

AAPSE BOD Meeting, 11/18/21, 10:00am-10:22am CST, Zoom teleconference

Meeting called by Faye Golden, recorded by Sarah Kingsley-Richards

BOD Attendees: Kim Brown, Faye Golden, Sharon Gripp, Chrissy Kaminski, Sarah Kingsley-Richards, James Kopco, Becky Maguire, Mimi Rose, Kimberly Tate, Sonja Thomas

Agenda and Minutes

1. Call to Order [Faye Golden]

2. Treasurer's Report [Sonja Thomas]

Discussion:

- a. No significant change to account balances.
- b. Still waiting on Arrow \$1000 donation, sent W9.

Action Items:

- | | Person Responsible: | Deadline: |
|---|---------------------|-----------|
| • Review membership numbers, contact lapsed members, clear accounts, break down membership by SLA/PSEP/industry | Sonja | 12/9/21 |
| • Prepare statements for State of the Association meeting | Sonja | 12/9/21 |

OLD BUSINESS

3. BOD Retreat

Discussion:

- a. Save the date invitation with draft agenda emailed to board and committee chairs 11/17/21.
- b. Some members already know unable to attend live. Plan to set up virtual component for first day at least.
- c. Hotel contract still being negotiated. Looking good. Members ok with dinner on own for two nights.

Action Items:

- | | Person Responsible: | Deadline: |
|---|---------------------|-----------|
| • Review agenda. Share something that will help to understand representative position and responsibilities to better serve membership. Goal: Involve members in organization and feel comfortable serving on the board. | Regional Reps | 12/23/21 |
| • Finalize hotel contract | Faye | 12/9/21 |
| • Set up virtual attendance for at least first day | Faye | 12/23/21 |
| • Seek sponsor for dinner(s) | Faye | 1/4/22 |

4. 2022 Annual Meeting

Discussion:

- a. Planning for July to avoid conflicts with regional meetings. Dan Wixted and Mary Centrella looking at site tours; General Mills processing facility is proposed, others being considered. Will continue working with Premier Events to negotiate hotel contracts.
- b. Large meeting will need member input and participation. Kimberly Tate has already volunteered for Planning Committee.

Action Items:

- | | Person Responsible: | Deadline: |
|--|---------------------|-----------|
| • Ask for Planning Committee volunteers at December State of the Association meeting | Faye | 12/9/21 |
| • Coordinate programming with Professional Development Committee. Clarify roles between committees | Planning Committee | TBD |

5. Regional Elections

Discussion:

- a. Northeast: No response yet, will follow up again.
- b. North Central: Two nominees. Election to be run.

Action Items:

- Regional reps continue to reach out to members to encourage nominations and hold elections.
- Announce new Regional Reps at State of the Association meeting (if elections complete at time)

Person Responsible:

Regional Reps

Faye

Deadline:

11/30/21

12/9/21

NEW BUSINESS

6. State of the Association Meeting (virtual)

Discussion:

- a. To be held 12/9/21 2pm CST. Email announcement and registration link sent 11/11/19.
- b. Deadline to register to receive holiday mailer Boxtail kit 11/19/21. Using remaining gift money from national meeting.

7. Other New Business: Membership Drive

Discussion:

- a. January-March push for membership drive. Mailing lists from other organizations (NPSEC, etc.) would be helpful to reach new membership.
- b. Membership Committee working on recruitment letter and welcome packet. Submit to board in December, to be ready to send out in February.

Action Items:

- Gather mailing lists from other organizations, industry

Person Responsible:

Sonja, Faye

Deadline:

1/27/22

8. Other New Business: Nominating Committee

Discussion:

- a. Committee members determined. One year cycle for offices.

9. Adjournment [Faye Golden]

Next BOD Meeting: 12/9/21, 10:00am-11:00am CST, Zoom teleconference

Next BOD Meeting: 1/27/22, 10:00am-11:00am CST, Zoom teleconference

Next BOD Meeting: 2/24/22, 10:00am-11:00am CST, Zoom teleconference

Next BOD Meeting: 3/24/22, 10:00am-11:00am CST, Zoom teleconference

