

Buffalo-Niagara Chapter of ASPA, Board Meeting Minutes

Stone called the meeting to order at 5:45 PM

A. Call of the roll.

Board Members in Attendance: Astran, Bray, Buonanno, Nold, Oyler, Reyes-Mariano, Petrucci (excused due to scheduling conflict)

B. Motion to accept the agenda.

Bray motioned. Unanimous.

C. Approval of the minutes.

No minutes yet. This was our first meeting.

D. Officer Reports

Discussion as to when to schedule board meetings. Stone suggested immediately after the membership meeting. Board members seemed in favor. Oyler noted that if the membership meetings are too long, the board should consider other days/times. The board agreed to be flexible about meetings.

Treasurer – no report this months. None appointed until the annual meeting. Ken explained how ASPA funding works.

Interim Secretary – Buonanno queried board members as to whether everyone received her Dropbox invitation for document sharing.

E. New Business

The main purpose of this board meeting was to discuss and agree officer descriptions.

1. Officer Descriptions

Communications Officer – focuses on external communication

Secretary – focuses on internal communication

Ceesay informed the board members of ASPA's chapter/section newsletter contest. If we had a newsletter, we could enter the contest.

Astran asked if the membership officer could double as communications officer. Discussion about both functions covered in a fully developed chapter.

Bray motion. **Amend the chapter bylaws to establish a Communications Officer with the job description provided by ASPA.** Oyler seconds. Motion carried.

Discussion ensued about the protocol to follow re seeking general membership approval to amend bylaws. As a result:

Bray motion. **Reconsider the resolution about communications officer.** Oyler seconds. Motion carried.

Bray motion. **Recommend amending the bylaws to include a Communications Officer at the annual meeting in June.** Oyler seconds. Motion carried.

Discussion about number of officers required to run an effective chapter. Sense of some board members was that we might not generate enough interest at the early stage of chapter re-organization.

Board members expressed interest in officer positions.

Nold – Secretary; Atran – Communication Director

Board members expressed gratitude for their willingness to serve in these positions.

2. Approve officer descriptions.

Stone read out the descriptions he wrote and APSA's descriptions. The meeting members wrote a Communications Officer description, as follows:

In charge of member communications which may include e-newsletter, social media and other communication tools as appropriate. Engage in media/external relations as needed to promote chapter news and events, in consultation with Chapter President.

Motion to accept the emailed position descriptions with the addition of the communications officer and description thereof.

Bray moved. Jones seconds. Motion carried unanimously.

The board agreed to proceed as if communication officer will be accepted at the annual meeting in light of APSA's recommendation each chapter appoint a communications officer.

3. APSA's Required Documentation Checklist

1. Chapter Bylaws
2. Statement of Interest
3. List names and membership classification of those APSA member who will constitute the membership of the new chapter.
4. Program Plan – Stone asked APSA to send a template.
5. Recruitment Plan – Bray will write this plan.
6. Annual Budget – dates of fiscal year. Stone waiting for APSA to send the template.

Action: Stone will send all required documents to APSA by May 1, 2018.

4. Planning for June 12th Annual Meeting

The main business of this meeting will be putting a slate of officers into place.

Stone appointed Buonano, Oyler, and Petrucci (Chair) the Officer Nominations Committee.

5. Planning for Fall Meeting/Events

Buonanno suggested the idea of a Community Partnerships & Program Development Committee. Oyler expressed interest in this committee. Stone established this committee. Stone asked Oyler to chair this committee. Oyler accepted.

Reyes-Mariano suggested the idea of a Scholarship and Research Committee, which the attendees agreed would be a good topic of discussion at the annual meeting. A book club was mentioned.

6. Adjourn.

Bray motion to adjourn. Motion carried. Meeting adjourned at 7:00 PM