

## **AAPSE BOD Meeting, 11/22/22, 12:01pm-1:21pm CST, Zoom teleconference**

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

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

Guest: Sharon Gripp

### **Agenda and Minutes**

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#### **1. Call to Order [Jolene Hendrix]**

#### **2. Treasurer's Report [Sonja Thomas]**

**Discussion:**

- a. Full report to be presented at next meeting.

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### **OLD BUSINESS**

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#### **3. Website Updates\_A [Sarah Kingsley-Richards]**

**Discussion:**

- a. Wildapricot hosts old public-facing website and AAPSE member password-protected website. Price currently \$1836/2 years (\$76.50/month) increasing in February to \$2244/2 years (\$93.50/mo). Option to move to monthly payments if necessary, although 2 year contract is at discount. Member services include member database, member access to update/renew membership, event registration services, announcement email templates, and more.
- b. Slamdot has completed contract and been paid in full (\$5680) to create new public-facing website that AAPSE owns and updates. Slamdot is available (\$150/hour) for tech support or to update on our behalf if we are unable. Paying Slamdot \$25/month to host. Optional upgrade to \$85/month VIP would add support availability although still limited.
- c. Omega Digital paid one-time fee (\$2900) to create new listserv automatically linked to wildapricot member database, assist migration, and continued support at no cost. Available (\$175/hr) for additional services. Member database has been cleaned up in the process; new listserv is for paid members only. Purpose of the migration: old listserv on googlegroups was being blocked by some university servers and required manual updates from member database.
- d. Currently not enough turnaround time to not continue with wildapricot in some capacity after February. Switching to an analogous service would not necessarily save costs nor provide benefits. Member service features could be reproduced individually through separate platforms but would not be cost effective. It is not unusual for an organization to have two platforms for public and members.
- e. AAPSE owns the Slamdot public website design and can choose to recreate in wildapricot if desired in the future. Can change look and feel of wildapricot to better blend with public website. Old public pages on wildapricot can be removed so not duplicated.
- f. Motion by Jolene Hendrix to continue with wildapricot for membership portal with fee increase. Seconded by Evan Alderman. Motion passed.

**Action Items:**

- Finalize notification and removal of old listserv

**Person Responsible:**

Sarah Kingsley-  
Richards, Sonja  
Thomas, Whitney  
Weaver

**Deadline:**

12/31/22

#### 4. Website Updates\_B [Sarah Kingsley-Richards]

##### Discussion:

- a. AAPSE would benefit from a dedicated, responsive webmaster for the restructured organization websites. Webmaster requirements to include: understand the technology and interactions, maintain hosting contacts, post upload and site development requests to the website, be responsive to requests and advise content developers, attend BOD meetings to stay current on upcoming activities, document procedures. Not responsible for developing content, responsible for making it happen. Could be AAPSE member or paid professional.
- b. Proposal to create an official Webmaster position explored. At one point it was the Secretary because that person was able and available; adding technology proficiency requirement to the Secretary role would limit attracting candidates to this necessary position. The Communications Committee was supposed to be in charge but have been having some issues with activity. Suggestion to assign Webmaster to Committee on Committees to allow overarching contact with all committees that develop content for the website. Worth looking at bylaws for adding an officer role to the BOD.
- c. Agreement to allow Sarah Kingsley-Richards to take on proposed Webmaster role *in interim* as official position is explored. Role will extend beyond term as Secretary unless otherwise noted.

##### Action Items:

- |   | <b>Person Responsible:</b>    | <b>Deadline:</b> |
|---|-------------------------------|------------------|
| • Explore options for establishing Webmaster position (BOD officer, committee role, etc.)   | Faye Golden, Bylaws Committee | 12/15/22         |
| • Change look and feel of wildapricot to better blend with public website, remove old public pages on wildapricot so not duplicated | Sarah Kingsley-Richards       | 12/15/22         |

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#### NEW BUSINESS

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#### 5. C&T Academy Update, Membership Committee Update [Sharon Gripp]

##### Discussion:

- a. C&T Academy identifying speakers for virtual sessions and in-person. External funding request decision pending.
- b. Membership Committee wants to increase membership. Almost all states have a PSEP AAPSE member, not every state has an SLA AAPSE member. Request Regional Reps invite non-member SLAs (and Tribal Nations, others) to join AAPSE, either directly or through regional PSEPs. Letter and flyer available from Membership Committee.

##### Action Items:

- |  | <b>Person Responsible:</b>                      | <b>Deadline:</b>       |
|--|---|------------------------|
| • Recruit speakers, develop virtual program  | C&T Academy, Professional Development Committee | January 2023           |
| • Announce C&T Academy to membership, part of December/January weekly highlight announcement series                                | Jolene, Communications Committee                | 11/28/22 -January 2023 |
| • Regional Reps invite non-member SLAs (and Tribal Nations, others) to join AAPSE. Membership Committee provides letter and flyer. | Regional Reps, Membership Committee             | January 2023           |

#### 6. EC Retreat

##### Discussion:

- a. Still planning on February in Savannah. No new details.

## 7. 2023 Planning Meeting Update

### Discussion:

- a. Have received proposal from Kimpton Brice (hotel). Will review.
- b. Planning Committee suggested adjustment on room block number based on feedback and expected participants.
- c. Breaking agenda down in chunks. Have started working on pest tour options first.

### Action Items:

- Negotiate hotel contract
- Finalize agenda

### Person Responsible:

Planning Committee

Planning Committee

### Deadline:

11/22/22

February  
2023

## 8. Mid-year meeting agenda discussion

### Discussion:

- a. Virtual January 19, 2023. Updates from active committees, JPSE, sales pitch for C&T Academy and AAPSE Annual Meeting, tour of new website, Treasurer's Report, announce new Regional Reps, introduce EC, announce upcoming officer elections. Proposed in-session polls or follow-up survey about website use, raising dues, etc.

### Action Items:

- Send a "Save the Date" to membership

### Person Responsible:

Jolene Hendrix

### Deadline:

12/12/22

## 9. Comments/Announcements

### Discussion:

- a. Lifetime Membership guidance document is uploaded to website with governance documents.
- b. Member interest in forum/scheduled meetings for new PSEPs/SLAs to share experiences and challenges, opportunity for mentorship. Has been considered by the Professional Development Committee in the past.
- c. Recent lawsuit raised question about how long PSEPs/SLAs are required to retain training records. Varies by state, often depends on the longest recertification period in the state.
- d. AAPSE on the agenda for SFIREG December 5&6, Amanda presenting.
- e. Elections in process for Northeast, Southern, and Western Regional Representatives.

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## 10. Adjournment [Jolene Hendrix]

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**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.*

