

AVAPL Executive Committee (EC) Call – Minutes – 12/20/18

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

Topic	Discussion	Action Item	Owner(s)
Standing & Old Business			
• Review AVAPL annual calendar		Tracey to finalize	EC
• Description of duties for each executive board member.		Tracey to finalize	EC
• Create RxP survey	MB is drafting		MB
• Discussed talking with SIGs about SIG members being AVAPL members	-TS set up with SIG Chairs -Sent invites to EC members		EC
• Bridging the SIG mentoring programs	-TS talked with WL SIG but someone needs to discuss with ECP and POC&A.	Will update after call with SIGs	EC
• Getting SIGs to submit membership list (yearly point in time list)		Sam has list done for POC&A – will send after call with SIG. ECP is only a workgroup.	EC
• Creating non-voting Member at Large Positions on EC	Consider having SIG leaders more involved instead of creating new member of EC. Will invite SIG leaders to the EC calls that focus on non-business topics (meetings prior to Mid-Winter, etc) so they can have a role in the discussion.	Will bring up in SIG call	EC
• Awards	Discussion of reducing overlap between awards, career vs. leadership awards. Discussed only changing one thing (having the options on the website and doing regular reminders) and not making an award change yet.	TS will set up monthly reminders of award submission portal	EC
• Consideration of a new webmaster • AVAPL will have to start paying the costs that Jeff pays – the server hosting fee, the	Tracey posted on listserv but no responses	Continue to consider	EC

domain name fee, some other fees – about 300\$ /year			
<ul style="list-style-type: none"> History workgroup 	<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> <p>- 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.</p> <p>- Discussed funding it this year but in future having it be based on donations from membership.</p>	<p>MS reached out to Kathy McNamara, and she (KM) agreed to talk with the group and figure out a budget moving forward.</p> <p>SW looked at reasoning for initial Cummings Institution payment. He will look into how members can contribute funds.</p>	EC
New Business			
<ul style="list-style-type: none"> Midwinter weeks 	Midwinter 3/25 to 4/1. Confirmed with VSOs and APA advocate. Hotel reservations made.	TS to start working on setting up meetings.	TS
<ul style="list-style-type: none"> Discussion of Washington Post article on the silencing of VA Diversity Chief over condemning white nationalists 	<p>-SW brought up issue on SIG listserv from members – “what can we do about this?”. Noted the importance of the EC being a bridge to the SIG, showing support to the members. Doing nothing will convey that no one is listening.</p> <p>- Discussed the potential for bringing this up at Mid-Winter or consulting with allies on this issue. One path would be to ask for clarification, both on the policy and procedures involved/the VA's position and also to convey the concerns of our membership. Ask to meet with the relevant parties (Harvey Johnson (HJ), Deputy Assistant Secretary) during Mid-Winter. Could respond to SIG, asking for their ideas on how to approach this.</p>	TS to invite HJ to Mid-Winter meeting. EC to discuss with POC&A SIG.	EC
<ul style="list-style-type: none"> Should ECP be a SIG? 	SIGs have bylaws and set rules for leaders, while workgroups don't. Mary Beth brought up the idea of	Mary Beth will take the lead on “call with a leader”	EC

	having "lunch with a leader" informal call set up where formal EC leaders could be available.		
<ul style="list-style-type: none"> Treasurer reports 	<p>Reports sent to committee. Membership balance: \$60,273.47. Conference account balance: \$5,388.38. Membership: 673</p> <p>There was an increase in hotel deposit by \$2000 this year.</p>	SW/JM will be preparing for new membership year next month.	SW/JM
<ul style="list-style-type: none"> Proposed change in WIL SIG Co-Chair 	-MB is in consideration of chair, discussed her fulfilling role of both co-chairing WIL SIG and having past-president role. MB recused herself from discussion.	TS will inform WIL of EC's decision.	EC
Questions			
<ul style="list-style-type: none"> Open question/discussion 			Open