

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

Minutes

Monday, January 6, 2020

5:30 PM Atlantic Time

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters, Amanda Saulnier, Ariane Choquette, Kimberly Maich, Samantha Herberman, Melissa MacDonald

Regrets: Laura Walsh-Martino

I. Call to Order – 5:31pm

II. **Review and approval of agenda** (Motion to accept – Monica, Seconded – Amanda)

III. Online Motions & Votes since Last Meeting

Motion that the Atlantic Provinces Association for Behaviour Analysis apply as a not for profit organization (Motion to accept – Monica, Seconded – Kimberly; all in favour; Motion passed December 2, 2019)

IV. **Review and approval of minutes from AGM – November 27, 2019** (Motion to accept – Samantha, Seconded – Kimberly)

V. Highlights

- No highlights to share today

VI. Reports

- Officers
 - i. Treasurer's report (Ariane) – No update provided. Account cannot be accessed
 - ii. Secretary's report (Melissa)

November 27 Report: Members in good standing: 49

- 8 new members (4 students, 4 full)
- 27 members have not renewed – Final reminder sent Monday, November 25, 2019

Current Report: Members in good standing: 59

- 10 members renewed with last reminder
- 1 new application received but payment not submitted

- Committees
 - i. Elections (Monica/Kimberly/Samantha) – No update.
 - ii. Communications (Monica)
 - 1 Job Posting received and posted
 - iii. Awards (Kimberly) – No update.
 - iv. Education - (Samantha)
 - Planning a journal article review for membership in February
 - Focus will be on increasing webinar offerings to membership
 - v. Member Recruitment and Engagement (Amanda) – no update. Group has not met since last meeting.

Motion to accept Committee Reports – Motion to accept: Ariane Seconded by Melissa. All in favour

VII. Business items

1. Incorporation update (Monica)

Update: Monica has been met with an accountant. Confirmed that we need to incorporate as a not-for-profit. Application submitted January 6, 2019. Tax return will need to be filed each year. Will able to provide official donation receipts after being incorporated. Need to determine who will be responsible for tax duties. Additional tasks based on application will be forwarded to the executive from Monica. End result will be that the number we need to be able to access our PayPal account (due to new legislation). Will need to create a task list for roles and responsibilities.

ACTION: Monica to send document that all members need to sign as part of the incorporation application

ACTION: Monica to request a meeting with accountant and Ariane to ensure Treasurer documentation is accurate

2. Member recruitment initiative (Monica)

- i. Need to focus on retaining members
- ii. Sam and Monica developed a preference assessment for membership

ACTION: Monica and Sam to send Melissa the survey

ACTION: Melissa to send to membership

3. Create a strategic plan committee

Summary: Strategic plan needs to be updated. Previous plan was developed by Executive via Zoom in a full day meeting.

Timeline: Schedule first planning meeting in March. Goal to be completed for AGM.

ACTION: Melissa to check with Isabelle about resources on strategic planning

ACTION: Monica to send Doodle poll for dates in April for full day strategic planning

4. Next Meeting - March

VIII. Adjournment – 6:15pm