

AAPSE BOD Meeting, 09/22/22, 12:00noon-1:26pm CST, Zoom teleconference

Meeting called by Jolene Hendrix, recorded by Sarah Kingsley-Richards

BOD Attendees: Evan Alderman, Amanda Bachmann, Brett Bultemeier, Jeff Edwards, Faye Golden, Mike Helms, Jolene Hendrix, Chrissy Kaminski, Sarah Kingsley-Richards, James Kopco, Kimberly Tate, Sonja Thomas

Agenda and Minutes

1. Call to Order [Jolene Hendrix]

2. Treasurer's Report [Sonja Thomas]

Discussion:

- a. Current balance \$69,711.11. Waiting on \$4K donation from Rollins. Consistent with past after-meeting balances.
- b. Annual Meeting: final adjusted hotel balance \$22,298.99 (after \$2,589.83 refund); donations ~\$20K, ~ \$20K in registration fees. Final accounts to be presented at next meeting.

OLD BUSINESS

3. Website Updates [Faye Golden]

Discussion:

- a. New site and member listserv clean-up complete.
- b. NOTE: Membership login link on new site connects to old wildapricot site pages. Membership pages not part of initial release: wildapricot hosting paid through February, Slamdot is building site to replicate what wildapricot has been providing for membership.
- c. SlamCamp training: Sarah, Faye, Sonja, Whitney participated.
- d. New listserv will only send to active members. Testing is ongoing, individual member information updates may be required.

Action Items:

- | | Person Responsible: | Deadline: |
|------------------------------------------------------------------------------------------|----------------------------|------------------|
| • Formal website announcement, request feedback | Communications Committee | 9/23/22 |
| • Announce pending removal of old listserv, urge recipients to update member information | Communications Committee | 9/23/22 |
| • Submit information to post on new website to keep it fresh and relevant | AAPSE members | na |
| • Send official communications through wildapricot templates | EC | na |
| • Contact Slamdot to take down/redirect old web pages that are no longer current | Faye, Slamdot | 10/28/22 |

4. Lifetime Membership [Kimberly Tate]

Discussion:

- a. Working off document created under Kerry Richards (voted, approved), modeling after Award Committee guidance documents (Fellows Recognition closest analogue), add more to formal process (cover letter, nominee information, letters of support), more information is beneficial for BOD approval, still considering creating an actual form.
- b. Historically selected by President and presented to BOD for approval. NOTE: Document states that EC evaluates nominations and selects Life Members; Bylaws state "The Board shall have authority to bestow life membership".
- c. Comments: Any member should be able to nominate (broader pool of knowledge, last year did receive two nominations from membership), BOD should approve.

Action Items:

- | | Person Responsible: | Deadline: |
|-------------------------------------------------------------|----------------------------|------------------|
| • Determine if document in violation of Bylaws (BOD vs. EC) | Bylaws Committee | 10/28/22 |

- Finalize Lifetime Membership nomination guidance document draft Kimberly Tate, Sarah Kingsley-Richards 10/28/22

5. EC Retreat [Jolene Hendrix]

Discussion:

- In the past EC has met for organizational planning, usually at upcoming annual meeting location to also evaluate venue. Being planned for January/February 2023.
- Concerns regarding expense, and travel availability, virtual meeting easier to participate in, annual meeting venue evaluation Planning Committee role.

Action Items:

- Executive Committee determine dates; BOD approve expenses

Person Responsible:

Jolene Hendrix, BOD

Deadline:

10/28/22

NEW BUSINESS

6. 2023 Planning Meeting Update [Jolene Hendrix]

Discussion:

- Proposals from three venues best fit for size/duration of meeting including C&T Academy, ranked voted by Planning Committee. Looked at proposal number rooms blocked, number rooms at per diem rate, overall expected cost/minimums for food & beverage, 100 participants estimated variable by day per schedule. Have not yet gone back for negotiation.
- Concerns that PACT will reduce participation, choice between two. Planning Committee has considered this: PACT field tour focus, AAPSE networking and program development, planning AAPSE agenda to come out before PACT agenda.
- Previewed draft agenda & session topics: C&T Academy Monday/Tuesday, Tours Wednesday, AAPSE Thursday/Friday (half day), allow time for networking.
- Seeking sponsorships for specific agenda events.

Action Items:

- Negotiate hotel contract, present to BOD for approval
- Draft budget projections, including registration fees broken down by event participation

Person Responsible:

Planning Committee

Planning Committee

Deadline:

10/28/22

10/28/22

7. Adjournment [Jolene Hendrix]

Next BOD Meeting: 10/28/22, 12:00noon-1:00pm CST, Zoom teleconference

Next BOD Meeting: 11/22/22, 12:00noon-1:00pm CST, Zoom teleconference

Next BOD Meeting: 12/15/22, 12:00noon-1:00pm CST, Zoom teleconference

Next BOD Meeting: 01/19/23, 12:00noon-1:00pm CST, Zoom teleconference

Fourth Thursday monthly, 12:00pm CST going forward in 2023. Dates to follow.



AAPSE Liaison Report Form

Name:

Email address:

Liaison to:

Report date:

Meeting/Communication date(s):

Meeting/Communication location:

Brief summary of key topics or areas discussed as they relate to certification, training, and education:

Issues AAPSE may need to address: