
APA Executive Board Meeting Minutes
Wednesday, May 9, 2018
Bernhard Center Faculty Dining Room

ROLL CALL

Present: Nick Griffith, Lynda Hunt, Laura Large, Michelle Loedeman, Patty Mikowski, Janice Quakenbush, Mary Ramlow, Julie Rickert, Teri Schrimpf, Amy Seth, Leah Smith, Liz Teviotdale, Chris Voss, Faith Wicklund, Jake Woods

Absent: Mario Galbreath, Toni Latham, Monica Liggins-Abrams, Julie Lenczycki, Nathan Nguyen, Caroline Ray, Margaret von Steinen

Before the quorum was reached, we did introductions and Lynda Hunt asked for another member to attend the administration meeting next week to discuss our concerns about the changes to the FMLA policy as Amy Seth will not be able to attend. Patty Mikowski will join us.

Quorum reached and meeting called to order with the approval of the agenda.

PRESIDENT'S REPORT

- Lynda Hunt has received the email list from Todd Mossman for the election. The ballots will be delivered over e-mail through a survey.

VICE-PRESIDENT'S REPORT

- None

TREASURER'S REPORT

- Nick Griffith reported that the beginning balance was 11,360.76. There was income from spring luncheon registrations and spring luncheon contributions. The Fetzer catering charge for the spring luncheon has been paid but there are still a few other outstanding bills to be paid. The ending balance as of April 30, 2018 is \$11,927.86. A list of departments that contributed to the spring luncheon was included. Report approved.
- It was discussed as to the timing of removing staff who have not renewed their membership. Nick will remove them before the election.

CORRESPONDING SECRETARY'S REPORT

- Faith Wicklund reported that thank you notes have been sent to those who provided sponsorships for the spring luncheon. Liz Teviotdale had given her some very nice note cards with our logo and 'Thank You' on them and she would like to order more. She will check with Liz as to where they were from. (Liz arrived at the end of the meeting and reported that she had made the thank you cards herself.)

RECORDING SECRETARY'S REPORT

- None

STANDING COMMITTEE REPORTS AND DISCUSSION

Membership

- None

Nominations and Elections

- Amy Seth has been working on the ballot. Once finalized, she will give it to Lynda and Monica for them to send it out.

Awards and Recognition

- Michelle Loedeman thanked Faith for handling the thank you notes. She reported that we received \$4,200 in sponsorships and \$195 from attendees. Fetzer Center charged us for 60 guests for the buffet giving us a net balance of \$2,894 for the event.

Special Events

- Leah Smith reported they have sent out a survey to board members to rank several options of summer events. The committee will wait until Friday to tally the results as only 16 had responded so far. They may send out a reminder email. (Later it was noted that they will plan on sending the survey out to all APA members).

Other Committees

- None

OLD BUSINESS

- Discussed our meeting with President Montgomery. He asked us to prioritize our concerns:
 1. Workload/staffing issue
 2. Communication
 3. Professional Development (include supervisor training)
 4. Eroding Benefits

NEW BUSINESS

- Leah Smith discussed the 'Teams' group she has created. We will try using it for discussions to help cut down on the number of emails. We can also add documents so the minutes could be placed there for review.
- Leah also noted that the magnets had been ordered and should have been delivered.
- It was asked whether we should live-stream the general meeting next week as it will have several pertinent presentations. Mary Ramlow says the PSSO uses Adobe Connect for members to stream their meetings. It does not have an option for saving the stream for viewing later and we would like that capability for this meeting. It was moved and approved to spend the \$100 to \$150 for WMU Media Services to stream and record the meeting.

ANNOUNCEMENTS

- This was Julie Rickert's last board meeting as she is retiring in July. We thanked her for her service and she wished us the best in the future.

Meeting adjourned approximately 12:44 pm

Respectfully submitted,
Teri Schrimpf

Upcoming Meetings:

- 5/14 – Officers meet with Jan & Warren – noon – 1:30 pm – Business and Finance Conference Room #3080 Seibert Administration Building
- 5/15 – General Meeting – noon – 1 pm – BC 157-158
- 6/13 – Exec Board Meeting – 11:30 – 1:30 pm – BC Faculty Dining Room