
APA Executive Board Meeting Minutes
Wednesday, October 10, 2018
Haworth College of Business

ROLL CALL

Present: Alexia Alexander, Lauren Carney, Laura Large, Michelle Loedeman, William McQuitty, Patty Mikowski, Alice Molvern, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Liz Teviotdale, Margaret von Steinen, Faith Wicklund, Jake Woods

Absent: Jennifer Clements, Mario Galbreath, Lynda Hunt, Julie Lenczycki, Monica Liggins-Abrams, Nathan Nguyen, Caroline Ray, Amy Seth, Leah Smith, Chris Voss,

Faith Wicklund called the meeting to order at 11:39 but the agenda was not approved until a quorum was reached.

PRESIDENT'S REPORT

- No report as we had not met with Warren Hills and Jan Van Der Kley:

VICE-PRESIDENT'S REPORT

- None

TREASURER'S REPORT

- Faith Wicklund reported that there were some expenses for the work group meetings and use tax and income from a few membership dues. The current ending balance as of September 30, 2018 is \$10,588.59. Margaret von Steinen has a receipt from the general meeting and will be turning it in (PSSO will cover half the expenses).

CORRESPONDING SECRETARY'S REPORT

- None

RECORDING SECRETARY'S REPORT

- Teri Schrimpf asked about the process that should be used in approving minutes. It was decided that she will give the board members two days for review via Teams. After the two days she will update the minutes and ask for final approval with a 'thumbs up' from those that had attended the meeting. When a quorum of those that had attended the meeting have given the 'thumbs up' she will ask for the minutes to be posted. This should allow minutes to be posted within a week of the meeting.

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- Malia Roberts and Margaret von Steinen reported that they had a very productive meeting and have asked the new members of the committee to review the brochure.
- Discussion was held concerning the awards to the members who referred the most new members.
- The committee would like to ask the board to provide a lunch for all general meetings as they feel that would bring in more people. It was also discussed that if we have a sponsor, the sponsor may provide a lunch. We need to be deciding on the speaker for the January general meeting. At one time we had discussed having Dr. Montgomery. We will check with Monica on that.

MINUTES

- Malia is working on creating a video library on our website that will house all the videos we have created.
- It was noted that the findings from the survey that were presented at the last general meeting should go out in the next email.
- The ‘coffees’ are almost ready to start. The committee will handle them for the fall and will work out all the kinks and then ask for more volunteers. We have the coupons to give to those attending the coffee and we will be charged for the exact amount once it has been used. They are working on creating a short agenda to help guide the discussion. They would like have a promotional item to give to new members.
- The committee is also looking into creating an ambassador group – a champion in buildings with large numbers of APA eligible staff.
- The committee would like to create a video testimonial featuring a member of APA talking about why it is important to become a member. There will be a small expense associated with this – they will have a proposal at the next meeting.
- Malia is trying to get a table at the Benefits Expo – she is waiting to hear back from them. The tablecloth has been ordered but has not arrived.
- Margaret reported that she attended the PSSO general meeting and would like to see us incorporate some of the fun things they do at their meetings – giveaways, 50/50 drawing, and sign-up sheets for activities are some examples.

A quorum was reached and so the agenda and treasure report were approved. A motion was made to spend up to \$500 for an APA branded promotional item to be used for giveaways.

Nominations and Elections

- Laura Large reported that they will get started in January. She reminded us that half of us go off the board each year and we can let her know if we are interested in re-running. We can also look for others who might be interested in running for the board.

Awards and Recognition

- No report. Someone asked when notices about the scholarship need to go out. The deadline for applying is January 15.

Special Events

- None

Other Committees

- Janice Quakenbush reported that she is the APA representative for the Budget model cost Allocation Work Group. Nothing much to report yet as they are just getting started.
- Margaret von Steinen reported she is on the committee for the RFP for the upcoming university-wide survey.
- Laura Large is active with the United Way campaign and encouraged all to contribute as the percent of participation means a lot to the community.

MINUTES

OLD BUSINESS

- Alice Molvern reported that she had met with Leah Smith about the recommendations to Drs. Montgomery and Bott. They have sent their version to Monica for review. It will be sent out to board members for final review.
- A quick discussion was held about completing the Everfi awareness and prevention training.
- The money has not been moved the endowment fund. We will follow-up with Lynda Hunt and get a report on the endowment next month.

NEW BUSINESS

- We will discuss the testimonial project next month.

ANNOUNCEMENTS

- We should encourage any students we work with to participate in the election in November.

Meeting adjourned approximately 12:41 pm

Respectfully submitted,
Teri Schimpf

Upcoming Meetings:

- 11/13 – Officers meet with Jan & Warren – noon – 1:30 pm – Bernhard Center 157
- 11/14 – Exec Board Meeting – 11:30 – 1:30 pm – Bernhard Center Faculty Dining Room