

FINAL Minutes – December 21, 2018 – edited and approved January 18, 2019

MD APA Executive Committee Meeting

Time: 9:00 am - 12 pm

Location: MD Dept. of Commerce, 17th Floor Conf. Room

401 East Pratt St., Baltimore, MD 21202

1 Call to Order

1.1 Meeting was called to order at 9:25 am with the following attendees:

Jim Palma

Olivia Vidotto

Holly Tompkins

Peter Conrad

Erin Michaels

Joe Griffiths

Angie Hernandez

1 short of a quorum at the moment

2.1 we need 1 address for all MD APA for mail purposes

3.1 Rich Hall will handle insurance – we will ask him

3.2 shared new look of website, calendar will have links to lots of other information on the site and events

Alan Feinberg called in 10:10 am – quorum

4 Jim can’t attend the 2019 APA Conference – will can attend in his place??

4.1 discussion of Erin Michael’s contract motion by Olivia, 2nd Angie, to continue contract with increase

4.2 Pat Haddon has volunteered, Jim and Holly will also be on the Nominating Committee, Peter motion, Olivia 2nd, approved

4.3 Josephine Boyer – will ask that she provide a report at these meetings regarding the status of the conference planning, January 10 is the first call scheduled with 2019 conference chair, Angie motion, Peter 2nd, approved Josephine to be our chair

4.4 Peter motion Olivia 2nd approved for Olivia Cecarelli and Ashlee to be on the communications/newsletter committee and work with Erin

4.5 awards at the 2019 conference – need awards – Jim will be on the committee and be the chair per the bylaws, Olivia will also be on the committee

5.1 Officer annual reports for 2018 are due by January 11

6 discussion of annual report, style, presentation, other chapter approaches, what to provide, review duties in bylaws, refer also to the chapter performance criteria

8 Peter led discussion of strategic plan and that the chapter will be working on creating a plan that will go before the chapter at the annual meeting in June, need to do this because otherwise risk suspension from APA National

9.1 We need to resolve the concern with the lack of attendance by the Treasurer very quickly, a budget is due soon, if no response then we will have to proceed with removal from office by 2/3 vote or resignation

9.2 Jacqui will be reappointed for 2019-2020

9.3 CM provider agreement expires 12/31/18, will renew, new thing for 2019 is there will be an audit in June

9.4 volunteer happy hours will be held once a month, first one is January 16 @ Union Craft Brewing

Alan is using MeetUp and suggests we utilize it more, Jim says we have an account

10 Jim motion to adjourn, Olivia 2nd, approved, 11:45 am