

AAPSE BOD Meeting Minutes

5/21/19

11:00am-11:30am Eastern

Zoom/Teleconference

Meeting called by: Kerry Richards

Type of meeting: Board of Directors (BOD)

Recorded by: Betsy Buffington

Attendees: Kim Brown, Betsy Buffington, Darrell Hensley, Jan Hygnstrom, Jessica Lenker, Don Renchie, Kerry Richards, Sonja Thomas

Minutes

Agenda item: 1. Treasurer's Report

Presenter: Sonja Thomas

Discussion: Sonja Thomas provided the treasurer's report.

Account	Amount
Money Mover	\$23,805.40
Organizational Savings	\$31,668.31
Gifts	\$1,751.70
COD Maturity Date 1/16/20	\$3,791.13
COD Maturity Date 10/16/19	\$3,702.62
COD Maturity Date 5/12/20	\$3,644.02
TOTAL	\$68,451.18

Sonja Thomas reported that approximately ten new members have joined in last three months for a total of 238 members. AAPSE has two renewal periods – January and June. The way the new system is set up, renewal letters and requests to renew are sent automatically. In addition, the system is set up so renewals will start on the date of payment. AAPSE could set up the system to be able to renew in January or June only or anytime. AAPSE will discuss this topic face-to-face during the BOD meeting. Sonja Thomas added the option for two- or three-year memberships to the AAPSE website.

Action items

Person responsible

Deadline

✓ Add AAPSE Renewal Period discussion to July BOD meeting. Kerry Richards

6/24/19

Agenda Item: 2. AAPSE Meeting Update

Presenter: Kerry Richards

Discussion: Kerry Richards stated that rooms at the Sheraton hotel in Duluth are filling up quickly. Betsy Buffington is still working on the event order with the hotel in Duluth.

Agenda item: 3. Nominations Committee

Presenter: Kerry Richards

Discussion: Kerry Richards stated that there are two candidates for AAPSE President-elect. Thia Walker, Nomination committee chair, asked Kerry Richards to determine how voting would take place and who would conduct the electronic voting. Kerry Richards stated that in the past Mike Weaver has conducted the electronic voting process. Sonja Thomas stated that she would contact Faye Golden for information about a voting program that has been used previously if Mike Weaver could not do it. Kerry Richards discussed that after

voting is completed, no announcement of vote tallies will be made, only the name of the candidate with the most votes would be shared.

Action items	Person responsible	Deadline
✓ Ask Mike Weaver if he will add the candidate information to the AAPSE website.	Kerry Richards	6/03/19
✓ Ask Faye Golden for information about voting program for the AAPSE election.	Sonja Thomas	6/03/19

Agenda item: 4. Life Membership Discussion
a. 2019 Lifetime Memberships – EC Discussion
Presenter: Kerry Richards

Discussion: Kerry Richards discussed the results of the EC call for determination of the 2019 Lifetime Memberships. Mike Weaver is ordering the orbs for the recognitions on behalf of AAPSE.

Kerry Richards discussed the two versions of the Lifetime Membership guidance documents – the original document and the shortened version brought up during the April AAPSE BOD meeting. Betsy Buffington asked if everyone had a chance to look at both documents and asked if anyone had any additional comments. Motion by Kerry Richards to rescind the original Lifetime Membership guidance document and amend it with the shorter version. Seconded by Jan Hygnstrom. Motion passed. See attachment.

Action items	Person responsible	Deadline
✓ Attach shortened Lifetime Membership Guidance Document to meeting minutes.	Betsy Buffington	5/29/19

Agenda item: 5. AAPSE Brochure
Presenter: Sonja Thomas

Discussion: Sonja Thomas stated that the new brochure is complete except for the AAPSE logo. As part of the Membership committee’s suggestion to update the AAPSE logo, Kaci Buhl and Sonja Thomas have been working on new logo designs. Sonja Thomas asked if the AAPSE brochure with the current AAPSE logo should be posted to the website. The BOD agreed. Kerry Richards suggested talking about an AAPSE logo change during the Board of Director’s and General Membership meetings in July to get more input.

Action items	Person responsible	Deadline
✓ Add AAPSE Brochure to AAPSE website.	Sonja Thomas	5/31/19
✓ Add AAPSE logo discussion to Board of Director’s and General Membership meeting agendas.	Kerry Richards	6/03/19
✓ Present short presentation on new logo change during General Membership Meeting.	Sonja Thomas	7/25/19

Agenda item: 6. AAPSE Member Onboarding/Mentorship Program
Presenter: Sonja Thomas

Discussion: Sonja Thomas stated that the Membership committee met to discuss ways to increase membership. She will forward the minutes from that meeting to the BOD. Sonja Thomas discussed changing to using the website for all emails instead of using the AAPSE listserv. Using the AAPSE website for emails ensures that only current members receive emails. Kerry Richards suggested that Sonja Thomas do a presentation on email communication through the AAPSE website during the General Membership meeting in July.

Sonja Thomas has created a survey for developing an orientation for new PSEP/SLAs. Questions include how interested individuals are, how much time they are willing to spend at an event, and what would they like to learn. Sonja will ask all AAPSE members to respond to the survey to make a well-rounded program. Jan

Hygnstrom agreed with asking for other member's responses because when someone is new at a position, they have no idea what they should learn. Betsy Buffington suggested adding in a statement that all AAPSE members should complete the survey. Kerry Richards suggested that affiliation, length of time at job, and other demographics be added to the survey. Kerry also suggested adding a checklist of different topics to show what might be available/important. Sonja Thomas stated that she would edit the survey and then send it out for BOD review before sending to general membership.

Action items	Person responsible	Deadline
✓ Add transitioning from AAPSE listserv to AAPSE website for email communication to General Membership meeting agenda.	Kerry Richards	6/03/19
✓ Present short presentation on using email communication through the AAPSE website during General Membership Meeting.	Sonja Thomas	7/25/19
✓ Edit survey questions and then send to BOD for review.	Sonja Thomas	6/03/19

NEW Agenda item: 7. AAPSE Liaison Outreach **Presenter:** Betsy Buffington

Discussion: Betsy Buffington reported that she had no response from the email she sent out in early May asking for interest in AAPSE liaisons. She asked the Regional Reps to talk to or email members in their regions to gauge interest to serve as AAPSE liaisons.

Action items	Person responsible	Deadline
✓ Add AAPSE Liaison opportunities to General Membership meeting agenda.	Kerry Richards	6/03/19
✓ Send AAPSE Liaison opportunities email to BOD.	Betsy Buffington	5/23/19

Motion by Don Rennie to adjourn. Seconded by Kim Brown. Motion passed.

Next BOD meeting: June 24, 11:00am EST

Future meeting dates:

July 25 Duluth, MN