

**APDT Board of Directors Meeting
Tuesday, May 16, 2017
Conference/Video Call**

Present: Robin Bennett, CPDT-KA, Chair, Megan Stanley, CPDT-KA, CBCC-KA, Vice-Chair Nick Hof, KPA-KA, CBCC-KA, Secretary-Treasurer, Jill-Marie O'Brien, CNWI, CPDT-KA, Director, Heidi Meinzer, JD, CPDT-KA, CNWI, Director, Khara Schuetzner, MA, CNWI, CPDT-KSA, Director, Lisa McCluskey, CPDT-KSA, CBCC-KA, Director, Amber Burckhalter, CNWI, CDBC, Immediate Past Chair

Staff: David Feldner, CAE, Executive Director

Guest: Keith Howard, CAE

Call to Order: Chair Bennett called the meeting to order at 11:35 am EST.

Conflicts of Interest: Bennett asked for disclosures of any conflicts of interest on the items on the agenda. No disclosures of conflicts were made.

May 16, 2017 Consent Agenda: There was motion to approve the May 16, 2017 Consent Agenda as presented. The motion was seconded. The motion was approved unanimously.

Treasurer's Report: Hof reported that the March 2017 financials showed membership income was below budget for the month. There was a motion to approve the March 2017 financial statements. The motion was seconded. The motion was approved unanimously.

IRS Form 990: The IRS Form 990 was sent to the Board via email for their review and questions.

FY18 Budget: The Board was provided with the first draft of the FY18 budget. The goal of the budget was to forecast an increase in revenue while decreasing expenses. Feldner and Polk will prepare an addendum to the draft budget that would include the proposal for the learning management system (LMS). Comments from the Board on the draft budget should be sent to Feldner in advance of the June Board meeting.

Audit Update: A copy of the audit report and end of year financial statements will be sent to the Board in advance of the June Board meeting.

Howard left the call.

Nominating Committee Report: There are currently three (3) candidates being reviewed for consideration to be on the slate of candidates. Each individual has met the requirement to have ten (10) members submit a nomination in their name.

2018 Secretary/Treasurer Appointment: The Board discussed the appointment of the Secretary/Treasurer for 2018 in order to know what Director terms will be available in the 2017 election. There was a motion to appoint Khara Schuetzner as the 2018 Secretary/Treasurer. The motion was seconded. The motion was approved, with one abstention. For the 2017 election, there will be a 3-year term and a 1-year term, to fill the Director vacancy for Schuetzner.

Incorporation Update: Meinzer & Feldner are awaiting cost estimates from the attorneys to file the necessary paperwork.

Position Statements Update: This item was tabled until the next Board meeting.

Education Committee: McCluskey presented the matrix that the Education Committee provided to the Board. This is criteria that will be sent to each of the organizations that provide a certification or certificate program. McCluskey stated that there should be data received from these organizations in advance of the next Board meeting.

Foundation Report: Schuetzner reported that the Foundation Board is looking to expand with new members joining the Board. They have also approved grants for the coming year and are currently review the scholarship applications that have been received.

Old Business: The topic of scheduling future conferences was tabled until the next Board meeting.

New Business: There was a motion to approve Patricia McConnell as the 2017 Lifetime Achievement Award recipient and for Irith Bloom as the 2017 Member of the Year recipient, that would include complimentary registration to the 2017 conference. The motion was seconded. The motion was approved unanimously.

There was a motion to provide a Lifetime membership to Patricia McConnell and to Sue Sternberg (2016 Lifetime Achievement Award recipient). The motion was seconded. The motion was approved unanimously.

There was a motion to provide a 15% discount on general conference registration to the group of high school students from Alabama, per the request from their teacher. The motion was seconded. The motion was approved unanimously.

Next Meeting: Tuesday, May 16 from 11:30 am – 1:00 pm EST.

There was a motion to adjourn the meeting at 1:04 pm. The motion was seconded. The motion was approved unanimously.

Respectfully submitted,
David Feldner, CAE
Executive Director