

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

Minutes

Monday, July 12, 2021
6:00 PM Atlantic Daylight Time (ADT)

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters (President), Kimberly Maich (Past President), Michael Palmer (President-Elect, Research & Advocacy Team Chair), Ariane Choquette (Treasurer), Amanda Saulnier (Member at Large), Laura Walsh-Martino (Member at Large), Rachel Platt (Education Team Chair), Rachel Hefling (Acknowledgement Team Chair), Nicole Turnbull (Engagement Team Chair), Melissa MacDonald (Secretary)

Regrets: N/A

- I. **Call to Order** – Monica Peters (6:01 pm)
- II. **Review and approval of agenda** (Motion to accept Laura, Seconded – Michael, all in favour)
- III. **Review and approval of minutes from last meeting: April 21, 2021** – (Motion to accept Monica, Seconded – Michael, all in favour)
- IV. **Highlights**
 - 1. New BCBA in NL & Labrador (7 BCBA's now!)
- V. **Reports**
 - 1. Officers
 - i. Treasurer's report (Ariane)

Account Activity – April 18th, 2021 to July 11th, 2021

Transaction Type	PayPal	CIBC	Total
Expenses	\$ 0	\$ 1008.14 <ul style="list-style-type: none"> • Care packages : \$ 389.37 • Speakers : \$ 245.08 • Crowdcast: \$ 297.19 	\$ 1008.14
Profits	\$ 0	\$ 1036.64	\$ 1036.64
Accounts balance	\$ 500	\$ 7851.38 <ul style="list-style-type: none"> • Includes \$904.24 for BIPOC scholarship 	\$ 8351.38 <ul style="list-style-type: none"> • Includes \$904.24 for BIPOC scholarship

Square fees: \$46.86

BIPOC scholarship: \$904.24

- ii. Secretary's report (Melissa)
 - Current members in good standing: 118 (up 4 since April meeting)
 - New members since April 24, 2021: 6
 - Renewals: 3
 - Members who did not renew: 5

APABA Email: What do I need to save? Square reports? Crowdcast registration?
E-transfer acceptances?

Discussion: Save e-transfer acceptances, delete square and Crowdcast emails because they are logged in the individual platforms

Update:

Votes between April 21, 2021-July 12, 2021:

Online vote April 23, 2021: Motion that we charge \$12 for both members and non-members for the May event with Dr. Fong only (Motion to accept Amanda, Seconded Monica, 5 votes – quorum reached, vote passed)

June 7, 2021 (Nomination process meeting):

Motion: Update the by-laws that for Executive Team, nominations Even years – Treasurer, at least one member at large, Odd years – Secretary, at least one member at large, and every year President-elect (Motion to accept Monica, Seconded Michael, 6/6 motion passed)

Motion: Move for Monica Peters to be reimbursed (\$298.00) for a yearly Crowdcast membership for continuing education events (Motion to accept Monica, seconded Melissa, 6/6 motion passed).

Move to accept Committee Reports: Amanda, Second: Nicole, all in favour

2. Committees/Teams

i. Elections (Monica/Kimberly/Laura)

a. Nominations update

- i. Emailed nominees for bios to share with members by July 15 to enable 10 days to vote
- ii. Nominations for all positions, vote for Member at Large position, acclamation for other positions

ii. Education (Rachel P)

- Next event is AGM – Dr. Bailey
- Developing a preference assessment for members to complete to help with planning for January
- Need to prepare ethical scenarios/questions for Dr. Bailey's event

iii. Member Recruitment & Engagement (Nicole/Amanda)

- Mailchimp monthly newsletter to update on current events, remind members of APABA benefits

- Thank you for Membership Spotlight bios to generate interest in executive and committee positions
- iv. Research & Advocacy Team (Michael)
 - Released ABA Position Statement
 - Held a Crowdcast event to discuss the Position statement (17 members attended)
 - a. Feedback received and being reviewed
 - Infographic released to membership (designed by Nicole)
 - Upcoming infographics to advocate for ABA as a profession
 - Interest from members in joining this committee (currently 8)
 - v. Acknowledgement Team (Rachel H)
 - Sending out monthly shout-outs
 - Have mailed out 3/5 speaker packages
 - Socials on hold until able to hold in person
 - Working on advertisements for awards (especially BIPOC scholarship which has a mid-August deadline)

Move to accept Committee Reports: Michael, Second: Laura, all in favour

VI. Action Items from previous meetings

A. Presenter memberships and what to add to by-laws

Discussion: Offer one year membership to each invited speaker, offer unlimited access to FB group

Motion to update by-laws membership section to waive fee for year long membership at discretion of executive (e.g., for invited speakers, professional development, volunteer appreciation, draw at conferences) (Motion to accept Michael, Seconded Nicole, all in favour)

B. Open Communication between Team Chairs

- a. Team Chairs to meet separately to discuss and map out a plan (Monica to attend)
ACTION: Michael to send invite

C. Approval of the Statement and next steps

- a. See RAT update above

D. Follow up around the potential offering of ABA as a hub for parents to locate services

Discussion: A big under-taking. Future considerations include identifying a contact person for each province. Or consider a committee if there are interested volunteers.

VII. Business Items

A. Microsoft Teams for APABA

- a. Monica and Michael reviewed platforms to streamline communication
 - i. All files from Google Drive will be moved to Teams
 - ii. Emails will be created for executive members

B. Orientation package for new executive

- a. Michael and Monica creating an orientation package for new executive members for onboarding (Welcome package and PPT Meet and Greet)
 - i. Monica to reach out for support to help create

VI. **Adjournment – 6:56pm**