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).
- 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