

AVAPL Executive Board Call – Minutes  
August 16, 2018

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

Topic	Discussion	Action Item	Owner(s)
<b>Standing &amp; Old Business</b>			
• Review AVAPL annual calendar	Reminder to the group of deadlines.	*GD has reviewed. MB, SW, JM to review by 8/23	Exec Board members
• AVAPL Mid-Winter Minutes - edits	Ron Gironda (RG) is still to edit last sections.	RG, GD to update group	Exec Board members
• Description of duties for each executive board member.	Discussed the role of President-Elect, how other than the overall committee roles, there are no other formal jobs other than observation.	*GD has sent secretarial duties. MB, SW, JM to send by 8/23	Exec Board members
• Finding a monthly 30-minute time for Advocacy call with Russell	Not enough time in exec calls to sufficiently address advocacy, so adding this time per month.	Sam will select 6 options and send out a doodle poll by 8/31	Exec Board members
• Create RxP survey		TS to draft by 8/19.	TS
• Sam to explore MemberPlanet capabilities for doc storage & cloud editing	SW noted that likely google will be around for longer than MemberPlanet so may not be a long-term plan.	SW to look into MemberPlanet capabilities	SW
• Tracey to explore Basecamp charges	\$21 a month for me but may be more now/ on website says \$89/month. Could not justify this amount to the membership so will work on utilizing google drive.	Start utilizing GoogleDrive	Exec Board members
• Discussed talking with Special Interest Groups (SIGs) about SIG members being AVAPL members	Discussed differentiating between SIG members and listserv membership. It is in our bylaws SIG members are AVAPL members. SIG office holders	SW to speak with Psychologists of Color and their Allies (POC/A), GD to speak with Telemental Health	SW, GD

	must be AVAPL members. Could ask SIG members what they propose in keeping to this.	(TMH) & Early Career Psychologists (ECP) SIGs	
• Bridging the SIG mentoring programs	-TS talked with Women in Leadership (WL) SIG but someone needs to discuss with ECP and POC&A.	Continue to check in with ECP mentoring program.	SW, TS
• Getting SIGs to submit membership list (yearly point in time list)		Included in above SIG item	TS, SW, GD
• Creating non-voting Member at Large Positions on EC		Discuss on Advisory Call	Exec Board Members
• Awards		-TS will work to add nomination link to AVAPL website -TS to ask Michael Martin and Kathy Dollar to have award listing in packet at VAPLC. -TS will also look into what is needed to rename award titles. -GD will speak with newsletter editors about having a special edition focusing on award recipients.	TS, GD
• Solicit member input		-TS will work with webmaster to add a "Tell the Exec Committee" button to website	TS
• Tracking member expertise		-Add a form link on the website for people to self-identify as SMEs -Ask folks on the listserv if they want to be contacted	TS

		when we have questions about various issues	
<b>New Business</b>			
<ul style="list-style-type: none"> <li>Letter in support of Heather Kelly's position to her CEO</li> </ul>	-TS got original letter will draft by 8/17	-TS will send to Exec Board, need reviews back by 8/26	Exec Board members
<ul style="list-style-type: none"> <li>Discussion with Div. 18 about having quarterly calls &amp; joint advocacy items – ideas so far Title 38 and advocacy training</li> </ul>	-Partnership on advocacy training for trainees -Title 38 partnership with other federal employees	-TS and SW will be on first call	Exec Board members
<ul style="list-style-type: none"> <li>Emails used for AVAPL business</li> </ul>	-Discussion about email preferences for AVAPL business		Exec Board members
<ul style="list-style-type: none"> <li>Jeff Burk would like to hand off webmaster duties</li> <li>AVAPL will have to start paying the costs that Jeff has donated for years– the server hosting fee, the domain name fee, some other fees – about 300\$ /year</li> </ul>	-TS has reached out to some AVAPL members to see if anyone with relevant experience might be interested. -Discussed potentially hiring someone to help with this. AVAPL has current funding but are financially obligated for additional conferences so due to these obligations are at a net loss at the moment. Due to the high cost of this and the potential interest of AVAPL members, decided to move forward with asking members first.	-TS to continue to reach out to potential new webmasters. -SW & JM to look into prices for website redesign.	Exec Board members
<ul style="list-style-type: none"> <li>History workgroup</li> </ul>	-Dr. Baker is asking for two sums of money. 1) Have donation to Cummings Institution (where our archives are housed) be a recurring donation 2) Workgroup needs a budget due to scanning, digitizing, and other forms of recordkeeping.	-MS will follow up with workgroup to discuss reasoning for amounts. -SW will look up reasoning for initial amount of Cummings donation.	Exec Board members

	<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>		
<ul style="list-style-type: none"> <li>• Scheduling Mid-Winter</li> </ul>		TS to reach out to VSO groups on potential times	Exec Board members
<b>Questions</b>			
<ul style="list-style-type: none"> <li>• Open question/discussion</li> </ul>	<ul style="list-style-type: none"> <li>-Discussed relationships with advocates and maintaining appropriate boundaries. Will continue to discuss at issues arise.</li> <li>-Potential local AVAPL gathering in the SF Bay area. Could set a model for other sites, could encourage others to join.</li> </ul>		Open