

## Fifth Annual General Membership Meeting Summary

October 20, 2018 - Dieppe, NB

1. Registration Meet & Greet
2. CEU/Professional Learning Presentation - Dr. Kelly Schieltz, Dr. Matthew O'Brien, & Dr. Todd Kopelman
  - a. Discussed the use of telehealth to train and coach interventionists supporting learners with Autism Spectrum Disorder (ASD)

3. Catered Lunch

### **Business Meeting**

Called to order 1:10pm

4. Welcome and Introductions (Shelley McLean)
  - Isabelle Cowan sends regrets (away for work) and greetings
  - Members via Zoom and in-person introduced selves to group
5. Approval of agenda  
Moved by Juliana McLean, seconded by Brigitte Bouffard (Passed unopposed)
6. Approval of 2017 AGM Minutes
  - a. One correction to Wendy Fuller's last nameMoved by Emily Forestell and seconded by Monica Peters (Passed unopposed)
7. Chapter Activities and Updates (Shelley McLean)
  - a. Developed Strategic Plan 2018-2020
    - i. Reviewed each goal and progress to date (contact Melissa to review spreadsheet)
  - b. Membership & Engagement Committee created
8. Secretary's Report – Membership Summary
  - a. Current membership = 64

Total new = 11

Member Attrition 2017-2018 = 27

Members represent NB, NL, NS, PE, VT, ON

55 full members, 6 student, 2 affiliate, 1 honorary

Discussion: Analyze data for members who did not renew

Mail Chimp for those to indicate why they have chosen not to renew

9. Treasurer's Report (report attached)

Opening Balance: \$ 4,167.26

2017-2018 Income: \$ 3,373.53

2017-2018 Expenses: \$1,011.88

Total: \$6,528.91

10. By-Law Revision

Motion to consider revisions (Moved by Emily Forestell, seconded by Tracy Miller)

Amendments (proposed changes in red, changes based on discussion in burgundy):

a. Article II -- Purpose

The Atlantic Provinces Association for Behaviour Analysis was created with the mission to **provide leadership and support in the sharing and practice of Applied Behaviour Analysis across the Atlantic Provinces**. Specifically, the organization shall: (a) Serve as a scientific and professional reference and networking group for its members. (b) Disseminate information to promote its mission to a wider audience. (c) Organize an annual meeting to provide a forum for discussion of the affairs of the chapter. (d) Serve an advocacy role promoting ABA and evidence-based practices ~~to the public, to the professions, and to the government sector~~ (e) ~~Organize presentations or conversation sessions of interest to us and others at ABAI's annual convention~~ **and share** publications for professionals ~~and to the public consumption~~ (f) Encourage research and study in ABA (e.g., in universities, clinics).

Discussion: Rachel asked why removing e) Organize presentations or conversation sessions of interest to us and other members at ABAI's annual convention

- Larger than current mandate
- Already a section for ABAI poster participation

Passed unopposed

b. Article IV

The President Elect's role will be to serve as a member of the executive of the Association, to chair **some at least one** sub-committees of the Executive ~~and support communications among the members in the form of an electronic newsletter and updates to the web site.~~

The President Elect will assist the President in preparation of the annual article and annual report to be submitted to ABAI.

Discussion: None

Passed unopposed

#### c. **Article V - Executive Committee and Board Composition**

Composition: As noted above, there shall be a board and executive committee consisting of the president, president-elect, past president, secretary and treasurer. The board of the association shall consist of the executive committee and at least one additional member at large elected for staggered terms as indicated above. None of the executive officers shall serve simultaneously as members at large of the board.

Frequency of **Board Meetings**: The board shall meet **at least six times per year by teleconference or videoconference** ~~once annually at a time and location as deemed appropriate by the president.~~

~~This annual business meeting will take place as a part of our annual regional meeting. The annual meeting will feature workshops and/or speakers and afford opportunities for continuing education credits. In addition, a Chapter meeting will be organized annually to take place at the annual ABAI convention. Whenever possible, business meetings will be conducted by video or tele conference to insure access and attendance.~~ **The board may motion and vote on new by-laws or modifications to the by-laws with a majority vote. The board will function in accordance to the new by-law until the revised by-law is voted upon by membership at the annual business meeting.** Additional meetings of the board may also be called by action of three members of the board who shall notify the remaining members at least two weeks in advance of the proposed meeting.

Quorum: For purposes of transacting the business of the chapter, a quorum shall consist of four members of the board.

Discussion: Marlene asked for Executive Meeting Minutes to be shared with membership or posted online

Action: Melissa to send a Mail Chimp update to members when a meeting occurs with link to meeting minutes

Passed unopposed

#### d. **Nominations and Elections**

Nominations:

a. Each year, the ~~president and/or the president-elect~~ **secretary** shall ~~mail~~ **send** to all full members a **call for nominations** ~~ballot~~ for president-elect and for members of the board whose terms have expired. ~~(viz., the secretary, treasurer and the at-large members at large) necessary to complete the slate of officers for the board.~~

b. **The secretary will provide at least a two week period for nominations.**

c. For each office that appears on the nomination ~~ing form~~ ballot, each full member may propose a candidate who is a full member with the member's acknowledgement that they are willing to serve up to four names and may nominate the same person for more than one office.

#### Elections:

a. The Election committee, made up of the at least the president and/or president-elect, shall count the nominations ballots and shall ask those nominees receiving the largest number of votes for each office if they are willing to stand for election., and shall proceed through the list in the order of vote count until at least two candidates for each office have been obtained. No one may hold two offices at the same time., so if a voting member receives enough nominations for two offices, the president shall request that the individual choose the office for which he or she wishes to be a candidate.

b. Where there is only one nominee for a position, he or she shall be declared elected by acclamation.

c. After the list of candidates has been determined, the president secretary shall send to all full members, whose membership dues are paid, a notification letter and election ballot for all matters to be voted upon together with a statement on which the names of the candidates for each office are listed in alphabetical order with brief biographical descriptions.

d. Where two nominees receive the same number of votes, subsequent ballot(s) shall take place until one of the nominees obtains a majority of votes.

e. Members of the board shall be elected by a plurality of the votes cast at an election.

Terms: Officers and other members of the board shall assume office on the first day after the close of the annual meeting at which their election took place. Officers shall hold office until their elected successors assume office in their stead (~~viz.,~~ one year for each of the president, president-elect and past president and two years for the secretary, treasurer and members at large).

Discussion: c) "Letter" changed to "notification".

Passed unopposed

#### f. Article VII - Meetings

a. Annual Business Meeting: The president (or designate) will chair the annual business meeting which will take place as a part of our annual regional general meeting.

i. Frequency: There shall be at least one annual business meeting of the chapter.

ii. Location: The location will be determined by the president. Whenever possible, business meetings will be conducted available by video- or teleconference to ensure access and attendance.

iii. Notice: Notice of the annual business meeting of the chapter shall be given to all members in good standing not less than three months prior to the scheduled date. Normally this meeting will be held concurrent with and at the same location as the annual general meeting of our Chapter

iv. Board Meeting-Motions : If a motion is made at a business meeting, seconded, and called, a simple majority of those present (in person or by tele- or video-conference) will suffice be required to pass the motion. However, as noted above, only full members in good standing may vote on all matters brought before the chapter. The membership may extend voting privileges to other classes of membership for certain specific questions. This will be done by a majority vote of full members. There shall be no proxy voting at any time.

- v. **By-laws:** Changes ~~made~~ **proposed** by the Board to the by-laws over the course of ~~over~~ the year will be voted upon by membership. Members who wish to propose new by-laws or modifications to the by-laws must do so in writing and send to the secretary at least 6 weeks prior to the Business Meeting.
  - vi. **Quorum:** A quorum at the annual business meeting shall consist of not fewer than ~~25 percent of~~ **one-eighth of** members in good standing present and voting. In order to **ensure that we achieve quorum**, ~~25% we will allow~~ participation by videoconference or by teleconference **will be permitted**.
- b. **Annual General Meeting:** The annual **general** meeting will feature workshops and/or speakers and afford opportunities for continuing education credits.

Discussion: Add designate to chair meeting in absence of president  
 Passed unopposed

g. **Article VII - Committees**

*Committees:* The committees of the chapter shall consist of such standing committees as may be provided by these bylaws and such special committees as may be established by vote of the board. Each Committee will report to the Executive and submit a committee report at the AGM. Standing committees include:

1. **Elections:** This committee shall consist of a chair, ~~usually the past~~ **the** president or other person appointed by the president, who shall appoint at least two additional members with the advice and consent of the board. Normally, one of these people will be the president elect.
2. **Education and Program:** This committee shall be appointed by the board. The primary duty of the Education and Program Committee shall be organization and management of the chapter's annual meeting, maintaining certification for BACB Continuing Education Units (CEUs) and organizing events to provide CEUs.
3. **Member Recruitment, Retention and Engagement:** ~~Public Education and Communications:~~ **The Chair of** this committee shall be appointed by the board. The role of ~~the Public Education and Communications~~ this committee shall be to **recruit new members and to retain current members by creating opportunities for engagement and collaboration** ~~edit, publish, and distribute items to the public as designated by the board.~~ A **Communications** sub-committee will oversee the maintenance of the Chapter web site ~~as well as any internet based media projects.~~ Associated costs or fees arising from ~~the Public Education and Communication~~ **this** committee shall be submitted to the executive for approval.
4. **Awards:** This committee is responsible for the development and dissemination of awards and bursaries which recognize contributions to the field of behaviour analysis in the Atlantic Canada region and promote continued professional development in behavioural research and practice.

Discussion: None  
 Passed unopposed

11. Committee Reports

- a. Elections (Kimberly Maich)

- i. Election for new executive
  - ii. Shared elections results in Newsletter
  - iii. Thank you to outgoing executive members
- b. Communications (Monica Peters)
  - i. Continuing to update website and adding new registrations
  - ii. Store and registration events now open to non-members
  - iii. Discussion question: Page for job postings
    - Group agreed with addition
    - Group would like a disclaimer that APABA does not endorse
    - Member only access
- c. Awards (Juliana McLean)
  - i. Two awards awarded in 2018
    - Verna O'Coin Bursary to Kimberly Maich & Laura Walsh-Martino
  - ii. A new chair is needed due to current members already being involved in Executive (e-mail Melissa ([atlanticprovincesaba@gmail.com](mailto:atlanticprovincesaba@gmail.com)) if interested)
    - Volunteers to co-chair: Amy Wood and Rachel Hefling
  - iii. Discussion: How to advertise Heward award
    - Contact schools and guidance counselors
- d. Education (Tracy Miller)
  - i. Four committee meetings to discuss Online Study Groups, PD, and AGM PD
  - ii. Summary of CE credits offered and earned
  - iii. Goal to maintain 3 study groups per year, a webinar, AGM PD
  - iv. Discussion: Wider reach for advertisement is a goal
- e. Member Recruitment & Engagement (Emily Forestell)
  - i. New committee (formerly known as Public Engagement)
  - ii. Goals align with Strategic Plan to recruit, engage, and retain members
  - iii. Recruitment brochure published (distributed to share with potential members)
  - iv. Facebook group for members
  - v. Behaviour Bits video
  - vi. Member Book Club
    - Feedback: Would prefer a different format than Facebook
      - a. Group suggested Zoom meeting to discuss next book
- f. Sub-Committee: Collaboration between UNB and APABA (Michael Palmer)

- i. Goal to create conference for Atlantic Provinces (bilingual)
- ii. Pre-conference survey to determine preferences
- iii. Reaching out to key note speakers

12. Installation of Newly Elected Executive

- a. Past- President: Isabelle Cowan
- b. President: Kimberly Maich
- c. President Elect: Monica Peters
- d. Treasurer: Juliana McLean
- e. Secretary: Melissa MacDonald
- f. Member-at-Large: Laura Walsh-Martino & Amanda Saulnier

Meeting Adjourned: 2:45pm