
APA Executive Board Meeting Minutes
Wednesday, January 15, 2020
Bernhard Center Room 157

ROLL CALL

Present: Alexia Alexander, Steve Booher, Lauren Carney, Jennifer Clements, Lynda Hunt, Laura Large, Michelle Loedeman, William McQuitty, Nathan Nguyen, Janice Quakenbush, Teri Schrimpf, Liz Teviotdale, Margaret von Steinen, Faith Wicklund

Absent: Mike Berdowski, Laura Ciccantell, Mario Galbreath, Julie Lenczycki, Alice Molvern, Caroline Ray, Malia Roberts, Amy Seth, Leah Smith, Jake Woods

Laura Large called the meeting to order at 11:38. The agenda was approved once a quorum was reached

PRESIDENT’S REPORT

- Laura Large led a discussion on the trainings being provided by HR. It was recommended to ask about including Generations and that Steve Miller could lead. It was also recommended to add Performance Management Assessment training. She will send these suggestions to HR.
- Laura Large led a discussion on the agenda for the February meeting with the Provost. Items from the last meeting that were not discussed include Staff Training and Performance Management.
- A question has been raised as to whether our scholarship could be awarded to students who are less than full time. Currently our policy states ‘full-time’ student. Lynda Hunt will review the wording and we will discuss it at our next meeting. There was also a discussion about potentially raising the amount given or potentially giving 2 scholarships.
- Laura also reported on several questions and answers from the Engagement Survey that pertain to APA matters. She will post her notes in Teams and the board will review and potentially add them to the agenda with the Provost.

VICE-PRESIDENT’S REPORT

- No report

TREASURER’S REPORT

- Faith Wicklund reported on both November and December treasure reports. There was no activity in November. The expenses and revenues for the holiday party were accounted for in the December report along with some postage and use tax. The ending balance as of December 31, 2019 was \$6,064.97. Both reports were approved.

CORRESPONDING SECRETARY’S REPORT

- No report

RECORDING SECRETARY’S REPORT

- No report

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Margaret Von Steinen reported that there are currently not any Lunch-n-Meets planned.

MINUTES

- The committee will follow up on staff that did not renew their membership.
- The February 26 General Meeting will be hosted by Discover Kalamazoo and Government Relations will present the program. Extra help is needed to check people in – Michelle Loedeman, Faith Wicklund, Steve Booher, and William McQuitty volunteered to help. Two giveaways are needed for the meeting.
- Photos from the holiday party are needed for the website. Please send to Margaret if you have any.
- Help is needed on the website. We will ask for volunteers at the general meeting.
- The President has a new initiative on increasing responsible civic engagement. The board will be reviewing it to determine if we want to add our name to the initiative.

Nominations and Elections

- There was a discussion on how to handle a vacant position. There will be continued discussion at the next board meeting.

Awards and Recognition

- Michelle Loedeman reported that applications are due today. The wording for when the scholarship winner is drawn needs to be rewritten as it currently states, ‘will be drawn at the January general membership meeting’ and our general meeting is now held in February. This will be presented at the April 16 meeting.

Special Events

- William McQuitty reported that the Holiday Party was a success. We had 48 registered members and guests. A huge thank you to our donors: Bell’s Brewery, the Medieval Institute, Liz Teviotdale, APA, and the Black Rock for donating items for the raffle. Thank you notes have been sent to them.

OTHER COMMITTEES

Service

- No report.

OLD BUSINESS

- None

NEW BUSINESS

- No report

ANNOUNCEMENTS

- Town halls will be held on March 30 and 31.
- Lunch-n-Learn on Photoshop will be held on Thursday, March 5, in Sangren 4715 from noon to 1pm.

Meeting adjourned.

Respectfully submitted,
Teri Schimpf

Upcoming Meetings:

- 2/5 – Officers meet with Jan & Warren
- 2/12 – E-Board Meeting with Drs. Bott and Cheatham at 11:30
- 2/26 – General Membership Meeting at noon – Bernhard Center 208/09