

Agenda | APRA-NW Board Meeting | June 30, 2021
Conference Call | 12pm PST

Present: Amelia, Matt, Anne, Jason, Lindsay, Annette, Mackenzie

Absent: Anna

Consent agenda:

Approve Minutes from April 30, 2021 Board Meeting – moved, seconded, and approved.

Standing Items:

- Diversity, Equity & Inclusion – Lindsay
 - Amelia's division at the University of Puget Sound recently had hiring changes approved by HR so that hiring managers may consider equivalent experience in place of a college degree.
 - Lindsay: The University of Washington is having discussions around returning to the office, and are prioritizing equity and inclusion in those conversations. This includes working to offer more flexible schedules. The UW team is considering DEI implications as new policies are developed.
- "Getting to Know You" – Lindsay
 - What is everyone's MVP for hot weather?
 - Lindsay: Yeti mug to keep drinks icy.
 - Matt: Eating ice cream in front of the freezer.
 - Annette: Jumping in the Clark Fork River.
 - Mackenzie: Living in a basement apartment.
 - Amelia: Friend's new 10-foot pool.
 - Jason: City pool.
 - Anne: Cold sports towel.

New Business:

- Offboarding/Onboarding – Lindsay
 - Lindsay put together a board transition checklist with dates and responsibilities. Various onboarding/offboarding tasks were discussed:
 - Outgoing board members will meet with their successors to change over emails and tour Wild Apricot and the Drive, as well as covering board meeting attendance and specific duties.
 - Mackenzie will update the account passwords as new board members are onboarded.
 - As onboarding/offboarding is completed, Mackenzie will add new board members as admins to the Wild Apricot account and will remove the departing board members.
 - Mackenzie will add new board member bios and photos to the website.
 - Mackenzie plans to start working on a list of past board members, and will begin by reviewing past meeting minutes for director lists. Lindsay can help by digitizing older paper board records for Mackenzie to reference.
 - Amelia and Sophia will send an updated board list and chapter bylaws to Apra International.
 - Annette mentioned that having clear documentation ready with instructions was super helpful to have when she onboarded, and asked current board members to prepare similar documents for their future successor if they don't already exist.

- Retreat – Lindsay
 - The board agreed to hold the summit virtually again for 2021. The 2022 summit will likely be in person.
- 2021 Apra PD Scholarship – Lindsay
 - Recipient: Jenna Proctor from the Oregon State University Foundation
 - Jenna has agreed to participate in some form of programming following Apra PD such as a webinar, blog post, or similar. **A board member will reach out to her to organize that following Apra PD.**

Old Business:

- Elections – Amelia
 - Using Wild Apricot in place of Survey Monkey worked pretty well. Amelia suggested that there could be an ethical issue with current board members being able to access the voting specifics. Going forward, secretaries will download the complete voting data and remove identifying info before saving it to the Drive. The poll will then be deleted from Wild Apricot.
 - Amelia would like to have a future board discussion about ways to develop the board pipeline.
- Conference Recap/Survey Results – Jason
 - Survey: 10 respondents
 - Respondents reported that they had an overall positive experience.
 - Top reasons for attendance: personal growth/development, then networking and content.
 - Overall, respondents were satisfied to very satisfied with the content, networking opportunities, participation opportunities, and organization of the conference.
 - The highest positive response was for the DEI session.
 - Having dynamic virtual sessions was a challenge for some.
 - There was an overwhelmingly positive response to the idea of future virtual conferences.
 - Amelia: Could the chapter consider retaining virtual conferences on an every-other-year or every-third-year basis?
 - Lindsay: The membership base might respond well to a half-day virtual fall conference in addition the full-day in-person spring conference. Lindsay plans to attend Apra NY's blended (virtual and in-person) conference and would like to have the new conference director attend as well if possible.
 - Respondents provided good suggestions for future conference topics.
 - Annette mentioned that the post-COVID breakout room was very productive, and she subsequently shared her summary of the conversation with her executive team.

Committee Reports:

- Conference – Jason
 - Nothing additional to add.
- Programming – Matt
 - Melissa Yale and Chris Mildner are prepped and ready to present on the topics of attachment scores and Canadian research during the first quarter of the new fiscal year.
 - Lindsay: Per earlier discussion, another first-quarter event in August or September could be a networking hour around the topic of returning to the office and making the case for remote work.
- Mentorship – Anne
 - Anne received a few more inquiries about mentorship post-conference. **There are not as many mentors as waiting mentees and Anne is reaching out to past mentors to gauge interest in mentoring again.**

- Anne has fixed the issue with the Google form and it should be working properly now.
 - Anne is also working to organize mentorship documentation on the Drive.
- Membership – Annette
 - 125 active members, with one recent renewal to report.
- Webmaster – Mackenzie
 - Mackenzie will be focusing on website to-dos discussed above and updating the election webpages.
- Communications – Anna
 - Not present. Anna reported via email prior to the meeting that she will send an email announcing the election results once they are finalized.
- Secretary – Amelia
 - Amelia will be out of the office on Friday, July 2. She shared a reminder for board members to set their Gmail vacation responder when they will be out of the office.
- Treasurer – Lindsay
 - Following the 2021 Apra PD Scholarship, the chapter bank account balance is at \$13,297.51.

Wrap up & Next Steps:

- Review action items
 - Amelia:
 - Send out welcome email and packet to all board members
 - Onboard Sophia to Secretary duties
 - Work with Sophia to send new board roster and bylaws to Apra International
 - Anna:
 - Send email announcing new board roster
 - Anne:
 - Contact past mentors
 - Jason:
 - Onboard Kim to Conference Director duties
 - Lindsay:
 - Onboard Amelia to President duties
 - Begin digitizing older board documents to share with Mackenzie
 - Mackenzie:
 - Update election webpages
 - Update "About Us" with new board member bios and photos
 - Coordinate Gmail password reset with all board members
 - Update Wild Apricot board member admin status
 - Begin developing comprehensive list of past board members
 - Matt:
 - Onboard new programming director once identified
- Next Board meeting:
 - Board Summit in August/September