

## ASPA Meeting Minutes – April 27, 2020

**Present:** Brian Bray, Ken Stone, Marisa Nold, Tony Astran, Chris Jones, Ray Wagner, Brian Poliner, Rosaleen Nogle, Kim German, Michael Hughes, Makenzie Docteur

Meeting called at 5:36 p.m. – We have a quorum

Motion to approve meeting minutes of 2/25/20 by Chris Jones. Seconded.

### **Officer Reports:**

#### **President:**

- Due to the COVID-19 pandemic, not much has been able to occur within the past two months.
- The ASPA National Conference has been canceled, as well as many other functions.
- ASPA webinars continue to be held.
- Report on event held:
  - \* March 5<sup>th</sup>, Rusty Nickel – not a great turnout, few nonmembers attended. Nevertheless, it was a good networking opportunity with food and drinks.

#### **Treasurer:**

- We have \$846.36 in our bank account.
- Ken has reconciled our bank statements.
- Brian has sent in a form for 2019 chapter rebates, so we are awaiting those.
- We have one outstanding check – you know who you are (Brian).

#### **Communications Officers:**

- Tony will note over social media to stay safe, and we will be back as soon as advisable.
- Tony is open to idea/suggestions for our website, such as member spotlight, membership benefits.
- He will give content on our annual June meeting and new awards and will also add links for job resources.
- Tony will upload the approved meeting minutes to our website.

#### **Membership Officer:**

- There is not much to report because of COVID-19 pandemic.
- Brian was hoping for Public Service Recognition Week to be held for recruitment opportunities at Buffalo State.

- There is a good incoming cohort at Hilbert to push membership in summer/early fall.

### **Secretary:**

- The meeting minutes from the last meeting were approved.

### **Old Business**

#### **Buffalo/Niagara ASPA Chapter Awards:**

- Brian shared the narrative of awards via Zoom screen.
- Rosaleen drafted the award descriptions and did a great job.
- We will only accept nominations from ASPA members in good standing.
- It was suggested that the award will encompass outstanding service for the past year.

#### **Nominations:**

- We'll submit nomination forms for the nominations committee to narrow down who can receive an award.
- The recipient of any award to attend our annual meeting.
- The Board will decide the nominees.
- Motion to accept changes the nominations as modified by Rosaleen. Seconded.
- Tony will e-mail the membership distribution list regarding the awards announcement and to check out our newsletter.
- All of the online submissions will be received by Rosaleen.
- The deadline for all nominations to be received a week before our next meeting.

#### **Annual Meeting:**

- Our annual meeting will be held on June 17, 2020
- Motion to hold our annual meeting via Zoom due to COVID-19 pandemic made by Ken. Seconded.

#### **Journal Update:**

- Brian Poliner is incorporating networking into the journal
- There has been no contact with Laurie Buonanno in terms of Buffalo State hosting the journal.
- There have been conversations with the library staff at Hilbert; if Buffalo State is not in position to host it, Hilbert can be.
- Brian is putting in foundational work and possibly next year something will roll out with the journal.

### **New Business**

**Board Member Recruitment:**

- Makenzie has offered to head the nomination committee.
- There are four positions up: Kim German, Chris Marcell, Chris Jones and Rosaleen Nogle.
- Rosaleen and Chris Jones are choosing to stay on.
- Kim German will not be running.

We have one open spot for Board members.

Nomination committee: Makenzie, Marisa and Ken.

- Tony is current President-Elect for 2020-2021
- We have 60 days to submit our nominations due to extenuating circumstances of the COVID-19 pandemic.

Our nominations are to be in by May 11, 2020.

Our next meeting (via Zoom): May 20, 2020 at 5:30 p.m.

Meeting adjourned at 6:17 p.m.