

AVAPL Executive Board Call – Minutes 10/18/18

**Attendees:** Sam Wan (SW), Genevieve Davis (GD), John McQuaid (JM)  
**Absent:** Mary Beth Shea (MS), Tracey Smith (TS)

Items still requiring action are highlighted.

Topic	Discussion	Action Item	Owner(s)
<b>Standing &amp; Old Business</b>			
<ul style="list-style-type: none"> <li>Review AVAPL annual calendar</li> </ul>		SW to review	SW
<ul style="list-style-type: none"> <li>Description of duties for each executive board member.</li> </ul>	<p>Need duties for President Elect, President and Treasurer</p> <p>SW will revise list of duties after meeting with JM this week.</p> <p>Explored the idea of a member at large position still. TS will be putting together a potential list of duties for this type of position.</p>	<p>*GD has sent secretarial duties. Ron has sent Past President. MB, SW, to send</p>	<p>MB, SW, TS</p>
<ul style="list-style-type: none"> <li>Create RxP survey</li> </ul>		TS to still draft	TS
<ul style="list-style-type: none"> <li>Discussed talking with SIGs about SIG members being AVAPL members and submitting membership list.</li> </ul>	<p>-Discussed with Toni on Advocacy call, and with Janna and Toni today. SW to discuss with POC&amp;A. GD spoke with ECP and TMH who are both on board with plan.</p> <p>ECP is considering starting fresh and doing a call out to the general AVAPL group to see if there are any members interested in joining.</p>	SW will reach out to the POC&A SIG	Exec board members
<ul style="list-style-type: none"> <li>Bridging the SIG mentoring programs into one program</li> </ul>	<p>- WL SIG has been reaching out to ECP and POC&amp;A about program.</p>	SW reached out to the POC&A group to engage them in larger AVAPL	Completed

	Discussed relabeling the mentorship program as a larger program instead of an ECP program.	mentorship group.  GD will reach out to leadership of mentorship program.	
• Awards	<ul style="list-style-type: none"> <li>-TS will consider adding award nomination link to website.</li> <li>-TS to ask conference planners to have award listing in packet at VAPLC.</li> <li>-GD coordinated with newsletter editors on future special editions.</li> </ul>	<ul style="list-style-type: none"> <li>-TS decided to table changes to website now given pending webmaster change (see below)</li> <li>-Nothing in bylaws about changing award titles</li> <li>-MS to set up future nominations as potentially included in newsletter</li> </ul>	TS, MS
• Solicit member input	<ul style="list-style-type: none"> <li>- TS will work with new webmaster to add a "Tell the Exec Committee" button to website</li> </ul>	TS decided to table changes to website	TS
• Tracking member expertise	<ul style="list-style-type: none"> <li>- Add a form link on the website for people to self-identify as SMEs</li> <li>- Ask folks on the listserv if they want to be contacted when we have questions about various issues</li> </ul>	TS decided to table changes to website	TS

<ul style="list-style-type: none"> <li>- Explored the transition to a new webmaster in the coming year or two</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Tracey posted on listserv but no responses</li> <li>- We may need to develop an alternate plan</li> </ul>	<p>-SW to check on rates for website management</p>	<p>Exec board members</p>																					
<ul style="list-style-type: none"> <li>- History workgroup</li> </ul>	<p>-Dr. Baker is asking for two sums of money.</p> <p>1) Have donation to Cummings Institution (where our archives are housed) be a recurring donation</p> <p>2) Workgroup needs a budget due to scanning, digitizing, and other forms of recordkeeping.</p> <ul style="list-style-type: none"> <li>- Discussed potentially asking members if they'd like to fund this workgroup in addition to their membership. This also be a way of gauging membership's interest. Also discussed the donation amount for the Cummings Institution, the reasoning for particular amounts.</li> <li>- Discussed funding it this year but in future having it be based on donations from membership.</li> </ul>	<p>-MS will follow up with workgroup to discuss reasoning for amounts.</p> <p>-SW will look up reasoning for initial amount of Cummings donation.</p>	<p>Exec Board members</p>																					
<ul style="list-style-type: none"> <li>- Possible 2019 Midwinter weeks</li> </ul>	<table border="1"> <thead> <tr> <th colspan="2">MIDWINTER WEEKS</th> <th>CONFLICTS</th> </tr> </thead> <tbody> <tr> <td>2/18/2019</td> <td>2/22/2019</td> <td>Match Day 2/22 Intern</td> </tr> <tr> <td>2/25/2019</td> <td>3/1/2019</td> <td>Match Day 2/25 Postdoc American Legion Conf 2/25-2/28 DAV - 2/24 – 2/27</td> </tr> <tr> <td>3/4/2019</td> <td>3/8/2019</td> <td>AmVETs - Storm the Hill 3/5-3/7 VFW Legislative Conference 3/3-3/7</td> </tr> <tr> <td>3/11/2019</td> <td>3/15/2019</td> <td>MB Bike Week</td> </tr> <tr> <td>3/18/2019</td> <td>3/25/2019</td> <td>OK - March 19th - Match 2 list due</td> </tr> <tr> <td>3/25/2019</td> <td>4/1/2019</td> <td></td> </tr> </tbody> </table>	MIDWINTER WEEKS		CONFLICTS	2/18/2019	2/22/2019	Match Day 2/22 Intern	2/25/2019	3/1/2019	Match Day 2/25 Postdoc American Legion Conf 2/25-2/28 DAV - 2/24 – 2/27	3/4/2019	3/8/2019	AmVETs - Storm the Hill 3/5-3/7 VFW Legislative Conference 3/3-3/7	3/11/2019	3/15/2019	MB Bike Week	3/18/2019	3/25/2019	OK - March 19th - Match 2 list due	3/25/2019	4/1/2019		<p>TS Collecting the information from VSOs about the weeks but will wait until elections to make a firm schedule since people may be moving offices at the beginning of next year.</p>	<p>Exec Board members</p>
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<ul style="list-style-type: none"> <li>- Treasurer</li> </ul>	<p>Checked on transfer of treasurer duties</p>	<p>SW and JM met and further discussed transfer of</p>	<p>SW, JM</p>																					

		duties. JM to get his email set up.	
<b>New Business</b>			
- Update on discussion with Div. 18 about having quarterly calls & joint advocacy items – ideas so far Title 38 and advocacy training	Call happened one time and decided to have quarterly calls from now on. Received some guidance from Division 18 on how one federal entity does not impact another (i.e., setting Title 38 for VA employees will not affect it for other federal entities).		SW, TS, MS
- Letter in support of Heather Kelly's position to her CEO	TLS draft sent to Exec Board on 10/7, letter was approved		Letter sent
<b>Questions</b>			
• Open question/discussion	<p>Discussed being more visible at the conference and discussing paths to leadership with conference attendees, including EC members in the discussion and/or having the mid-winter update as a plenary talk instead of a breakout.</p> <p>Discussed our relevance in a changing world. Do we need to adapt our mission(s)? Discussed supporting our core values around service to others, service to ethics, dedication to expertise and science. Discussed example of Division 18 –their strategic plan. Going forward we will purposefully think about how each of these items are in service to the mission of our members.</p>	<p>Continue to discuss pathways to leadership. Ideas included exploring a potential member at large position and/or using conference to advocate for leadership</p> <p>Will continue to discuss/consider.</p>	Exec Board