

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

Minutes

Tuesday, January 26, 2021
5:30 PM Atlantic Standard Time

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters, Kimberly Maich, Michael Palmer, Ariane Choquette, Rachel Platt, Rachel Hefling, Melissa MacDonald

Regrets: Amanda Saulnier, Laura Walsh-Martino

- I. **Call to Order** – Monica Peters (5:41pm)
- II. **Review and approval of agenda** (Motion to accept Melissa, Seconded – Ariane, 5 in favour)
- III. **Review and approval of minutes from last meeting: November 30, 2020** – (Motion to accept Monica, Seconded – Michael, 5 in favour)
- IV. **Highlights**
 1. New BCBA position in N.S. for Residential Program
 2. Kimberly starting supervision for a foster care program in NL and Labrador that will be funding RBT and BCaBA/BCBA training
- V. **Reports**
 1. Officers
 - i. Treasurer's report (Ariane)
Report updated as of January 18, 2021 (see report below):

Account Activity – November 1st, 2020 to January 18th, 2021

Transaction Type	PayPal	CIBC	Total
Expenses	\$ 0	\$242.44	\$242.44
Profits	\$ 0	\$ 1029.19	\$ 1029.19
Accounts balance	\$ 1258.07	\$ 6396.72 • Includes \$428.79 for BIPOC scholarship	\$ 7654.79 • Includes \$428.79 for BIPOC scholarship

Square fees: \$37.31
BIPOC scholarship: \$428.79

- New financial year started November 1, 2020
 - Expenses – Acknowledgement Team – within budget
 - Profits – Membership Renewal
 - Donations to Awards
 - BIPOC Scholarship currently has \$400
- ii. Secretary's report (Melissa)
- Current members in good standing: 110
 New members since November 30, 2020: 1
 Renewals: 6

Mailchimp is organized for reminders to go to members who need to renew. 19 have registered for Education event. Google Drive form in Education Team folder with updated information. This can be shared with Sam.

Online votes between November 30, 2020-January 26, 2021:

December 1, 2020: Motion to accept Secretary and Committee reports from November 30, 2020 APABA Executive Meeting (Motion to accept Melissa, Seconded Monica, 6 votes in favour)

January 20, 2021: 1) To have the following prices for future webinars other than the AGM (hopefully we will continue to get bigger names in):

- APABA members have free registration
- 2 free registrations for each Canadian chapter
- All other registration: 40\$ (unless you become a member for 30\$)
- 15\$ for two CEUs

2) To have 1 free membership to a member of the executive of each Canadian chapter. (Motion to accept Monica, Seconded – Kimberly, all in favour)

Move to accept Committee Reports: Michael, Second: Ariane, all in favour (5/5)

2. Committees/Teams

i. Elections (Monica/Kimberly)

- A lot of changeover coming to Executive in November – need to begin to plan for replacements for Secretary, Treasurer,

ii. Education (Rachel Platt)

- Spreadsheet on Education Team Google Drive folder
- Education Opportunity on February 13, 2021 – Sarah Trautman & Ryan O'Donnell with BACB Ethics CE's
- The rest of the events are organized now until November 2021
Action: Engagement Team to review to determine advertising plan
- Zoom account will be a regular meeting type
 - Housekeeping detail to inform participants they will be recorded

Action: Zoom link for Webinar – Monica

Action: Rachel or Monica to send write-up prior to Feb 10 about recording of webinar

Action: Amanda and Melissa – to post on Mailchimp/FB about recording

Action: Janice to post on website about recording

- 2-3 additional presenters willing to present

Action: Rachel to keep current schedule and ask others to consider next year

Action: Rachel H will contact Janice about how to record webinar

iii. Member Recruitment & Engagement (Melissa on behalf of Amanda)

- Member registry updated online
- Working Wednesday's on FB
- Communicating events to members
- Meeting scheduled for next week
- Website page to request changes to website or mailchimp/FB to help streamline communication

ACTION: Engagement Team to create template to streamline communication

iv. Research & Advocacy Team (Michael)

- Meeting scheduled for first week of February
- 15 responses to survey

Common themes on barriers in practice:

- a. Lack of training
- b. Resources
- c. Lack of understanding of BCBA role
- d. Staff training

Second question on what members want:

Infographics

Short videos describing ABA

Short videos covering history of ABA in Atlantic provinces

Best practices 1-2 pagers

Summary of research articles

Third question: Milestones

No new information gained

v. Acknowledgement Team (Rachel H)

- Shannon is no longer on Team but a new member will be joining!
- Social happened on Dec 7
- Next social close to St. Patrick's Day in March
- January shout-out to Janice for website support
- Gathering supplies for Atlantic gift boxes
- Ready to go with BIPOC scholarship

VI. Business items

1. BIPOC scholarship and document- options for change:

- “.... To support individuals who identify as black, indigenous, or **people** of colour who are pursuing education...”
- To support individuals who identify as **a** black, indigenous, or person of colour who are pursuing education...”
- To support individuals who identify as black, indigenous, or **as a** person of colour who **is** pursuing education...”

Discussion: Selected option #3

b. Where and how the BIPOC applications are sent (APABA email address)?

Discussion: Janice created application process on website and it is ready to go. Any new changes should be sent to Janice before publishing.

c. Cheque or e-transfer for payment?

Discussion: E-transfer is payment option

d. 2 application deadlines and distributions a year- process needs to be set up

Discussion: Award up to \$300 bi-annually Feb and Aug depending on funds raised starting in August

Vote: Motion to approve BIPOC application funding amount for up to \$300 per award bi-annually (based on funds raised) (Motion to accept Monica, seconded by Michael, 4/4 votes – quorum reached)

2. Taxes – Monica and Ariane to discuss closer to tax time.

3. Date for next meeting: Doodle poll for April meeting

VII. **Adjournment – 6:49pm**