
**APA Executive Board Meeting Minutes
Wednesday, August 14, 2019
Bernhard Center Faculty Dining Room**

ROLL CALL

Present: Steve Booher, Lauren Carney, Lynda Hunt, Laura Large, Julie Lenczycki, Michelle Loedeman, William McQuitty, Alice Molvern, Nathan Nguyen, Janice Quakenbush, Caroline Ray, Malia Roberts, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale

Absent: Alexia Alexander, Mike Berdowski, Laura Ciccantell, Jennifer Clements, Mario Galbreath, Margaret von Steinen, Faith Wicklund, Jake Woods

Committee Members: Jennifer Klauth, Kelly Reed

Malia Roberts called the meeting to order at 11:44 and the agenda was approved.

PRESIDENT'S REPORT

- Malia Roberts reported that we have not met with Jan Van Der Kley and Warren Hills.
- She asked for comments about the APA Retreat. It appears most thought it was a good idea and the right amount of time. Laura Large has typed up all the ideas and will posting them and giving them to the appropriate committees.
- Malia noted that the HR Leadership Academy has selected its participants – both she and Mike Berdowski will be attending. It did get more applications than available seats.
- Feedback on the meeting with Drs. Montgomery and Bott – She was pleased so many different people made comments. It was a good meeting and we are wondering if next year we should meet with them without PSSO – make the joint meeting every other year. Dr. Bott has given us a few seats at the Conflict Resolution meeting that will be held this fall – Leah Smith and Michelle Loedeman are interested.

VICE-PRESIDENT'S REPORT

- Laura Large reported that she handed out APA buttons at the Staff Bash which was a great success. It was decided that the Corresponding Secretary will write a thank-you to the President for hosting the Staff Bash.
- It was noted that Jeanne Barron is retiring so a card was signed by all in attendance.

TREASURER'S REPORT

Janice Quakenbush reported the treasurer's report for July for FaithWicklund. The only expense was the charge for the summer social giveaways. The current ending balance as of July 31, 2019 is \$8,396.19. A special note from Faith:

- The ending balance on the May treasurer's report was \$8,661.38. On the June report the May ending balance was reported as \$8,587.27. The difference is April use tax in the amount of \$77.11 that was recorded after our report was prepared and not caught on the May report less a \$3 recording error adjustment.
- The ending balance for June 2019 was reported as \$8,632.27, but \$2.20 was booked in use tax in year-end adjustments making the June 2019 ending balance \$8,630.07 which will be carried forward on the July 2019 report.

Laura Large reported that she has an expense of \$15.93 for the name tent cards that were used for the meeting with the President. Expense approved.

Treasurer's report approved.

CORRESPONDING SECRETARY'S REPORT

- Janice Quakenbush reported that she has reviewed the process to email all eligible APA members and can send out an email whenever we need one sent. In any email we send we must allow the receiver to unsubscribe from the list – that will need to be tracked manually.

RECORDING SECRETARY'S REPORT

- No report

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

Malia Roberts reported that they have created a general checklist for planning meetings and lunch and learns. Coffee and Connections have been held:

- Thursday, July 25, 11:30 a.m., Student Recreation Center Welcome Desk, hosted by Faith Wicklund and Mike Berdowski – had 5 attendees
- Monday, August 12, 10 a.m., Bernhard Center 1st Floor Cafe, hosted by Laura Large and Alice Molvern – had 2 attendees.
- Julie Lenczycki and Jacob Wood will host the one in September on East Campus.
- Dates and hosts are needed for upcoming months. Amy Seth volunteered the Rec Center again.

Nominations and Elections

- Lynda Hunt will be following up with board members whose term will expire next year.

Awards and Recognition

- Michelle Loedeman reported that she is still waiting on the plaques.

Special Events

- Nathan Nguyen reported that they will be meeting soon. Feedback on the Growlers game was that it was hard to get the APA discount. A few did attend.

OTHER COMMITTEES

Service

Jennifer Klauth, Kelly Reed, and Lauren Carney reported on 2 service proposals.

- Proposal 1: Broncos. Period.
 - Objective: Provide low or no cost sustainable options for feminine hygiene to all menstruating students at WMU.
- Proposal 2: Bronco Books
 - Objective: Increase access to free text books for all WMU students.

Discussion was held and comments made. Both were well received and a survey will be sent to APA members to determine which one should be worked on first.

OLD BUSINESS

- Land Acknowledgement Support Letter – The letter has been edited by Liz Teviotdale and since we are out of time, Malia Roberts will post to Teams and the vote will be held. Liz encouraged everyone to vote so we can claim that it passed unanimously.

NEW BUSINESS

- Malia Roberts asked whether we should be posting the Treasurer's Report on the website (this had come up as a discussion item during the retreat). It was determined that one will be sent to members if they request but otherwise we will continue to do a summary in the minutes.

ANNOUNCEMENTS

- Amy Seth announced the Turkey Trot is on November 23 and it will include a canned food drive for the Invisible Need Project.
- The HR Service Center is now open.
- HR has 2 new workshops available that have openings.
- Facilities Management is holding an Invisible Need Food Drive the week September 16-20. APA will support this.
- Laura Large has information about the changes on student employees.
- Amy Seth announced that the Benefits Expo will be November 7. APA will have a table. The theme will be 8 Dimensions of Wellness and Know Your Numbers.

Meeting adjourned approximately 1:09 pm

Respectfully submitted,
Teri Schimpf

Upcoming Meetings:

- 9/18 – Exec Board Meeting – 11:30 to 1:00 pm at the Bernhard Center Faculty Dining Room
- 9/20 – Officers meet with Jan & Warren – noon – 1:30 pm – Bernhard Center #207
- 9/25 – APA/PSSO General Membership Meeting – noon – 1 pm at the Bernhard Center #208/09