

AVAPL Executive Board Call – Minutes 9/20/18

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

Items still requiring action are **highlighted**.

Topic	Discussion	Action Item	Owner(s)
<b>Standing &amp; Old Business</b>			
• Review AVAPL annual calendar		*GD has reviewed. <b>MB, SW, JM to review</b>	MB, SW, JM
• AVAPL Mid-Winter Minutes - edits			Done!
• Description of duties for each executive board member.	Need duties for President Elect, President and Treasurer  SW will revise list of duties after meeting with JM this week.	*GD has sent secretarial duties. Ron has sent Past President. <b>MB, SW, to send</b>	MB & SW
• Finding a monthly 30-minute time for Advocacy call with Russell			Done!
• Create RxP survey		<b>TS to still draft</b>	TS
• Committing to google docs for document editing and storage	SW set up gmail addresses for AVAPL executive committee members to help facilitate google drive storage and editing. SW went through some editing tips – if we use our gmail addresses to edit, it will label who edited it. TS wants to have an established system.	<b>SW will create a google doc on how to use it and will forward that to the group.</b>	SW
• Discussed talking with SIGs about SIG members being	-Discussed with Toni on Advocacy call, and with Janna and Toni today. SW to discuss with	<b>SW will reach out to the POC&amp;A SIG</b>	

<p>AVAPL members and submitting membership list.</p>	<p>POC&amp;A. GD spoke with ECP and TMH who are both on board with plan.</p> <p>ECP is considering starting fresh and doing a call out to the general AVAPL group to see if there are any members interested in joining.</p>		
<ul style="list-style-type: none"> <li>Bridging the SIG mentoring programs</li> </ul>	<ul style="list-style-type: none"> <li>- WL SIG has been reaching out to ECP and POC&amp;A about program.</li> </ul>	<p>SW will connect with POC&amp;A to make sure they are involved.</p>	
<ul style="list-style-type: none"> <li>Creating non-voting Member at Large Positions on EC</li> </ul>	<ul style="list-style-type: none"> <li>-To be discussed on Advisory Call</li> </ul>	<p>Agreed to revisit</p>	
<ul style="list-style-type: none"> <li>Awards</li> </ul>	<ul style="list-style-type: none"> <li>-TS will consider adding award nomination link to website.</li> <li>-TS to ask conference planners to have award listing in packet at VAPLC.</li> <li>-TS will also look into what is needed to rename award titles.</li> <li>-GD coordinated with newsletter editors on future special editions.</li> </ul>	<ul style="list-style-type: none"> <li>-TS decided to table changes to website now given pending webmaster change (see below)</li> <li>-Nothing in bylaws about changing award titles</li> <li>-Set up future nominations as potentially included in newsletter</li> </ul>	
<ul style="list-style-type: none"> <li>Solicit member input</li> </ul>	<ul style="list-style-type: none"> <li>- TS will work with new webmaster to add a "Tell the Exec Committee" button to website</li> </ul>	<p>TS decided to table changes to website now given pending webmaster change</p>	
<ul style="list-style-type: none"> <li>Tracking member expertise</li> </ul>	<ul style="list-style-type: none"> <li>- Add a form link on the website for people to self-identify as SMEs</li> </ul>	<p>TS decided to table changes to website now given pending webmaster change</p>	

	<ul style="list-style-type: none"> <li>- Ask folks on the listserv if they want to be contacted when we have questions about various issues</li> </ul>		
<ul style="list-style-type: none"> <li>- Letter in support of Heather Kelly's position to her CEO</li> </ul>	<ul style="list-style-type: none"> <li>-TS got original letter will draft by 8/17</li> </ul>	<ul style="list-style-type: none"> <li>-TS will send to Exec Board – still needs to draft</li> </ul>	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>		<ul style="list-style-type: none"> <li>-TS and SW will be on first call</li> </ul>	Exec Board members
<ul style="list-style-type: none"> <li>- Jeff Burk is thinking about retiring in about a year - need a new webmaster</li> <li>- AVAPL will have to start paying the costs that Jeff pays – the server hosting fee, the domain name fee, some other fees – about 300\$ /year</li> </ul>	<ul style="list-style-type: none"> <li>- Tracey posted on listserv but no responses</li> <li>- We may need to develop an alternate plan</li> </ul>	<ul style="list-style-type: none"> <li>-SW to check on rates for website management</li> </ul>	
<ul style="list-style-type: none"> <li>- History workgroup</li> </ul>	<ul style="list-style-type: none"> <li>-Dr. Baker is asking for two sums of money.             <ol style="list-style-type: none"> <li>1) Have donation to Cummings Institution (where our archives are housed) be a recurring donation</li> <li>2) Workgroup needs a budget due to scanning, digitizing, and other forms of recordkeeping.</li> </ol> </li> <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> </ul>	<ul style="list-style-type: none"> <li>-MS will follow up with workgroup to discuss reasoning for amounts.</li> <li>-SW will look up reasoning for initial amount of Cummings donation.</li> </ul>	Exec Board members

	- Discussed funding it this year but in future having it be based on donations from membership.			
<b>New Business</b>				
- Do you all want to receive the public affairs updates				
- Midwinter weeks	<b>MIDWINTER WEEKS</b>		<b>CONFLICTS</b>	TS Collecting the information from VSOs about the weeks but will wait until elections to make a firm schedule since people may be moving offices at the beginning of next year.
	2/18/2019	2/22/2019	Match Day 2/22 Intern	
	2/25/2019	3/1/2019	Match Day 2/25 Postdoc American Legion Conf 2/25-2/28 DAV - 2/24 – 2/27	
	3/4/2019	3/8/2019	AmVETs - Storm the Hill 3/5-3/7 VFW Legislative Conference 3/3-3/7	
	3/11/2019	3/15/2019	MB Bike Week	
	3/18/2019	3/25/2019	OK - March 19th - Match 2 list due	
	3/25/2019	4/1/2019		
	<b>Questions</b>			
• Open question/discussion	Checked on transfer of treasurer duties  -Discussed being more planful during the mid-winter meetings instead of using historical precedent.	SW and JM are meeting this week to discuss further transfer or duties		