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| AAPSE Executive Committee Meeting Minutes |
| 7.24.2013 | 2:00-3:45 p.m. ET | Teleconference |
| Meeting called by | Andrew Thostenson |
| Attendees | Betsy Buffington, Dean Herzfeld, Drew Martin, Andrew Thostenson, Mike Weaver |
| 1. AAPSE BOD MEETING Sunday 8/4/13 1:15-6:00 p.m. State 1
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| Discussion | * Logistics for equipment: 1 conference speaker phone and technician – total cost $144.00
* Light snacks will be provided.
* Agenda items were discussed. Will be provided in detail in separate document.
* Summary of agenda items: Financial statements, EPA and NASDARF updates, Annual meeting, Membership and Fee Structure, AAPSE Listserv, Recruiting awards effectively, Recruitment of AAPSE members for various workgroups/liaisons, Increasing membership, USDA, Flex time
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| Action Items | Person Responsible | Deadline |
| Provide Agenda to EC | Betsy Buffington | ASAP |
| Announce BOD meeting and availability to call-in  | Betsy Buffington | July 29, 2013 |
| Bring date and location recommendations for AAPSE Annual meeting | Mike Weaver | August, 4 2013 |
| Be prepared to report on regional membership related issues from teleconference | Regional Reps | August 4, 2013 |
| 1. AAPSE RECEPTION Monday 8/5/13 5:45-7:30 p.m. Windows on the River
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| Discussion | * Logistics for equipment: 1 projector package, 1 podium microphone package, and technician – total cost $468.00
* Minnesota-themed food for 100. No refills on food noted on Banquet Event Order
* Timing of events: 6:00 – Dean Herzfeld (welcoming remarks), 6:10 – Mike Weaver (Announce slide show); 7:15 – Andrew Thostenson (closing remarks)
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| Action Items | Person Responsible | Deadline |
| Provide images (in random order) during reception | Mike Weaver | August 5, 2013 |
| 1. AAPSE GENERAL MEETING Wednesday 8/7/13 7:30-8:30 a.m. Capitol Room
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| Discussion | * Logistics: Room set up by Carol Black
* Members will bring breakfast in to meeting
* Agenda items were discusses. Will be provided in detail in separate document
* Summary of agenda items: Financial report, By-laws, Annual meeting, Resolutions, Life memberships, AAPSE recognition for service, Installation of new officers, passing of the gavel
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| Action Items | Person Responsible | Deadline |
| Provide Agenda to EC | Betsy Buffington | ASAP |
| Mail reminder of general meeting and include proposed by-law changes | Betsy Buffington | July 29, 2013 |
| Provide printed copies of treasurer’s report | Drew Martin | August 7, 2013 |
| Provide 10 printed copies of proposed by-law changes | Betsy Buffington | August 7, 2013 |
| 1. AAPSE RECOGNITIONS, RESOLUTIONS, AND AWARDS
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| Discussion | * Wednesday morning AAPSE General Membership meeting : Resolutions, Life memberships and Recognition for Service will be presented
* Wednesday luncheon: Special AAPSE recognition will be presented
* Thursday luncheon/awards: AAPSE Awards Ceremony
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| Action Items | Person Responsible | Deadline |
| Review nomination packages for comments and quotes | Those giving awards | August 7, 2013 |
| 1. AAPSE POSTER
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| Discussion | Discussed reserving table for promotional AAPSE display at PACT 2013 |
| Action Items | Person Responsible | Deadline |
| Talk to Mary Kay Ferguson about printing poster | Dean Herzfeld | ASAP |
| Send email to Dean Herzfeld regarding online printing of poster | Mike Weaver | ASAP |
| Register for table  | Betsy Buffington | ASAP |
| Bring poster board for poster | Andrew Thostenson | August 4, 2013 |

NEXT BOD MEETING: August 4, 1:15-6:00 p.m. CT.
NEXT GENERAL MEETING: August 7, 7:30-8:30 a.m. CT.