

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

Minutes

Monday, November 30, 2020
5:30 PM Atlantic Standard Time

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters, Amanda Saulnier, Kimberly Maich, Laura Walsh-Martino, Michael Palmer, Rachel Platt, Rachel Hefling, Melissa MacDonald

Regrets: Ariane Choquette

- I. **Call to Order** – Monica Peters (5:34pm)
- II. **Review and approval of agenda** (Motion to accept Kimberly, Seconded – Michael, all in favour)
- III. **Review and approval of minutes from last meetings: October 1, 2020** – (Motion to accept Amanda, Seconded – Monica, all in favour)
- IV. **Highlights**
 1. **APAC** – 150 virtual attendees
 2. **Melissa accepted faculty position**
- V. **Reports**
 1. Officers
 - i. Treasurer's report (Ariane)
 - Deferred to next meeting
 - ii. Secretary's report (Melissa)
Current members in good standing: 104
New members since AGM (Sept 12): 3
Members who did not renew: 21

New General Membership list on Google Drive. Archived previous document. Will track application date and renewal date moving forward. Members who do not renew will be moved to second tab of spreadsheet.

Transitioning to Mailchimp for automatic renewal update e-mails. Requires updating each member's application date and re-entering spreadsheet of current membership. Goal is mid-December to be completed. Test run needed. Will test on Executive (notify in advance via e-mail).
 2. Committees/Teams
 - i. Elections (Monica/Kimberly) – no updates

- ii. Education (Rachel Platt)
 - 4 Webinars confirmed but waiting on dates
 - a. May be able to schedule a few more
 - Next webinar will be in January
 - Ellie Kazemi, Ryan O'Donnell, Dr. Robert Ross, Sarah Trautman
 - Language preference survey – not enough interest expressed at this time
 - Majority of members expressed interest in webinars (40 respondents)
 - Amanda shared with Rachel that one webinar per year that is a diversity topic (in which the funding will be donated to BIPOC)
 - a. **Action:** Rachel and Amanda to meet to discuss planning of events (Melissa and Monica to join)
- iii. Member Recruitment & Engagement (Amanda)
 - Meeting on November 3, 2020 with Rachel from Acknowledgement, Monica joined
 - a. Melissa joined team
 - b. Collaborating across teams is necessary and leads to increased engagement
 - c. Blog to connect all membership (not just those who use social media)
 - i. Janice is reviewing technology related to a blog (with possible automatic updates)
 - ii. Ideas for content from committees – quick updates, save the dates, content from FB group
 - iii. Confidentiality – add to Team contract to protect membership confidentiality
 - Action:** Amanda to add one line about confidentiality to contract
 - BIPOC Scholarship
 - a. Rachel H, Amanda, and Michael met
 - b. Named APABA scholarship to support BIPOC students who are pursuing education in ABA
 - c. Criteria developed for award eligibility and application process
 - d. **Actions:**
 - i. Application form to be developed (Rachel H)
 - ii. Future discussion about promotion (all)
 - iii. Vote by Executive necessary due to financial components (vote will occur via email due to January deadline)
- iv. Research & Advocacy Team (Michael)
 - Team met a couple weeks ago
 - Survey is being developed to seek feedback from membership about content that would be helpful for members re: advocacy and dissemination of ABA
 - a. **Action:** Michael to email Melissa survey to send to membership via Mailchimp
 - Working on history of ABA in Atlantic provinces timeline – goal is to have a living document available in January
- v. Acknowledgement Team (Rachel H)
 - Rachel has met with Amanda & Michael and joined an Engagement Team

- No new applications for scholarship/awards
- Goal = 12 shout-outs/reinforcers per year
- **Action:** Rachel is meeting with Melissa Dec 1 to learn about Mailchimp
- **Action:** Rachel will be meeting with Amanda to connect to Engagement team to more clearly define roles
- Planning a holiday event to connect members
- Will be promoting BIPOC scholarship when application process is complete and promoting current scholarships
- Preparing reinforcement packages for webinar presenters
 - a. **Action:** Rachel P to update Rachel H on funding available based on presenters (previous packages were too expensive)

VI. Business items

1. Online votes between October 1-November 30, 2020

October 18, 2020: Motion to approve financial budget (see below) for November 1, 2020-October 31, 2021 (Motion to accept, Ariane, Seconded, Monica, 6/7 votes – quorum reached).

Budget:

Zoom webinar account	\$ 182.00	
Reinforcers	\$ 160.00	
Education team (webinar speakers, care packages, postage cost for packages, etc.)	\$ 1,700.00	
Verna O'Coin bursary	\$ 250.00	
Socials	\$ 250.00	
ACE provider	\$ 140.00	
Administrative fees	\$ 20.00	
CIBC fees	\$ 48.00	
Accountant fees	\$ 400.00	
Weebly account	\$ -	Already paid for 2020-2021
Unexpected expenses	\$ 250	
Total expenses	\$ 3,400.00	

2. Action Items from last meeting

Action item	Person responsible	Date completed
By-laws to be updated at AGM 2021.	Monica	Complete
Write context for rolling membership	Laura	Complete
Follow up on donation receipts	Monica	
Write context for vote at	Monica	Complete

AGM to fill Sam's President-Elect role		
Feedback to be solicited from membership regarding how to handle resignations	Elections Team	
Meeting with Melissa, Engagement, & Rachel Platt (Education) regarding future registrations for Education events	Melissa	
Discuss with Engagement Committee list of membership communications	Melissa	Complete – November 3, 2020
Meeting to draft a budget to be approved.	Monica & Ariane	Complete

VII. Next Meeting – February meeting – Doodle poll to confirm date

VIII. **Adjournment – 6:42pm**