MD APA Executive Committee Meeting

Time: 10 am - 4 pm, Lunch 1 pm - 2 pm
Location: Maryland Department of Commerce
        401 East Pratt Street, 17th Floor Large Conference Room, Baltimore, MD 21202

1  Call to Order

1.1 Meeting was called to order at 10:11 with the following attendees:
   Jim Palma          Joe Griffith
   Peter Conrad      Dr. Sen
   Holly Tompkins    (on phone)
   Pat Haddon        Lauren Good
   Olivia Vidotto    Jackie Rouse

1.2 Lauren – added 2.4 for budget resolution, 2.2a current budget, and 2.2b next year’s budget. Pat – 4.1 reports from Joe and Olivia to give updates. Motion to approve revised agenda, seconded, and approved.

1.3 Review of October minutes – Peter moved to approve Pat’s amended items to the October minutes, seconded, approved as amended. Holly will amend and finalize and send to Andrew. Review of November minutes – Pat and Jim advised of a couple edits, Peter moved to approved amended items, seconded, and approved as amended. Holly will amend and finalize and send to Andrew.

2  New Business

2.1 Jim – made a decision on hire, the Committee went with Erin, tried to find an attorney for wording of contract but have a standard contract b/c there were concerns that the person hired would do what we specifically hired for, so will do a 6 month contract, need to discuss terms and if approve Erin, Holly/Peter/Lauren/Jim will oversee contract and the work, contract is to protect us from IRS and specifies this is not our employee but only what the person is supposed to do. Pat – was it sent out for comment? Jim – there is an “out” we can fire her or her us, 200 hour contract, her duties will not supplant ExCom roles, talked to Lynn at National about it, VA APA hired someone and pays $30K a year and that person does everything. Peter motion to hire with 6 month term with oversight team with a monthly report back to the ExCom. Pat seconded and asked for discussion. Peter – we looked at contract, is drafted well, we can send to anyone who wants to see, as we go will evaluate to make sure it is working well. Lauren – keep it as is with budget is a good idea. Jim – Erin should send reports to Holly. Voted to approve Erin. Jim – next step is to give contract to Erin. Motion made to create oversight team, seconded, approved.

Adam Dodgshon arrived 10:27 am
Laura Bianca-Prueitt arrived 10:28 am
Dr. Sen arrived 10:30 am

2.2a Lauren – expense line 6030 is negative, move $483 from 8020 to that line. $35K is used line 10050 had not adjusted budget line items a couple months ago, doing now, $400 move from 10040 to 6010, amend 1080 and 10050 and move $400 from 10040 to 6010. Motion, seconded, approved. (see budget documents)

2.2b Lauren – went over proposed budget. Pat - motion to approve amended budget and the changes as proposed, seconded, and approved.

Helen Spinelli arrived 10:48 am
2.4 Lauren – will need to change people on bank account, need a resolution to revise bank documents with Jim and Lauren’s names, need 2 people with 1 to sign and other to attest. Pat – motion to remove Pat and add Jim as of Jan 1, moved, seconded with question from Peter will this clean up all signatures? Lauren will fix addresses while at bank and yes. Approved.

2.3 Peter – Baltimore will be hosting Nat. Conference in 2018 for ACD, there’s a team coordinating for Baltimore, not doing the traditional CM approach, keeping focus on what will work for CM not asking for us to fully support but to be a part of it, call for proposals to all allied professions, June time frame, call will likely go out next month. Pat – just because not entirely geared to us, it sounds to be very interesting and worthwhile, we will advertise for our members to participate, have to make sure CMs worthwhile. Jim – need to make sure don’t conflict with our annual meeting. Dr. Sen – MSU looking to sponsor an event.

4 Old Business

4.1 Lauren – submitted December banking/treasurer report, hadn’t submitted Sept/Oct/Nov report, Holly will attach them when send out minutes. Olivia – sending out and forwarding when believe emails/info that is useful or may not have been sent to all, movie group went to see 3 Billboards, still working on Serenity Farm event, want to tie 1 CM to it, Pat will help with CM, planning something light and fun soon, needs someone to put up her Xmas tree….. Helen – planning session at Horn Point in April, translating science for planners, will have CMs. Dr. Sen – thanked chapter for support of Super Jury. Joe – Better Maryland 6 of 18 done, more meetings coming, MoCo Jan 8 is next. Jim thanked Pat for her great 2 years!

8 Adjourn – Peter motion to adjourn, Olivia seconded, approved, meeting adjourned at 11:24

Work Program Discussion and WebEx

(joined by phone)
Jeremy Weiss
Jackie Rouse
Holly Stork