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**APA Executive Board Meeting Minutes  
Wednesday, September 18, 2019  
Bernhard Center Faculty Dining Room**

**ROLL CALL**

Present: Alexia Alexander, Mike Berdowski, Steve Booher, Lynda Hunt, Laura Large, Julie Lenczycki, Michelle Loedeman, William McQuitty, Nathan Nguyen, Janice Quakenbush, Malia Roberts, Teri Schrimpf, Amy Seth, Liz Teviotdale

Absent: Lauren Carney, Laura Ciccantell, Jennifer Clements, Mario Galbreath, Alice Molvern, Caroline Ray, Leah Smith, Margaret von Steinen, Faith Wicklund, Jake Woods

Committee Member: Sara Volmering

Guest: Monica Liggins-Abrams

Malia Roberts called the meeting to order at 11:37. There was no quorum until later. The agenda was approved once a quorum was reached.

**PRESIDENT'S REPORT**

- Malia Roberts reported that we have not met with Jan Van Der Kley and Warren Hills.
- She noted that the Land Acknowledgement Statement was approved at the Board meeting and that APA was noted as a supporter.

**VICE-PRESIDENT'S REPORT**

- Laura Large reported that there are several HR workshops being presented. The workshops still have openings so please encourage staff to attend.
- Several upcoming events include the Student Success Summit on October 7 and the Transportation Master Plan and Hilltop Village Roadway Public Open House on September 26 (2 sessions). Also the presentation of Power of Conversations has been videotaped and the book is still available for free download.

**TREASURER'S REPORT**

Janice Quakenbush reported the treasurer's report for August for Faith Wicklund. Expenses included the Leadership Retreat and Use Tax. The current ending balance as of August 31, 2019 is \$8,107.97.

Treasurer's report approved.

**CORRESPONDING SECRETARY'S REPORT**

- No report

**RECORDING SECRETARY'S REPORT**

- No report

**STANDING COMMITTEE REPORTS AND DISCUSSION**

**Membership**

Julie Lenczycki reported that she held a Coffee and Connections this morning. Malia Roberts reported that Amy Seth will be hosting October at the SRC – plan is for October 1 at 8:15. Margaret von Steinen will host one on December 6 at Seibert.

There will be a Lunch and Learn about Western Cares on October 10. Amy Seth offered to host a Lunch and Learn at eSports in November.

### **Nominations and Elections**

- Lynda Hunt has followed up with all board members whose terms will be expiring. The following will not be running: Alexia Alexander, Liz Teviotdale, Lauren Carney, and Julie Lenczycki. Please send any recommendations to Lynda.

### **Awards and Recognition**

- Michelle Loedeman reported that the plaques have been updated (there is an error in one and she is waiting for the fix).

### **Special Events**

- Sara Volmering said they are planning a pilot of hosting regular lunches each month. The lunch will be held where attendees could bring or buy their lunch. They are hoping APA would provide a dessert. Each month will be held in a different spot. The committee is also starting to look into planning the holiday party.

### **OTHER COMMITTEES**

#### **Service**

- Malia Roberts noted that the 2 service projects will be presented at the General Membership Meeting on September 25.

### **OLD BUSINESS**

- None

### **NEW BUSINESS**

- General Membership Meeting: Malia Roberts reported that we will be focusing on what has been accomplished in the past year and give a summary of the retreat. An updated brochure will be available. Up to \$1900 was approved for catering and expenses.
- WMU Benefits and Wellness Expo: This will be held November 7 from 9:00 – 3:30. A sign-up sheet was passed around for volunteers to staff an APA table. The theme is “Know Your Numbers.”. Discussion was held about a table activity and a committee was formed to finalize plans – Amy Seth, Mike Berdowski and Sara Volmering.
- Monica Liggins-Abrams reported on her experience with a position reclassification. She said that Amy Brimmer would be willing to come and meet with us to explain the process in more detail.

### **ANNOUNCEMENTS**

- September 20 is Convocation and free Outdoor Yoga.
- Blue Zones book club still has openings.
- Healthy Weigh also has openings.

Meeting adjourned approximately 1:09 pm

Respectfully submitted,  
Teri Schrimpf

**Upcoming Meetings:**

- 9/25 – Officers meet with Jan & Warren – 9:00 – 10:00 – Bernhard Center #207
- 9/25 – APA General Membership Meeting – noon – 1 pm at the Bernhard Center #208/09
- 10/9 – Executive Board Meeting; 11:30 – 1:00 pm – Bernhard Center Room #157