Jan Hygnstrom, Jessica Lenker, Gene Merkl, Don Renchie, Kerry Richards, Sonja Thomas, Mike Wierda
Guest: Faye Golden

Minutes

Agenda item: 1. Welcome New Regional Representatives **Presenter:** Kerry Richards

Discussion: Kerry Richards discussed the need for regional representatives to involve the general membership whenever possible. Jan Hygnstrom asked if there were listservs set up for each region. Sonja Thomas stated that each regional rep can send an email to her requesting the list.

Action items	Person responsible	Deadline
✓ Request listserv of region members by emailing Sonja Thomas (sonja.thomas@auburn.edu).	Regional Reps	anytime

Agenda item: 2. Treasurer's Report **Presenter:** Sonja Thomas
a. Consolidating certificates
b. Apricot website

Discussion:

2. AAPSE funds are kept in Washington state employee's credit union with six accounts: Three certificates, two savings accounts, and 1 checking account.

Organizational savings account	\$31,424.20
Gifts	\$1,750.40
Checking (money mover account)	\$23,422.68
Certificate S22 matures 1/16/19 @ 0.45%	\$3,776.96
Certificate S36 matures 10/16/19 @ 1.01%	\$3,778.16
Certificate S38 matures 5/12/19 @ 0.65%	\$3,635.51

2a. Sonja Thomas stated that originally AAPSE was going to consolidate some of the funds from the organizational savings and the money mover, and possibly even the gifts, and put them into a certificate we already have or we were going to get a new certificate. After a discussion with a bank representative and an EC discussion, we can proceed in one of two ways to manage these funds: 1. Take these funds and open up a new certificate, with a new maturity date, and depending on what we chose (e.g., 1-year or 2-year) and the going rate, that will determine what the rate will be. 2. Add these funds to our current certificates that we have. This would have to be done within 10 days of the certificate maturing or we lose up to 90 days of dividends. Sonja Thomas suggested to open up a new certificate with the amount of funds that we wanted to put in there and when one of the others matured out we could either add that to it or allow it to keep running. Sonja Thomas stated that it is a lot easier for her if we consolidate and we can get a good rate, possibly the lower

interest rate certificates. Kerry Richards asked Sonja Thomas to send an excel sheet with all of the numbers and recommendations to the BOD. The BOD can then discuss and possibly vote on this at the next BOD meeting. Sonja Thomas will determine several options for review based on her discussions with the bank and then provide them to the BOD. Jan Hygnstrom liked the idea of opening a new certificate suggested watching for specials on interest rates for certificates.

2b. Sonja Thomas said that there is a change in fees for the website starting 2/11/19. The new annual fee for Apricot is \$540 and includes a new app for members, registration options, allows recurring payment for dues, and an online store.

Action items	Person responsible	Deadline
✓ Send options and excel spreadsheet to AAPSE BOD.	Sonja Thomas	2/10/19
✓ Send email to members when new Apricot app is available for members.	Sonja Thomas	
✓ Work with Sonja Thomas to put section in “Year in Review” on new app coming in 2019.	Kerry Richards	2/6/19

Agenda item:	3. Election Update a. New Regional Representatives b. AAPSE Officer Election Update	Presenter: Kerry Richards
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Discussion:

3a. The following regional representatives started their term 1/1/19:

- Northeast: Jessica Lenker, SLA – Pennsylvania Department of Agriculture
- Southern: Gene Merkl, PSEP – Mississippi State
- North Central: Jan Hygnstrom, PSEP – University of Nebraska-Lincoln
- Western: Jolene Hendrix, SLA – Montana Department of Agriculture

3b. Betsy Buffington, secretary, and Sonja Thomas, treasurer, have both agreed to serve another 2-year term. The only candidate up for election is a new president-elect. Kerry Richards is finalizing the chair position of the Nominating committee. Once that is finalized, an email will be sent out with the election procedures.

Agenda item:	4. Membership a. Updating AAPSE listserv with active members b. Nomination document for conferring life membership c. Working with Membership committee on marketing d. Continue talking with Professional Development committee about incentives for students	Presenter: Kerry Richards
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Discussion:

4a. Sonja Thomas proposed to take the AAPSE list of all active members and replace that with the listserv list because there are people on the listserv who are not active paying members. It has been discussed to put out a notice to become active, otherwise they will be removed from the listserv. Kerry Richards offered to put something in her year-end review and then the regional reps could follow up via email with members in their region who have not renewed. Jan Hygnstrom liked the idea, saying that it gives the regional reps a chance to connect with people. Mike Wierda asked for more clarification of the regional reps in membership renewal conversations. Kerry Richards stated that sending an email stating, “Please consider renewing and becoming active” to those who have not renewed several weeks after her email goes out. Sonja Thomas offered the option of stating in the email, “If you haven’t paid, you will be dropped off the AAPSE listserv.” Pat Hastings asked if the AAPSE membership brochure has been updated. Sonja Thomas stated that the brochure has been updated and is available on the website. Sonja can send a copy to anyone who requests it. A new

of the vote were favorable with 10 votes in favor, none against, and 3 not voting. The AAPSE General Membership meeting will be available via Zoom for AAPSE members who are not present at the meeting.

6b. Kerry Richards asked if Sonja Thomas, treasurer, would be the person to sign hotel contracts and other arrangements and make sure the contracts get paid for the AAPSE portion of the meeting in Duluth, MN. Kerry Richards will talk with Kim Brown and then they can review the documents before they need signing. Ashley Schwieterman from NPSEC has agreed to negotiate and line up the hotels.

6c. Betsy Buffington asked if there was interest in holding a BOD meeting after the General Membership meeting in Duluth on July 25, 2019. The BOD meeting would be available via Zoom for members who are not present. Jan Hygnstrom and others thought a face-to-face meeting was a good idea. Motion by Don Renchie to have a Board of Directors meeting and anyone who can be there face-to-face (preferable) but also have the option to have them attend via Zoom. Seconded by Pat Hastings. Motion passed.

Action items	Person responsible	Deadline
✓ Contact Dean Herzfeld regarding AAPSE contacts for Kerry Richards hotel/meeting arrangements		2/1/19

Agenda item: 7. AAPSE Committees and Liaisons Discussion **Presenter:** Betsy Buffington

Discussion: Betsy Buffington referred to the guidance document shared with the BOD. The guidelines were developed by including comments from the 2018 BOD, 2001 AAPSE Guidance Documents, and the 2015 Strategic Plan. Betsy is asking for input as she goes forth as the chair of the Committee on Committees and would like to discuss and potentially vote on guidelines during next BOD meeting.

Action items	Person responsible	Deadline
✓ Add topic to February agenda.	Kerry Richards	2/15/19
✓ Read guidance documents and be ready to discuss.	AAPSE BOD	2/25/19

Agenda item: 8. AAPSE Travel Draft Guidance Document **Presenter:** Kerry Richards

Discussion: Don Renchie asked for an update on travel guidance and asked for resolution on the travel discussion. Betsy Buffington stated that a guidance document had not been shared with the group since it was assigned in August 2018. Frannie Miller will need to be replaced as she is no longer a regional rep. Kerry Richards will follow up to find a replacement for Frannie and get this topic moving.

Action items	Person responsible	Deadline
✓ Add Travel Guidance Document to February agenda.	Kerry Richards	2/16/19

Agenda item: 9. NPSEC Update **Presenter:** Faye Golden

Discussion: Due to technical difficulties, Kerry Richards provided the update in place of Faye Golden. The national center was charged with being self-sustaining by February 2019 and as of August 2018, met this goal. Mike Wierda, NPSEC Finance committee chair, stated that as of January 1, 2019, the 5% discount on materials increased to 10% when ordering most materials through the NPSEC store and 10% of the purchase price of most materials ordered by anyone in a state are transferred to the PSEP of that state. Ongoing projects including a podcast were discussed.

Agenda item: 10. Future Meeting Dates **Presenter:** Kerry Richards

Discussion: Kerry Richards stated that the National Stakeholder Team will be holding their meeting call at the same time AAPSE BOD usually meets. She suggested that we move the time of the February 25 call from 11:00am EST to 1:00pm EST. No conflicts were stated. BOD meetings are held the last Monday of every month. Kerry Richards will send out calendar meeting notices.

Motion by Mike Wierda to adjourn the meeting. Seconded by Tana Haugen-Brown. Motion passed.

Next BOD meeting: February 25, 2019, 1:00pm EST (note meeting time change for this meeting only)

Future meeting dates:

March 25, 11:00 am EST

April 29, 11:00 am EST

May 20, 11:00 am EST

June 24, 11:00 am EST

July 25, Duluth MN