

Atlantic Provinces Association for Behaviour Analysis (APABA)

Annual General Meeting (AGM) Minutes

This AGM marked the transition to the 2025–2026 Executive Board and included updates on strategic planning, conference operations, and upcoming by-law revisions

Date: October 8, 2025

Time: 5:15PM

Location: Amal youth and family centre

Present: Victoria Bernard, Connor Bray-Stone, Ashley Butt, Kerri Cochrane, Heather Dort, Katelyn Durette, Samantha Erksine, Yvonne Jeyanandan, Laura Joyce, Ashley Kingston, Amy Lays, Erin MacKelvie, Erica Marney, Gabriel Ogundele, Sorchia Parker, Michael Palmer, Monica Peters, Nicole Robinson, Danielle Rogers, Amanda Saulnier, Nicole Turnbull, Laura Walsh-Martino, Wendy Weller

Quorum confirmed: ☒ Yes ☐ No (minimum number of members present: 14 / Quorum requirement: 1/8 of members)

Call to Order

Meeting called to order at 5:15 by Chair Laura J.

Approval of Previous AGM Minutes

Summary of amendments or comments (if any): None

Motion: To approve the minutes of the previous Annual General Meeting as presented.

Moved by: Ashley Kingston, Seconded by: Wendy W.

Carried

Annual Reports

• President's Report

Summary: strategic plan updated, conference planned. Most of conference planning committee were also on the executive. Continue to do conference rotation of every 2 years. Started sponsorship program this year for our conference. Work with western university on one of their national research projects (governing ABA in Canada). Presentation of Victoria as new President. Laura Walsh-Martino as outgoing president-

pulled off 3 consecutive conferences. Presenting 2026 executive board (Nicole Turnbull, Heather Dort, Abby Lowry).

Looking ahead: strengthening engagement across the provinces. Delivering high quality conferences, building trust. The next year will give us a plan to focus on the strategic plan projects (no time commitment, just project based)

Motion: To accept the president's report as presented.

Moved by: Amanda Saulnier Seconded by: Sorcha Parker

Carried

- **Treasurer's Report**

Summary: Fiscal year go from November 1 to October 31. Closing balance before conference payment: \$29,000. Expenses included Squarespace website fees and a \$54 BIPOC scholarship disbursement

Motion: To accept the treasurer's report as presented.

Moved by: Kerri Cochrane Seconded by: Kate Durette

Carried

- **Secretary's Report**

Summary: 114 members in good standing.

Motion: To accept the secretary's report as presented.

Moved by: Michael Palmer Seconded by: Amanda Saulnier

Carried

Committee Reports

- **Education Committee**

Summary: Journal club event hosted. Find out what other people are interested in.

- **Awards Committee**

Summary: Emily Forestell is the recipient of the Verna O'Coin bursary

By-Law Amendments

Two by-law amendments have been drafted and approved by the Board for presentation to the membership. Because they were not circulated six weeks in advance as required, we'll be discussing them today for feedback only. The final written versions will be circulated following the AGM, and members will have the opportunity to vote electronically

Summary of proposed amendments:

- 1) The first Executive meeting shall occur within 30 days of the AGM.
- 2) The executive may approve travel reimbursement for the president to attend the AGM, up to a maximum of \$300, subject to available funds
- 3) Moved to by-annual conference

Note: Discussion only – no vote held due to lack of six-week advance notice.

Action: Amendments to be circulated and voted on at a later special meeting.

Elections

Positions up for election:

- President Elect: Nicole Turnbull Term: October 9, 2025 to October 9, 2026
- President: Victoria Bernard. Term: October 9, 2025 to October 9, 2026
- Secretary: Monica Peters Term: October 9, 2025 to October 9, 2027
- Member-at-Large 1: Abby Lowry Term: October 9, 2025 to October 9, 2026
- Member-at-Large 2: Heather Dort Term: October 9, 2025 to October 9, 2027

Open Forum

Summary of discussion and member feedback: None

Action Items

Task 1: Review and redefine the Member-at-Large role to reflect updated responsibilities; revise by-laws accordingly

Adjournment

Motion: To adjourn the meeting at 5:44.

Moved by: Ashley Kingston Seconded by: Amanda Saulnier.

Carried

October, 2025

Sign-Off

Minutes prepared by: Monica Peters (Secretary) Date: October 18, 2025

Minutes approved by member on (date)