

Executive Committee Meeting Minutes

February 4, 2017

Washington, D.C.

8 AM – 5 PM

Present: Scott (President), Alice (President-Elect), Linden (Executive Committee MAL), Serdar (Executive Committee MAL) Henriette (Membership Chair), Eduardo (APA Council Representative), Robert (Internet Editor), Frank (Past President), Fathali (Editor: *Peace and Conflict*), Becky (Newsletter Editor), Paula (APA Division Services)

Present by phone: Angela (Secretary), Cecilia (APA Council Representative), Gianina (Executive Committee MAL)

Present by phone for limited time: Jean Maria Arrigo

Absent: Julie (Treasurer), Monisha (Convention Program Chair)

Planned Agenda:

- 8:00 Welcome and Introductions
- 8:30 Area Reports (10 Min per report, recommendations for Early Career Chair)
- 9:30 Membership discussion. How do we grow and maintain members?
- 10:30 Break
- 10:45 Journal Contract Discussion (45 min, Ali)
- 11:45 Conference Idea (45 min, Scott)
- 12:15 Lunch
- 1:30 How do we handle online votes/business? Procedures (30min)
- 2:00 Bylaws change. (60 Min, Robert)
- 3:00 Adoption of guidelines for the small grants program (30 Min, Linden)
- 3:30 Creation of Div. 48 policy and procedures for taking advocacy positions on public policy issues (60 min.).
- 4:30 Guidelines for avoiding conflicts between the Div. 48 APA program and the Div. suite program (20 min., Linden).
- 4:50 Report on status of the development of a Div. 48 Handbook (John Paul Szura).
- 5:00 Meeting Adjourned

Summary of Motions and Action Items

Motion 1: *Appointment of Convention Program Chair – motion to nominate Lucia Melano as 2018 Program Chair. All in favor, none opposed, no abstentions - **MOTION PASSED***

Motion 2: *Reallocate a portion of the newsletter budget (\$5,000) to support activities to increase membership. All in favor, none opposed, no abstentions - **MOTION PASSED***

Associated Action Item: Henriette will work with Paula (APA Division Services) to determine whether additional money is needed. Paula will assist in making connections to assist division efforts to increase visibility.

Motion 3: *Proceed with efforts to plan a division conference to take place spring 2018, authorizing up to \$50,000 toward the conference, destination to be determined by Scott. Scott will appoint the steering committee. Yes – (6); No – (2); Abstentions – (2); **MOTION PASSED***

Motion 4: *Committee to send draft of proposed changes in society by laws (Article VII – Ad Hoc Committees and Groups, Sections 1 and 2) to promote involvement and accountability to members for vote.*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Motion 5: *Committee to send draft of proposed changes in society by laws (addition of Article IX – Strategic Plan) to create a process for division 48 strategic planning to members for vote.*
*Yes – (7); No – (2); Abstention – (1); **MOTION PASSED***

Motion 6: *Committee to send draft of proposed changes in society by laws (Article VII, sections 1 and 4) regarding amendment procedure to members for vote.*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Motion 7: *Committee to send draft of proposed changes in society by laws (Article IV – Executive Committee, section 3), to members for vote.*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Associated Action Item: Changes to Article 4, Section 13 were discussed; potential revisions to this section will be brought back to the Executive Committee at a later time.

Motion 8: *Establishing a policy to include distributing the provisional agenda and approved summary of Executive Community meeting minutes through the division website and members list serv.*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Motion 9: *Addition to division policies and procedures - adoption of Policies and Procedures for Division 48 Small Grants Program*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Associated Action Item: Becky is going to follow up with winners to highly encourage them to send findings from their projects, as contractually obligated.

Motion 10: *Committee accepts the creation of Div 48 policy and procedures for taking advocacy positions on public policy issues as additions to current Division Policies and Procedures effective immediately.*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Motion 11: *Committee to send draft of Div 48 policy and procedures for taking advocacy positions on public policy issues to members to vote on accepting this as a new bylaw.*
*Yes – (9); No – (0); Abstention – (1); **MOTION PASSED***

Motion 12: *That committee approves change to bylaw – Article IV, Section 8; “The Director of Student and Early Career Membership shall be nominated for a two [change to three] -year term and elected by a majority vote of the Executive Committee.”*
*All in favor, none opposed, no abstentions - **MOTION PASSED***

Next Meeting: APA Conference in Washington D.C., August 2017.