

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

**Minutes**

Thursday, June 18, 2020

5:00 PM Atlantic Time

**Chair:** Monica Peters

**Note Taker:** Samantha Herberman

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

Regrets: Melissa MacDonald

**I. Call to Order – Monica Peters**

**II. Review and approval of agenda** (Motion to accept – Ariane, Seconded – Amanda)

1. To do- reformat agenda with names of new teams moving forward- Monica to do

**III. Review and approval of minutes from last meeting – May 20, 2020** (Motion to accept – Ariane, Seconded – Monica)

**IV. Highlights**

- Changes in provincial restrictions around COVID
- Opening up private diagnostics in Newfoundland- previously only completed by physicians in the province
- Kimberly's book on case study book has been free during COVID and has been downloaded over 1 million times
- Kimberly's book- ASD in the Canadian Context- just received proofs

**V. Reports**

1. Officers

i. Treasurer's report (Ariane) – See attached report

- EECD reimbursement cheque deposited- \$530.85
- No changes in PayPal account
- Ariane connected with Julianna- will discuss PayPal account status at next meeting
- CIBC account- no expenses except account fee- \$4.00
- Square account- no expenses except account fee- \$5.56
- Accounts balance- \$4153.60
- Projected expenses for this year is \$5213.60
  - a. AGM cost- \$1500/year- will need to be looked at again as it will be delivered online this year
  - b. More expenses overall this year- includes incorporation

Account Activity – May 19<sup>th</sup> to June 15<sup>th</sup>, 2020

Transaction Type	PayPal	CIBC	Square	Total
Expenses	\$ 0	\$ 4.00 • Account fees	\$ 5.56	\$ 11.56
Profits	\$ 0	\$ 694.12 • Includes \$ 530.85 – EECD reimbursement for Dr. McGreevy Webinar	N/A (the profits made in square are deposited in the CIBC accounts)	\$ 694.12
Accounts balance	\$ 1 390.37	\$ 2763.23	N/A	\$ 4153.6

\*Of Note:

- Expense: \$250 in uncashed cheques – Heward Award

Starting balance (January 2020)	\$ 5294
Foreseen expenses for the year (January to December)	\$ 5213.60
Expenses so far	\$ 2871.66
Income so far	\$ 1883.56

Motion to approve: Amanda, Seconded: Laura

- ii. Secretary's report (Added in by Melissa on June 18, 2020)
  - a. Current Report: Members in good standing: 78
    - i. Increase of 6 since May 20, 2020
      - 4 full members, 2 student
      - 2 more members pending payment
  - b. Dr. Szabo webinar: 11 members have registered so far. 2/11 have purchased CE's. Melissa will e-mail list to Sam after registration closes on July 4.

Motion to approve: Laura, Seconded: Ariane

2. Committees

- i. Elections (Kimberly) –
- ii. Communications (Monica) –
- iii. Awards (Kimberly/Ariane) – Ariane has contacted Rachel and Amy about \$250 cheque which has not been cashed- they are following up
- iv. Education - (Samantha) – 3 members currently- limited engagement

- v. Member Recruitment & Engagement (Amanda) – Amanda is currently the only member
  - May be helpful to look at cross team collaboration given limited participation in teams right now

Motion to accept Committee Reports: Samantha Seconded: Monica

## VI. Business items

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

May 28, 2020: Motion to charge \$75 for non-members including CEs, free for members, and \$30 for CEs for members for all upcoming CE PD opportunities (Motion to accept: Monica, Seconded: Kimberly, all in favour).

### 2. Szabo & Vanessa's webinar

- i. Ariane to set up link
  - ii. Who will be in Maritime charge of care package- value \$50
    - Need to establish what will be in package and put it together- may be helpful to have awards committee do this
      - a. Tartan socks, maple candy, NFLD hat
        - i. Laura to look into sourcing hat
  - iii. Vote on proceeds going to scholarship
    - Motion- Amanda; Second- Laura
    - Discussed options for separation of funds for scholarship- Ariane to keep track on spreadsheet- may not be reasonable to have separate accounts given account fees
  - iv. Will be focusing on diversity
  - v. Initial title included "I can't breathe"- resulted in some concern- was posted publicly on Facebook by Megan Miller with some criticism
    - Monica got in touch with Megan who would not remove the post
    - Szabo changed webinar title and will be presenting with Vanessa
    - Monica requested that any private messages be responded to- 1 APABA member, 2 individuals from the US- Melissa drew up a message to send in response to these
    - Szabo will be donating half of the proceeds of the presentation to the BLM Task Force
      - a. We are providing honorarium- \$200US
  - vi. Strategic plan- one of 9 continuing education opportunities will be diversity event with profits contributed towards BIPC scholarship
    - Motion: Amanda Second: Samantha
- ### 3. Kubina webinar
- i. Monica hasn't been in touch with him
  - ii. He has offered to do the presentation for free
- ### 4. Positive reinforcement team
- i. Likely to have a limited budget this year given donation of proceeds for Szabo, increased costs for this year e.g., incorporation

5. Finalization of strategic plan
  - i. Email SP out to membership and Facebook
    - In email: Advertising recruitment with number of members needed for each team
  - ii. 1 Facebook live event to review SP & recruit stating number of members needed for each team
    - Will be 30 mins- 45 mins
    - Will stay up and available for members
    - To be done next week ideally
  - iii. Interested recruits to contact team chairs
    - Team chair conduct interview and sign contract
    - If limited interest, can reach out to specific individuals in our networks and ask them to participate
    - Will be including Amanda's and Sam's contact information as chairs
  - iv. Overall, need to look at what is feasible in terms of objectives for each Team
    - May be helpful to have each Team come up with priorities right now
6. Facebook page- open group vs closed group
  - i. Helpful to keep it closed
    - Less need to moderate content
    - Everyone has agreed to keep the group closed
  - ii. Consider offering a membership to individuals who present in webinars; professionals in our field who have made an impact on ABA in the Atlantic provinces who reside abroad
  - iii. Would be a way to bring bigger names into our community
  - iv. Would encourage networking opportunities within the field
7. AGM planning
  - i. Hanley hard to get a hold of
    - September 12<sup>th</sup>- 9-11am
    - Hanley has inquired about this as an intro presentation or an advanced presentation
      - a. Executive has indicated that advanced would be preferred
        - i. We can provide videos for intro content for participants who have not attended an introductory presentation with him before
      - b. 30 minutes for Q & A
  - ii. Another speaker (perhaps Kubina?)
    - Monica to get in touch with Kubina to look at presenting in November
8. Executive Nominations for 2020-2021
  - i. Only position up for nomination is President Elect
  - ii. Survey Monkey is ready to go- Melissa to send out to see if there are any nominations
9. Update on blog posts (expectations, timelines, templates)
  - i. May be helpful to table this for now
  - ii. May not happen this year unless we have full participation on all Teams
  - iii. Overall- all items on strategic plan are aims for the next two years rather than goals to achieve immediately

10. Amanda, Monica, and Michael Palmer met to review strategic plan with OBM lens
  - i. Strategic plan timeline- will be June 2020-June 2022
  - ii. Strategic plan language- examples of priorities reflects responsibilities of each team
    - Gives room for each team to propose alternative priorities as appropriate based on strengths, areas of interest, feasibility
11. Next Meeting – Sam to send Doodle poll to all Team chairs- include Michael, Amy or Rachel
  - i. Next meeting- end of July, beginning of August

**12. Adjournment – 6:36pm**