

AVAPL Executive Committee Minutes

July 18, 2018

Present: Mary Beth Shea, Tracey Smith, Genevieve Davis, Ron Girona, Sam Wan

1. **Backfill treasurer position:** Discussed options, including the reason to include people who have been on EC previously – it is only a one-year position, which can be overwhelming for someone who has not had experience on the committee previously. Typically, that first year is needed as an orientation year.  
**Action Item:** Conversations have been started with potential past psychology executive committee members. Will need to secure a commitment prior to APA convention.
2. **AVAPL awards:** Discussed the potential requirement for award recipients to be AVAPL members. Purpose of awards has been to recognize VA psychologists who are AVAPL members, especially since these are awards given by the Association and at the AVAPL annual business meeting. In addition, this can be a way of recognizing those in the membership for exemplary work. One potential reason for including non-members would be to promote all VA psychology leaders, which is in line with the organization's mission. It also could be a helpful recruitment tool – to help to inform award recipients and their colleagues of the organization.  
**Action Item:** Reviewed current nominations and will be voting on them. Will decide on a future course for awards at the strategic planning meeting at APA.
3. **Hotel contract for 2021:** Reasons in favor of signing: it is further out than we have ever had to go; however, unless we think we won't have a conference, there is no compelling reason not to sign the contract, because it secures the conference city and hotel that we want, as well as several concessions (e.g., room upgrades, larger ballroom, discount on food and beverage, that we have found difficult to secure from other hotels when we have negotiated as recently as the last 3 years. Historically, frequent planning discussions about the possibility of moving to a different city or hotel have ended in agreement to stay with the same place. The risk in waiting to sign the contract is that we are not getting the dates we wanted when we waited. Some people have had difficulties with having the conference the week of Memorial Day so we are working to keep it from that week. Also, San Antonio is getting to be a more competitive and popular market for conferences. If in a future year we have lower attendance or cancel the conference, all of the association's assets would have to pay the financial commitment of the contract. See item 4.  
**Action Item:** AVAPL EC voted to move forward with signing the 2021 hotel contract.
4. **Setting up a conference LLC:** Discussed ideas for setting up a separate non-profit organization exclusively dedicated to the conference, as right now AVAPL totally finances the conference and is the sole entity at risk in case of cancellations, etc. The conference itself is self-sustaining, with the conference account being separate from the membership account, so this could be transferred to a separate entity.  
**Action item:** Will consider reaching out to the other sponsoring organizations about this possibility and in sharing the financial responsibilities/risk for the conference. Will further explore the creation of an LLC.
5. **APA conference plans:** Decided on Thursday 9-Aug: AVAPL EC Strategic Planning Meeting – 9a-1p