
APA Executive Board Meeting Minutes
Wednesday, December 12, 2018
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Jennifer Clements, Lynda Hunt, Laura Large, Monica Liggins-Abrams, William McQuitty, Patty Mikowski, Alice Molvern, Nat Nguyen, Malia Roberts, Teri Schrimpf, Amy Seth, Liz Teviotdale, Margaret von Steinen, Chris Voss, Jake Woods

Absent: Alexia Alexander, Lauren Carney, Mario Galbreath, Julie Lenczycki, Michelle Loedeman, Janice Quakenbush, Caroline Ray, Leah Smith, Faith Wicklund,

Monica Liggins-Abrams called the meeting to order at 11:35 and the agenda was approved once a quorum was reached.

PRESIDENT'S REPORT

- Monica Liggins-Abrams reported that we had not met with Jan Van Der Kley and Warren Hills this month. She has asked Dr. Montgomery if he would speak at our general meeting in January – waiting for a reply. She attended the Think Big town hall and thought it had great energy and there will be more opportunities to participate and she encouraged all of us to check into it: <https://wmich.edu/marcom/thankyou>. Discussed giving staff the opportunity to learn new skills when position responsibilities change and require a new skill set rather than laying off the staff. This will be discussed with the administration. There was also a discussion on effective evaluations.

VICE-PRESIDENT'S REPORT

- None

TREASURER'S REPORT

- Monica gave the treasurer's report, as Faith was not available. There was income for the Holiday Party and expenses for the APA notecards and the transfer to the APA Scholarship Endowment and use tax. The current ending balance as of November 30, 2018 is \$8,644.29. Treasurer's report approved.

CORRESPONDING SECRETARY'S REPORT

- Malia Roberts reported that renewal notices were sent out to those on annual memberships and those whose complimentary membership was ending. It was noted that notices should go out in January to those who are on perpetual memberships as the deduction will take place in February. The email account has been changed so the owners are now Faith Wicklund, Lynda Hunt, and Monica Liggins-Abrams. Those able to send emails are the owners, Malia Roberts and Amy Seth.

RECORDING SECRETARY'S REPORT

- Teri Schrimpf noted that she will be in training on January 17 and will not be able to attend the board meeting. Liz Teviotdale has volunteered to take minutes for her.

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Malia Roberts reported she received the mugs but was not happy with quality. She is looking to having them reprinted.
- Margaret von Steinen has received the new notecards. The first order ended up being flat postcards and so had them reprinted as notecards. A few cards were signed by members to send out as thank-you cards.
- Malia reported on the first three Coffee and Connections. Thirteen people have attended the events and they have gone over very well. It has been determined that it is better to have two members host the event to be able to include all in conversation. She is putting together a go-pack which will include all the information and give-aways that are needed at each event. The events last around 30 minutes and the committee has asked for volunteers for the next year. Margaret will purchase a tote for the go-pack.
- Margaret reported that the Lunch and Learn was well attended and everyone enjoyed it. One suggestion was that the power point presented should be available to attendees. It was determined they hold these quarterly and will be looking for recommendations.
- The committee has suggested that the board hold a half-day retreat to set direction for APA. It was suggested we get someone to lead it for us.

Nominations and Elections

- Laura Large passed around a list of those whose terms expire in 2019 and asked them to note if they were willing to run again. The election will be in April with installation at the May general meeting.

Awards and Recognition

- Michelle Loedeman is out on medical leave so Patty Mikowski will check with her to see if she needs help getting the scholarship applications reviewed. The scholarship notification was sent out. It was clarified that children of retiree members are eligible for the scholarship.

Special Events

- Nat Nguyen reported that there is around 75 signed up for the holiday party on December 17. There will be a few food items for vegetarian/vegans but that they will be able to order if they want something else. Notes they are collecting for planning next year's party include: charging a little more and asking about dietary needs on the reservation site. Lynda Hunt will bring brochures so guests can sign up for APA if desired.

Other Committees

- None

OLD BUSINESS

- Monica Liggins-Abrams has been working on the recommendations to Drs. Montgomery and Bott. Decision made that the first recommendations to them would focus on professional development and training. It will be ready this week.

MINUTES

- Margaret von Steinen reported that the vendor, Modern Think, has been selected for the engagement survey. She will use our list of concerns from our survey to guide her on the creation of questions for the survey. Anyone who has an idea for a question for the survey should contact her.

NEW BUSINESS

- Malia Roberts has booked the room and podium for the January 23 general meeting. She still needs to book the videographer. The committee is responsible for planning the general meeting but can reach out to other board members for help.
- The agenda item of ‘Review committee responsibilities’ will be discussed at the next meeting.
- No one had officially received an invite to attend the fall graduation ceremonies. Lynda Hunt will check to see if we are to be included or not.

ANNOUNCEMENTS

- Liz Teviotdale noted that the big construction project at Stadium and Howard has been postponed/canceled.

Meeting adjourned approximately 1:13 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:

- 1/15 – Officers meet with Jan & Warren – noon – 1:30 pm – Bernhard Center Faculty Dining Room
- 1/17 – Exec Board Meeting – 11:30 – 1:30 pm – Bernhard Center Faculty Dining Room
- 1/23 – General Membership Meeting – noon – 1:00 pm – Bernhard Center #157-158