

ATLANTIC PROVINCES ASSOCIATION FOR BEHAVIOUR ANALYSIS (APABA)
A CHAPTER OF THE ASSOCIATION FOR BEHAVIOUR ANALYSIS INTERNATIONAL (ABAI)

Minutes

Thursday, October 1, 2020
5:30 PM Atlantic Daylight Time

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters, Amanda Saulnier, Kimberly Maich, Laura Walsh-Martino, Michael Palmer, Ariane Choquette, Melissa MacDonald

Regrets:

- I. **Call to Order** – Monica Peters (5:34pm)
- II. **Review and approval of agenda** (Motion to accept Melissa, Seconded – Laura, all in favour)
- III. **Review and approval of minutes from last meetings:**

August 20, 2020 – (Motion to accept Monica, Seconded – Ariane, Michael and Amanda abstained due to not being present, 5/7 vote passed)

AGM September 12, 2020

Notes: Melissa to add by-law text. Melissa to fix spelling of Amanda Saulnier's name. (Motion to accept – Monica, Seconded – Michael, all in favour)

- IV. **Reports**
 1. Officers
 - i. Treasurer's report
 - ii. Secretary's report
 2. Committees/Teams
 - i. Elections
 - ii. Education
 - iii. Member Recruitment & Engagement
 - iv. Research & Advocacy Team
 - v. Acknowledgement Team

Reports not presented at this meeting due to AGM meeting on September 12. Please review 7th Annual AGM Meeting Minutes for most up-to-date reports. Reports to be reviewed at next Executive meeting.

V. Business items

1. Membership dues (Monica)

Discussion:

Monica contacted other chapters to see how their membership years run. Some chapters have a rolling membership year. Some extend memberships into the next year if it is close to an event date.

Gmail boomerang is a service that can send reminders to members to renew that is automatic.

Amanda shared that 29 members joined in September.

Goal is to maintain membership.

Administrative coordination required but can share workload.

Motion: Change the membership of Nov 1-Oct 31 to a rolling membership that renews one or three years upon date of membership. Motion to accept Kimberly, Seconded Laura

Action: By-laws to be updated at AGM 2021.

Action: Laura to write context for rolling membership

2. Donation receipts (Monica)

Action: Monica following up on this topic

3. Plan for contacting the membership with regards to resignations (Melissa)

i. Kimberly & Monica to draft context and poll?

Action: Monica to write context for vote at AGM to fill Sam's President-Elect role

Action: Feedback to be solicited from membership

4. Future registrations for events (Melissa)

Discussion: Date for registration to close for events is highly preferred to make it possible to process registrations.

Rachel Platt is now the ACE Coordinator.

Action: Meeting with Melissa, Engagement, & Rachel Platt (Education)

5. List of membership communications (Melissa)

Discussion: Rotate between teams to share resources from FB group or ABA posts to membership as a short blog update.

Michael suggested asking students to take turns summarizing popular posts to be shared with the membership. This skill could be added to their resumes.

Action: Discuss with Engagement Committee

6. Creating a budget (Ariane)

Do not currently have a budget. Ariane tracks all expenditures and revenue. Suggests designing a budget for the upcoming year to determine what can be allocated to

speakers, reinforcement, social events, and so on.

Action: Ariane and Monica to meet to draft a budget to be approved.

7. Plan B if Ariane can't take care of urgent funds until January/February (Ariane)

Discussion: All documentation is current. Executive should be able to cover.

VI. Next Meeting – TBD. Goal to meet every 2 months.

VII. **Adjournment – 6:38pm**