

AVAPL Executive Committee (EC) Call – Minutes - 4/18/19

Attendees: Tracey Smith (TS), Mary Beth Shea (MS), Genevieve Davis (GD), Sam Wan (SW)

Not Present: John McQuaid (JM)

Topic	Discussion	Action Item	Owner(s)
Standing & Old Business			
<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. - Discussed funding it this year but in future having it be based on donations from membership.</p>	<p>MS will follow up with workgroup to discuss reasoning for amounts.</p>	<p>MS</p>
New Business			
<ul style="list-style-type: none"> Midwinter Meeting Minutes 	<ul style="list-style-type: none"> TS edited MS has them now, JM/SW will take them next Will not discuss in detail until reviewed by all present. 	<p>MS will complete by 4/23</p>	<p>EC</p>
<ul style="list-style-type: none"> Planning Midwinter meeting presentation for Conference 	<p>Discussed the history of this presentation noting that this presentation could include a discussion of what the EC does and other elements of the Mid-Winter meeting. Also discussed directly referring to questions from the group – noted that at that time, the minutes will not have been fully approved so will direct them to ask directly and/or review the minutes upon posting.</p>	<p>GD will put together slides with photos to show during the briefing.</p>	<p>EC</p>
<ul style="list-style-type: none"> Revisiting making conference it's own organization Question about who can authorize payments 	<p>Right now, if a conference was cancelled, AVAPL as an organization would be directly affected (even though it is only 1 of 3 sponsoring organizations). Brainstormed ideas and issues, such as a need for oversight related to the conference, the need for a separation of funds,</p>	<p>Will revisit after this year's conference, reviewing funds available upon conclusion.</p>	<p>EC</p>

	and the need for an advisor if steps would be made to develop an LLC for the conference.		
<ul style="list-style-type: none"> Review of VSO asks from Midwinter 	Discussed details of requests.	<ul style="list-style-type: none"> TS will take care of these 	TS
<ul style="list-style-type: none"> Gathering award nominations at conference – or at least passing out list 	<ul style="list-style-type: none"> 		EC
<ul style="list-style-type: none"> Gathering nominees at conference 	<ul style="list-style-type: none"> 		EC
Questions			
<ul style="list-style-type: none"> Open question/discussion 	MS is working on making reservations for APA convention. She has already booked a suite outside of the APA reservation portal.		Open