APA Executive Board Meeting Minutes  
Wednesday, October 7, 2020  
Webex Meeting  

ROLL CALL  
Present: Stacie Ballard, Mike Berdowski, Lauren Carney, Laura Ciccantell, Jennifer Clements, Mario Galbreath, Lynda Hunt, Laura Large, William McQuitty, Patty Mikowski, Alice Molvern, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Leah Smith, Margaret von Steinen, Jake Woods  
Absent: Alexia Alexander, Michelle Loedeman, Julie Lenczycki, Nathan Nguyen, Amy Seth, Liz Teviotdale, Faith Wicklund,  

Malia Roberts called the meeting to order at 11:35. The agenda was approved.  

PRESIDENT’S REPORT  
• Malia Roberts reported that we have not met with Jan Van Der Kley and Warren Hills since our last board meeting.  
• She reported that we had been invited to participate in the virtual Benefits expo but decided we would skip this year as we are all busy at this time.  
• She also reported that she had heard that the telecommute policy was written for normal working conditions – not during COVID. This will be a main topic for the APA Officer’s meeting with Jan and Warren later this month.  

VICE-PRESIDENT’S REPORT  
• Laura Large welcomed the two new board members – Stacie Ballard and Patty Mikowski. She reminded us to read the President’s email about the budget and to be aware of more budget reductions in the future.  

TREASURER’S REPORT  
• No report.  

CORRESPONDING SECRETARY’S REPORT  
• Janice Quakenbush reported that she has completed the schedule (which is posted in Teams) and will send Webex invites to the meetings.  

RECORDING SECRETARY’S REPORT  
• None  

COMMITTEE REPORTS  
• Special Events Committee will be meeting soon. Two members have resigned but one new member is joining. A discussion was held concerning what event could be held. Ideas included live trivia, SRC trivia, pub crawl, and online board games.  

OLD BUSINESS  
• Malia Roberts report that the sub-committee is working on a letter concerning the RIF process.
NEW BUSINESS

- Janice Quakenbush discussed the talking points we have compiled to discuss the telecommuting policy with Jan Van Der Kley and Warren Hills. She will post them in Teams so we can review them. An email will be sent to them prior to our meeting on October 22.
- Jennifer Clements reported on her findings on the changes to the Flexible Spending account through BASIC. Human Resources did not know about the changes that they initiated. The mailing that BASIC sent out had incorrect information in it and a new letter is being sent. Your old login will not work. You need to go to CDA.basiconline.com to set up a new account and the app is: BASIC benefits. The card cannot be used unless you have a balance in your account. If you do use your card, you still have to submit documentation to prove the expense. If you do not use your card and apply for a reimbursement, the money will be placed on your card that you can use to buy anything. If you want the money to be moved to your checking account you have to set up a recurring action to move that money.

ANNOUNCEMENTS

- Laura Large encouraged us to fill out the Climate Survey and to encourage others to complete it.
- Malia Roberts noted there is a car parade this weekend.
- Margaret von Steinen reported that her G-level position was eliminated due to RIF and her last day is November 19. Administrative support for Government Relations/Community Partnerships after November 19 will be provided by an E-level combined position to serve both the VP for Business and Finance and the VP for Government Relations.

Meeting adjourned at 12:32.

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings/Events:
- 10/22 – Officers meeting with Jan Van Der Kley and Warren Hills
- 11/11 – Executive Board Meeting