

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

Minutes

Thursday, March 26, 2020
 5:30 PM Atlantic Time

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters, Ariane Choquette, Samantha Herberman, Laura Walsh-Martino, Melissa MacDonald

Regrets: Amanda Saulnier, Kimberly Maich

- I. Call to Order – 5:32**
- II. Review and approval of agenda** (Motion to accept – Ariane, Seconded – Samantha)
- III. Review and approval of minutes from last meeting – January 6, 2020** (Motion to accept – Monica, Seconded – Laura, all in favour)

IV. Highlights

- Amanda working on Telehealth Training Committee – offered 3 consecutive 3hr seminars in a month (internal training for AIS in NB)
- Amanda – positive benefit of telehealth services at her agency is an increase in parent engagement

V. Reports

1. Officers

- i. Treasurer’s report (Ariane) – See attached report from Nov 26 2019-March 25, 2020

Account Activity - Nov. 26th, 2019 to Mach 24th, 2020

Transaction Type	PayPal	CIBC	Square	Total
Expenses	\$ 2000 (two \$1000 transfers into the CIBC accounts)	\$ 1570.69 <ul style="list-style-type: none"> • \$ 1061.71 to Dr. McGreevy • \$ 355.20 in incorporating fees • ACE provider renewal (\$137.78) 	\$ 30.09	\$ 3600.78 <ul style="list-style-type: none"> • Includes \$ 2000 transfers from one account to the next.
Profits	\$ 0	\$ 2806.60 <ul style="list-style-type: none"> • Includes the 2 - \$ 1000 transfers from the PayPal account 	N/A (the profits made in square are deposited in the CIBC accounts)	\$ 2806.60
Accounts balance	\$ 2390.37	\$ 1714.46		\$ 4104.82

*Of Note:

- \$250 in uncashed cheques – Heward Award
- Waiting on reimbursement from EECD - \$ 530.85

- Note: Payments to Square are automatically transferred to CIBC account
- Ariane to follow-up with Heward Award winner re: cashing cheque

- a. PayPal Account
 - i. Challenges with PayPal account and Ariane would like to consider closing the account and transfer all funds to CIBC account
 - PayPal has been used in the past but Square has been working well
 - Worried that PayPal may freeze account again when Treasurer changes – account was frozen for 6 months (partially due to CIBC card expiring)
 - Ariane to check about fees between Square vs. PayPal
 - Ariane to contact Juliana to determine pros/cons of PayPal vs. Square and share with membership
- b. Budget Spreadsheet
 - i. Ariane shared Budget spreadsheet where she tracks all expenses and income (saved on Google Drive)

Motion to approve: Laura, seconded Monica

ii. Secretary's report (Melissa)

Current Report: Members in good standing: 68

- Increase of 8 since Jan 6, 2020
 - 2 renewals
 - 6 new members (5 full, 1 affiliate)
 - Follow-up on application received but no payment: No response

Motion to approve: Sam, seconded Ariane

2. Committees

- i. Elections (Monica/Kimberly/Samantha) – No update.
- ii. Communications (Monica)
 - a. Job Posting on APABA FB page
 - i. Monica to ask Amanda to add announcement to FB page about Job Posting Page
- iii. Awards (Kimberly/Ariane) – No update
- iv. Education - (Samantha/Laura)
 - Meeting next week to discuss next journal club (webinar)
 - Journal Club held on February 25, 2020 – Marlene hosted
 - a. Monica sent a thank you e-mail to Marlene

- ACE status is renewed until March 21, 2020
- v. Member Recruitment and Engagement (Monica on behalf of Amanda)
 - A member resigned, currently 3 members
 - Strategic plan will guide next steps for this committee
 - Amanda sent an e-mail to the committee for feedback

Motion to accept Committee Reports – Motion to accept: Sam Seconded by Laura. All in favour

VI. Business items

1. ABAI chapter report submitted by Monica
2. APABA procedure write up- done and located on Google Drive
 - i. Next: Committee expectations document (will be updated based on Strategic Meeting and will need to be considered for changes to By-laws)
 - ii. Melissa to compile a list for Committees of members who have expressed interest in joining a committee
3. Webinar opportunities
 - i. Yearly schedule? Budget of 1000\$/year on webinars (if profits each webinar)
 - Dr. Szabo – Monday, April 6, 8:00pm-10:00pm – ACT
 - a. Not a feasible timeline due to preparation and promotion needed
 - b. Monica to contact about future dates (summer/fall)
 - Dr. Hanley/Dr. Ruppel- PFA
 - a. Monica to ask Dr. Hanley about AGM
 - Rick Kubina- Precision Teaching/Standard celebration charts
 - a. Offered to provide a webinar for free
 - b. Monica to contact to request a summer date

Discussion:

- Due to current climate (covid-19), pause webinar recruitment and plan out for summer/fall/winter and share calendar with membership
 - Share current CE opportunities/resources with membership
4. ABACLIVE offer
 - i. 37% off live webinars for APABA members
 - 10% profit given back to APABA
 - Would provide a code yearly to members
 - ii. Higher discount if we wanted to do a group webinar event
 - We would be committing to them for group trainings (not related to Zoom webinars or AGM)
 5. Covid-19 Message to Membership – Sam to write e-mail to membership (content to include supportive message, resources to refer to)
 6. MABA request to collaborate & do an event
 - i. Melissa to connect with Jeff to let him know what we are planning and see how he would like to work together
 7. Upcoming strategic plan meeting
 - i. Melissa contacted Isabelle about strategic planning resources

8. Online Motions & Votes since Last Meeting

Motion that the Atlantic Provinces Association for Behaviour Analysis e-transfer Samantha the reimbursement (in Canadian dollars) for ACE Provider Renewal (\$100 USD, \$137.78 CAD) as soon as possible (Motion to accept Ariane, seconded – Kimberly, all in favour. Motion passed March 18, 2020).

Motion to pay NUANS fee: Motion for Atlantic Provinces Association for Behavior Analysis reimburse Monica Peters \$55.20 fee for registering APABA's name in English in French (Motion to accept – Ariane, seconded – Laura. Quorum reached. Motion passed March 15, 2020).

Motion for webinar planning: Motion to vote that Tom Szabo (ACT trainer on Praxis website an professor at FIT) does a 2hr webinar at the end of March 2020 (Motion to accept – Monica, seconded – Samantha. All in favour. Motion passed March 10, 2020).

Motion for budget for webinar speakers: Motion to offer between \$200-250 USD + Atlantic Provinces care package to our first invited speaker (Motion to accept – Monica, seconded – Kimberly. Quorum reached. Motion passed March 5, 2020).

Motion for regulation of ABA planning: Motion to invite Danielle Pelletier, CEO of Autism Intervention Services in New Brunswick, to APABA Executive Meeting for exploratory discussion of regulation of ABA in NB or Atlantic Provinces (Motion to accept – Amanda, seconded – Monica. All in favour. Motion passed February 11, 2020).

9. Regulating ABA – Danielle Pelletier interested in discussing regulation in NB or Atlantic Provinces – deferred to meeting in June
 - i. **Monica to send invite to Danielle**

10. Next Meeting – Strategic Planning meeting scheduled for April 25, 2020 - 9:30-3:30 Atlantic Time

VII. Adjournment – 6:41pm