

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

Minutes

Monday, July 20, 2020

5:00 PM Atlantic Time

Chair: Monica Peters

Note Taker: Melissa MacDonald

In Attendance: Monica Peters, Amanda Saulnier, Kimberly Maich, Samantha Herberman, Laura Martino, Michael Palmer, Rachel Hefling, Melissa MacDonald

Regrets: Ariane Choquette

I. Call to Order – Monica Peters (5:04)

II. Review and approval of agenda

III. Review and approval of minutes from last meeting – June 18, 2020 (Motion to accept – Monica, Seconded – Sam)

IV. Highlights

- Kimberly is re-writing ASD course for Bachelor's of Special Education degree
- Amanda attended Association for Contextual Behaviour Conference online – very inspiring conference
- Michael working on APAC which will be virtual in November

V. Reports

1. Officers

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

Account Activity – June 16th to July 18th, 2020

Transaction Type	PayPal	CIBC	Square	Total
Expenses	\$ 0	\$ 4.00 • Account fees	\$ 18.75	\$ 22.75
Profits	\$ 0	\$ 482.75 • Includes \$216.67 for BIPOC scholarship	N/A (the profits made in square are deposited in the CIBC accounts)	\$ 482.75
Accounts balance	\$ 1 390.37	\$ 3241.98 • \$245.50 BIPOC scholarship	N/A	\$ 4632.35 • \$245.50 BIPOC scholarship

*Of Note:

- Expense: \$250 in uncashed cheques – Heward Award
- Expense: \$100 USD to Dr. Szabo
- Expense: \$100 USD to Vanessa Bethea-Miller
- Expense: Care package for Dr. Szabo and Vanessa Bethea-Miller

Vote paused until Ariane can send chart and summary. Vote to occur online.

August 20, 2020: Motion to accept Monica, Seconded Melissa, all present in favour - quorum reached (4/6).

ii. Secretary's report (Melissa)

a. Current Report: Members in good standing: 82

i. Increase of 6 since June 18, 2020

- 6 full members (3/6 were to sign up for Dr. Szabo, 1 = free membership for Dr. Szabo)
- Memberships offered to Dr. Szabo, Vanessa, Dr. Hanley and Dr. McGreevy (Amanda to send Melissa e-mail addresses to add them to mailing list. Melissa will create a new category for free memberships for annual report)

ii. Weebly account password? Has this been changed?

iii. Melissa to send reminder to all members about FB page with link

Motion to approve: Laura, Seconded: Sam, all in favour

2. Committees/Teams

i. Elections (Monica)

- New president-elect = Michael Palmer (by acclamation)
- Michael is chair of Research & Advocacy Committee and can decide if he would like to continue or pass the responsibility on
- Melissa to send Michael examples of previous bios for him to review before submitting (submit to Kimberly/Monica)
- Melissa to share announcement with membership

ii. Education (Samantha)

- Meeting scheduled for tomorrow
- 2 members only

iii. Member Recruitment & Engagement (Amanda)

- Committee was 3 but Michael is now on Research & Advocacy and no response from other member
- Janice is going to join as member

iv. Research & Advocacy Team (Monica)

- One other member on the committee – Shelby Kaye
- Question: Has there been a survey to membership about what they are

looking for?

- a. Survey in the spring was about presenters and what else APABA can do for members (vague and low responses)
- b. Could be time for a new survey due to increase in members

v. Acknowledgement Team (Rachel)

- Rachel and Amy will remain on team and she has invited another member
- Care packages are covered by Executive until after the AGM
- Name and description needs to be created for new scholarship (BIPOC)
 - a. Michael, Amanda, and Rachel to meet to plan

VI. Saving Team Meeting Minutes – Melissa to create folders in Google Drive and share link with each new chair to upload minutes

Motion to accept Committee Reports: Amanda Seconded: Sam, all in favour

VII. Business items

1. Online Motions & Votes since Last Meeting

Motion to vote that APABA spends about \$40 on the Atlantic Provinces Care Package (1 yellow rain hat and a pair of tartan socks). Motion to accept Monica, Seconded Amanda (Quorum reached (4/6), passed July 9, 2020).

Motion to reimburse Samantha \$73.58 for maple products for Atlantic Provinces Care Package and Laura for cost of rain hats purchased \$59.15. Motion to accept: Monica, Seconded Kimberly (Quorum reached 5/6).

Online votes to be saved for urgent matters and all other votes to be saved for Executive meetings.

2. Save the date e-mail Dr. Hanley

Monica to send details to Melissa to send to membership.

3. Sam's news

i. Sam is returning to Ontario in 3 weeks

- Resigning from President-elect role
- Resigning from Education Committee
- Will remain ACE Coordinator until March 2021

Laura motions for Monica Peters to remain President for an additional year and Kimberly to remain Past President for an additional year to replace Samantha Herberman, Seconded by Amanda. All in favour.

4. Zoom events (follow-up from webinar, ethics...)

- i. Amanda to e-mail Ariane steps on how to send Zoom link from cloud

5. Recruiting team members

- i. Task List (as a working document) to be created by each chair in coming months to assist duties of committees
 - ii. Monica to send personal e-mails to members who have expressed interest in participating
6. Webinar pricing
 - i. To be discussed at future meeting
 - Should we charge members a fee if no CE's?
 - How do we retain members?
 - AGM is before renewal
 - What other presenters can we consider for November? APAC?
7. AGM planning
 - i. Melissa to send save the date after Monica sends details
 - ii. Executive and Education committee need to meet to discuss details – mid-August
 - iii. Monica to e-mail motion for AGM pricing by Friday
8. Next Meeting – Doodle poll for a meeting in 3 weeks for AGM planning
9. **Adjournment – 6:38pm**