

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

**Minutes**

Wednesday, May 20, 2020

5:30 PM Atlantic Time

**Chair:** Monica Peters

**Note Taker:** Melissa MacDonald

**In Attendance:** Monica Peters, Ariane Choquette, Samantha Herberman, Laura Walsh-Martino, Kimberly Maich, Amanda Saulnier, Melissa MacDonald

Regrets:

- I. Call to Order – 5:05**
- II. Review and approval of agenda** (Motion to accept – Laura, Seconded – Samantha)
- III. Review and approval of minutes from last meeting – March 26, 2020** (Motion to accept – Amanda, Seconded – Laura)
- 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

Account Activity – March 25 to May 18, 2020

Transaction Type	PayPal	CIBC	Square	Total
<b>Expenses</b>	\$ 1000 (one 1000 transfers into the CIBC accounts)	\$ 846.97 <ul style="list-style-type: none"> <li>• \$ 838.97 : Weebly account renewal</li> </ul>	\$ 9.09	\$ 1856.06 <ul style="list-style-type: none"> <li>• Includes \$ 1000 transfer from one account to the next. If we don’t count this transfer, our expenses were of: \$ 846.97</li> </ul>

<b>Profits</b>	\$ 0	\$ 1205.62 <ul style="list-style-type: none"> <li>Includes \$ 1000 transfers from the PayPal account</li> </ul>	N/A (the profits made in square are deposited in the CIBC accounts)	\$ 1205.62 <ul style="list-style-type: none"> <li>Includes \$ 1000 transfer from one account to the next. If we don't count this transfer, our income was of \$ 205.62</li> </ul>
<b>Accounts balance</b>	\$ 1 390.37	\$ 2073.11	N/A	\$ 3463.48

\*Of Note:

- Expense: \$250 in uncashed cheques – Heward Award
- Profits: Uncashed check from EECD - \$ 530.85

*Note:* Majority of funds have been transferred to CIBC account to limit amount of funds in PayPal account. Ariane will follow-up with Juliana to help determine next steps with PayPal vs. Square.

Square is a fee per transaction and has been working out to approximately \$5.00/month

Motion to approve: Sam, Monica (all in favour)

ii. Secretary's report (Melissa)

Current Report: Members in good standing: 72

- Increase of 4 since March 26, 2020
  - 1 renewal
  - 3 new members (3 full)

Motion to approve: (Laura, Ariane, all in favour)

## 2. Committees

- Elections (Kimberly) – No update
- Communications (Monica) – No update
- Awards (Kimberly/Ariane) – One application for Vera O'Coin
- Education - (Samantha/Laura) – Marlene Breitenbach has resigned from Education Committee; no other updates
- Member Recruitment & Engagement (Amanda) – No update

Motion to accept Committee Reports – Motion to accept: Amanda Seconded by Monica. All in favour

## VI. Business items

### 1. Online Motions & Votes since Last Meeting

Motion to reimburse Monica \$838.97 for 2 year Weebly account renewal that was in US dollars, not Canadian (6 votes (out of 7). All in favour. Quorum reached April 30, 2020).

2. Review strategic plan (Action items inserted below as recorded by Monica)
  - Update by-laws
    - Monica
  - Committee expectation document
    - Standard contract (attendance expectation)
      - Laura
      - Kimberly
      - Incentive opportunity (figured out at a later date)
    - Specific duties for each committee (take from strategic plan)
      - Samantha
    - Interview potential committee members
      - Laura
      - Kimberly
  - Send out strategic plan & recruitment
    - 1) Committee chairs (Sam & Amanda) review strategic plan to existing committee members
    - 2) Monica to review strategic plan with Janice Mullin, Rachel Hefling, Amy Wood
    - 3) Existing committee members complete contracts
    - 4) Email out the strategic plan to membership & recruitment for committees
    - 5) Facebook live to present the new strategic plan
    - 6) Executive members approach specific members
3. Review & complete strategic plan spreadsheet – Deferred until committee duties outlined

Motion: Motion to restructure Committees to align with new strategic plan (2020-2022). Education and Program will be Education, new Committee named Acknowledgement Team, new committee Research & Advocacy, and Engagement Team (which will become a combination of Awards and Website) (Motion to accept: Sam, Second: Monica, quorum reached).

4. Spreading the new strategic plan to our members
  - i. First steps in implementing the strategic plan

Discussion: Email + FB Live to share new strategic plan

Recruit members to join committees (invite personally and ask membership for interest)

Update current committee members due to upcoming changes (Monica to review strategic plan with Awards & Website, Sam to Education, Amanda to Engagement)

5. Upcoming webinars- do we still want to offer them?

Discussion: Timing is appropriate and we would like to plan this for our membership.

Monica will contact presenters (Szabo and Kubina) and copy Jeff from MABA about partnering. Monica will ask about Zoom account access.

Have been using Isabelle Cowan's Zoom account. Need to investigate if a Zoom membership is necessary for APABA. **Ariane to contact Isabelle.**

5. AGM planning in light of COVID

Discussion: Hanley is available in October. Waiting to hear which Saturday he is available. AGM planning will need to shift to online due to COVID.

6. Next Meeting – June meeting prior to next webinar

7. **Adjournment – 6:30pm**