

APAHC Board Conference Call Meeting Minutes
 April 27, 2020 – 5 PM EST / 4 PM CST / 2 PM PST

Present (bolded are voting members)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Zeeshan Butt | <input checked="" type="checkbox"/> Ron Brown | <input checked="" type="checkbox"/> Lauren Penwell-Waines |
| <input checked="" type="checkbox"/> Liz Cash | <input checked="" type="checkbox"/> Heather Bruschwein | <input checked="" type="checkbox"/> Bill Robiner |
| <input checked="" type="checkbox"/> Molly Clark | <input checked="" type="checkbox"/> Phil Fizur | <input checked="" type="checkbox"/> Mariella Self |
| <input checked="" type="checkbox"/> Donna LaPaglia | <input checked="" type="checkbox"/> RoseAnne Illes | <input checked="" type="checkbox"/> Joey Yost |
| <input checked="" type="checkbox"/> Laura Shaffer | <input checked="" type="checkbox"/> Leila Islam | <input checked="" type="checkbox"/> Alexander Young |
| <input type="checkbox"/> Amit Shahane | <input type="checkbox"/> Michael Mejia | <input checked="" type="checkbox"/> John Yozwiak |
| <input checked="" type="checkbox"/> Wendy Ward | <input type="checkbox"/> Teresa Pan | |
| <input checked="" type="checkbox"/> Amy Williams | | |

Call to Order and Approval of Minutes

1. **Call to Order** Ward
Meeting called to order at 05:02 pm local time
2. **Review of March 2020 minutes** Ward
Minutes approved by the board

Old Business

3. **Branding and Strategic Advertising Initiative** Ward
Designating a single point person for each listserv to prevent repeat postings as follows:
Div12 – Donna LaPaglia
Div53 – Wendy Ward
Div54 – Ron Brown
Div38 – Zeeshan Butt
Div40 – Ron Brown
4. **COVID19 webpage** Fizur
Thank you again to Dr. Fizur for keeping this page up to date. Dr. Yost willing to repost info to APAHC social media accounts.
5. **Newsletter Div 12 use** LaPaglia
Notifications coming about one week in advance of submission deadline. Published a few times a year. Dr. LaPaglia will keep board informed of developments.

New Business

6. **Conference concern** Self/Cash
 Discussed recent contract negotiations with Austin hotel and APA legal counsel. Determined too much uncertainty around pandemic to plan for an in-person conference in Feb 2021. Announced plans to membership and requested feedback on members' preferences for revised conference plans. Issues with postponing to 2022 were discussed, including Presidential Trio transition years, financial impact of a conference off-cycle, and bylaws indicate conferences to be held on odd years. Discussed potential for review of bylaws to see if this or other aspects may need revision to prevent conflicts with discussions and planning during unprecedented circumstances. Drs. Ward and Shaffer shared their experiences with a recent virtual conference. Dr. Ward has asked a group that organizes virtual conferences for a quote for potentially hosting APAHC virtually. Also looked into conference insurance but have not yet found an organization that supports conferences of our size and type. Conference programming committee is on board with future shifts in conference format. Discussed issues including online meeting fatigue, benefits of holding the conference vs canceling, risks of hotel contracts, and other aspects of conference planning.
7. **APA concern and plans (2 hours)** Ward
 APA expected to make a decision about their conference in the coming few weeks. Dr. Ward asked board members think about how APAHC may use their reserved time in programming if APA shifts to virtual format.
8. **Elections** Cash
 Ballots are open, email notifications have been sent, and will send another when one-month remaining in election period. A revision to bylaws and officer's manual to reduce this timeframe may be warranted; discussion tabled to later date.
9. **Webinars** Ward/Pan
 Recent webinar went very well. More programs are being scheduled.
10. **Changes to the Officers Manual/online folder/end dates appointed synchronous** Cash/Ward
 A tracked and clean version of the officer's manual, including new committee descriptions and other changes, was sent to board members. Dr. Cash will resend the shared files link to board members.
11. **Membership Update** Bruschwein/Williams
 Currently APAHC has 253 full members and 49 trainee members, decreased from 306 and 98 before renewal period. Committee has discussed ways to increase membership, tracking ways in which people hear about APAHC to identify avenues for outreach. Div38 inquires with lapsed members and this increases retention. Discussed surveying leaving members for feedback on why they did not renew, sending personal emails to lapsed members, and reminding of benefits of membership specific to the current climate. Drs. Bruschwein and Williams will confer on options and report back.
12. **Finance committee update** Shahane
 Suggested budget being developed and will be shared for board review when ready.

13. **Strategic Plan for each position**..... Ward
Discussed new schedule for submission of committee updates, considering quarterly written vs. live on board calls, reporting past efforts as well as forward-looking goals and strategic plans for committee. Dr. Ward will outline the process and draft a form and send for board review.
14. **CFAS**..... Robiner/Shaffer
Resilience committee working to provide support and resources. Using recommended hashtag for social media accounts - Dr. Shaffer will post details to the listserv and encouraged all to engage with these social media initiatives.

Adjournment

15. **Meeting adjournment**..... Ward
Meeting adjourned at 05:01 pm local time

Future Meetings

Next Conference Call: **Monday, May 18, 5 PM EST / 4 PM CST / 2 PM PST**
(note next call has been moved from Monday, May 25, as this is Memorial Day)