

AAPSE EC Meeting Minutes

11.12.2014

3:40-5:15 p.m. ET

Teleconference

Meeting called by

Mike Weaver

Members Present

Betsy Buffington, Don Rennie, Andrew Thostenson

AGENDA

1. NATIONAL WORKSHOP FOLLOW-UP

Discussion

- Discussed need to survey members about workshop.
- If continuing meeting, make every effort to hold in different location than upcoming PACT conference.

Action Item

Person

Deadline

Create short survey

Betsy Buffington

11/26/14

Publish survey on Survey Monkey

Andrew Thostenson

12/31/14

2. BOD MEETING DATES

Discussion

- Discussed setting future meeting dates for all of BOD quarterly meetings next year.
- Andrew Thostenson suggested providing time frame (e.g., 1st half of April, 1st half of July, etc.) instead of exact dates.

Action Item

Person

Deadline

Send Doodle poll out to determine date for December BOD meeting.

Mike Weaver

3. APPOINTMENT OF STRATEGIC PLANNING COMMITTEE

Discussion

- Would like to see cross-section of AAPSE membership by region and by affiliation. Will try for 7 members; 3 SLAs and 4 CES.

Action Item

Person

Deadline

Send email to AAPSE list serv asking for participation

Mike Weaver

4. MEMBERSHIP STRUCTURE STRATEGY

Discussion

- Need to add new members to By-Laws Committee to replace those who have retired or no longer wish to serve. Need mix of younger and older, regional, and affiliation diversity. Suggestion from EC to have 7 members total.
- Charge by-laws committee of responsibility of how to broaden the membership. By-laws committee should come back to the BOD with ideas for membership changes.

Action Item

Person

Deadline

Ask members to serve on By-Laws committee

Mike Weaver

Present BOD-approved membership changes

By-laws committee members

PACT 2015 meeting

5. CTAG LIAISON REPORT

Discussion	<ul style="list-style-type: none"> • AAPSE Reception. Don Rennie suggested explaining why AAPSE wasn't going to hold a reception at PACT 2015 – that AAPSE is going to reinvest those dollars toward participating in other meetings. If AAPSE does decide to have a business meeting, we can always offer a reception after the business meeting. • Comments. Discussed issues CTAG brought up at the last meeting. <ul style="list-style-type: none"> ○ AAPSE needs to be aggressive when new C&T regulations come out • Business Travel. Discussed need for AAPSE to support business travel to other meetings to get more engagement. <ul style="list-style-type: none"> ○ Andrew Thostenson suggested supporting the PACT 2015 breakfast reception for new members at a cost savings over funding the AAPSE reception at PACT 2015. Then the funds saved could be redirected for travel of membership who can't afford it to do certain things for AAPSE. ○ Andrew Thostenson moved that the EC recommend, at the December BOD meeting, that the BOD support some type of breakfast activity that costs less than \$1500 for PACT 2015. EC will also recommend that because we are not supporting the reception at PACT 2015, AAPSE will have around 4,000 to 5,000 dollars of undedicated resources that should be redirected towards supporting membership travel for AAPSE. Seconded by Betsy Buffington. Motion passed. • Dues Increase. Discussed possible dues increase to support travel activities. Need to send message that you can participate in AAPSE even if you can't afford to travel. Don't want to exclude small or newly-started programs from participation in AAPSE. Members who do travel, need to submit a report to AAPSE within several weeks of attending meeting. EC will make decision case-by-case. <ul style="list-style-type: none"> ○ Don Rennie suggested 2-prong approach: one dedicated portion goes to travel allowance and another dedicated portion goes to professional development (e.g., professional comradery). Members could then see where money is going. • Other Liaisons. AAPSE needs representation on 3 boards: SFIREG-POM, SFIREG-water, and AAPCO. Need to be able to use resources to recruit people to do that. If get dues increase, we could use those funds to support travel of members to board meetings. • Betsy Buffington will remain AAPSE Liaison to CTAG until her term ends in March 2017. • CTAG looking for new members – 1 CES and 1 SLA. Membership change is March 31, 2015.
------------	---

Action Item	Person	Deadline
Add discussion of dues increase for dedicated support of member travel activities to December BOD agenda.	Mike Weaver	
During December BOD meeting, discuss EC recommendation that AAPSE should support travel of members to attend SFIREG-POM, SFIREG-Water, and AAPCO liaison. EC asks the board to concur with this decision.	Andrew Thostenson	
Add discussion item of new C&T regulation coming out soon and we need to be aggressive to December BOD agenda	Mike Weaver	

6. NEW BUSINESS

Discussion	<ol style="list-style-type: none"> 1. Approve funds for Professional Development Committee for 2015. At 7/17/13 BOD meeting, the BOD reviewed the Professional Improvement Committee Webinar Fund. The minutes read, "Discussed update by Mike Helms on various projects that the professional development committee has supported. Decided that professional development committee should continue to solicit for webinars using money that was allocated in the past. The committee should let the BOD know if they need additional funding to support future webinars." 2. NE survey- membership- request. Discussed need for board buy in. Need to discuss timing of survey with board.
------------	---

Action Item	Person	Deadline
-------------	--------	----------

Contact Professional Development committee and let them know that they do not need approval for funds unless they need additional funds.	Mike Weaver	
Add discussion of customer satisfaction survey to next BOD teleconference.	Mike Weaver	

NEXT BOARD MEETING: Mid-December