

## AVAPL Executive Committee (EC) Call – Minutes – 7.16.20

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

### Agenda:

1. **Finalize awards** – Spent some time discussing award nominations and coming up with a consensus. Also agreed to cover the expense of one (1) year of membership to AVAPL for all awardees going forward.
  - a. **Action items:** 1. TS to confirm mailing addresses with awardees and confirm how each awardee wants their name on the award. 2. MS and SW to work on the ordering of the awards. 3. MS and SW will follow up on the free year of membership.
2. **Business Meeting preparation** – Discussed and confirmed agenda for business meeting over Zoom
  - a. **Friday, August 7, 2020, 10-12pm**
  - a. Annual reports
    - 1) Treasurer
      - a) President, inc. SIG reports
        - i) Transfer of the presidential mantel
      - b) President-Elect
    - 2) Officer transitions
      - a) Secretary
  - b. Awards
  - c. Discussion
3. **Final thoughts about roundtable to be held tomorrow** – TS brought up a seminar she just brought up related to racist remarks by patients.
  - b. **Action item:** TS will send to the group for consideration re: advocacy at our local VA's.
4. **SIG and Newsletter Chairs meeting follow up** – Discussed term dates for chairs. Discussed the pros and cons of having more versus less structure for the SIGs. Also discussed potential 2<sup>nd</sup> terms. Noted that the idea of having term limits is to allow new people to consider and take opportunities for leadership. Suggested codifying these rules so this doesn't have to be a discussion brought up regularly.
  - b. **Action items:** 1. Have a set term starting at the business meeting (SW to announce). 2. SW to notify SIGs of no support for immediate 2nd term for chairs. 3. Put together these structural elements in a document to share and have for future SIGs. 4. Invite newsletter workgroup to EC meetings quarterly going forward
5. **Strategic planning meeting** – Discussed having a strategic planning meeting again this year around the time of the business meeting. In the past, we have not invited the incoming EC members because they are not supported in the travel to APA. Agreed to schedule meeting for August 5, 8-10am Pacific.
  - b. **Action item:** SW and KJ will work together to develop an agenda for the meeting.
6. Marked this moment as the final executive meeting for GD and TS. Thanked them for their service to the committee.

Next EC meeting: August 20 at 11/1/2pm