

AAPSE Executive Committee Meeting Minutes

7.24.2013

2:00-3:45 p.m. ET

Teleconference

Meeting called by

Andrew Thostenson

Attendees

Betsy Buffington, Dean Herzfeld, Drew Martin, Andrew Thostenson, Mike Weaver

1. AAPSE BOD MEETING Sunday 8/4/13 1:15-6:00 p.m. State 1

Discussion

- Logistics for equipment: 1 conference speaker phone and technician – total cost \$144.00
- Light snacks will be provided.
- Agenda items were discussed. Will be provided in detail in separate document.
- Summary of agenda items: Financial statements, EPA and NASDARF updates, Annual meeting, Membership and Fee Structure, AAPSE Listserv, Recruiting awards effectively, Recruitment of AAPSE members for various workgroups/liasons, Increasing membership, USDA, Flex time

| Action Items | Person Responsible | Deadline |
|---|--------------------|----------------|
| Provide Agenda to EC | Betsy Buffington | ASAP |
| Announce BOD meeting and availability to call-in | Betsy Buffington | July 29, 2013 |
| Bring date and location recommendations for AAPSE Annual meeting | Mike Weaver | August, 4 2013 |
| Be prepared to report on regional membership related issues from teleconference | Regional Reps | August 4, 2013 |

2. AAPSE RECEPTION Monday 8/5/13 5:45-7:30 p.m. Windows on the River

Discussion

- Logistics for equipment: 1 projector package, 1 podium microphone package, and technician – total cost \$468.00
- Minnesota-themed food for 100. No refills on food noted on Banquet Event Order
- Timing of events: 6:00 – Dean Herzfeld (welcoming remarks), 6:10 – Mike Weaver (Announce slide show); 7:15 – Andrew Thostenson (closing remarks)

| Action Items | Person Responsible | Deadline |
|---|--------------------|----------------|
| Provide images (in random order) during reception | Mike Weaver | August 5, 2013 |

3. AAPSE GENERAL MEETING Wednesday 8/7/13 7:30-8:30 a.m. Capitol Room

Discussion

- Logistics: Room set up by Carol Black
- Members will bring breakfast in to meeting
- Agenda items were discusses. Will be provided in detail in separate document
- Summary of agenda items: Financial report, By-laws, Annual meeting, Resolutions, Life memberships, AAPSE recognition for service, Installation of new officers, passing of the gavel

| Action Items | Person Responsible | Deadline |
|--|--------------------|----------------|
| Provide Agenda to EC | Betsy Buffington | ASAP |
| Mail reminder of general meeting and include proposed by-law changes | Betsy Buffington | July 29, 2013 |
| Provide printed copies of treasurer's report | Drew Martin | August 7, 2013 |
| Provide 10 printed copies of proposed by-law changes | Betsy Buffington | August 7, 2013 |

4. AAPSE RECOGNITIONS, RESOLUTIONS, AND AWARDS

| | | |
|---|--|----------------|
| Discussion | <ul style="list-style-type: none"> Wednesday morning AAPSE General Membership meeting : Resolutions, Life memberships and Recognition for Service will be presented Wednesday luncheon: Special AAPSE recognition will be presented Thursday luncheon/awards: AAPSE Awards Ceremony | |
| Action Items | Person Responsible | Deadline |
| Review nomination packages for comments and quotes | Those giving awards | August 7, 2013 |
| 5. AAPSE POSTER | | |
| Discussion | Discussed reserving table for promotional AAPSE display at PACT 2013 | |
| Action Items | Person Responsible | Deadline |
| Talk to Mary Kay Ferguson about printing poster | Dean Herzfeld | ASAP |
| Send email to Dean Herzfeld regarding online printing of poster | Mike Weaver | ASAP |
| Register for table | Betsy Buffington | ASAP |
| Bring poster board for poster | Andrew Thostenson | August 4, 2013 |

NEXT BOD MEETING: August 4, 1:15-6:00 p.m. CT.

NEXT GENERAL MEETING: August 7, 7:30-8:30 a.m. CT.