

ADPCA 2016 Annual Conference
Business Meeting Minutes

Notes:

1. The first time a person's name is mentioned, both first and last names are given. The next time(s) that person is mentioned, only the first name is given.
2. Decisions and action items are **bolded**.

Business Focused Meeting: Thursday, July 14, 2016, 2:30 PM – 5:00 PM

***Bruce Allen read a letter sent by Joseph Hochberg's son from his estate.

Proposed Agenda Items: Treasurers Report, Web Master, Future UK Events, Journal Board, Membership, 2017 Annual Meeting, 2018 Annual Meeting, Legal Corporation

I. Membership / Secretary Position

- A. Mindy Forman requested to vacate the Membership / Secretary position
 1. Jessica Shipman volunteered to fill the Membership / Secretary position
 2. No discussion
 3. **Action: Move to accept Jessica in the Membership / Secretary position**
 - a. **Seconded, Approved**

II. Future UK Events

- A. Bert Rice read from an email to listserv sent by Terri Tivey on behalf of the UK event organizers
 1. Key features from email
 - a. Cost of transatlantic travel becoming increasingly cost prohibitive
 - b. Desire to have more ADPCA style events in UK
 - c. UK event organizers would like to advertise ADPCA events in the UK in 2017 / 2018 using the name ADPCA
- B. Discussion regarding future UK events
 1. Explanation to increase understanding of the difference between BAPCA and ADPCA
 2. What are the benefits / costs to ADPCA?
 - a. UK events would maintain governance and budget separate from ADPCA
 3. Should the Annual Meeting and future UK events be held in the same month?
 4. How to make ADPCA more open?
 - a. Concerns related to US vs. UK; divisiveness
 - b. Atmosphere of unfriendliness
- C. Recommendation to table discussion to move onto other business

III. Person-Centered Journal Board

- A. Recommendation to remove deceased people from the journal board
 - 1. Kathy Moon and Jon Rose will communicate with journal editors
- B. Call for more reviewers and board members

IV. Treasurer's Report

- A. Treasurer's Report read in full by Bert
 - 1. Income surpassed expenses this year by \$3000+
 - 2. 2016 Annual Conference will make a profit
 - a. Yoko Allen is the archivist for the Person-Centered Journal
 - 3. Bert will continue at Treasurer for another year
 - 4. **Action: Motion to accept Treasurer's Report**
 - a. **Seconded, Approved**

V. 2017 ADPCA Annual Conference

- A. The 2017 Annual Conference will be held in Chicago, IL.
 - 1. Tracy Youngblood will be president for ADPCA 2016 – 2017
 - 2. The 2017 Annual Conference will be held from July 19, 2017 – July 23, 2017
 - 3. More details, including final location, coming soon

VI. 2018 ADPCA Annual Conference

- A. Rob Richardson offered to plan the 2018 Annual Conference
 - 1. Rob plans to explore locations in (1) Atlanta, GA, (2) Orlando, FL, and (3) Savannah, GA
 - 2. **Action: Move to have Rob explore options for the 2018 Annual Conference**
 - a. **Seconded, Approved**

VII. Web-Master / Website Coordinator

- A. Dave Rutledge would like to continue as Web-Master
 - 1. Tiane Grariottin resigned the Website Coordinator position at the 2015 Annual Conference; she continues to act as Website Coordinator as there have been no volunteers to fill position
 - 2. Dave Rutledge offered to hold both positions
 - 1. Question: Can Dave hold both positions since the Website Coordinator is responsible for paying the Web-Master for services
 - 3. Increased communication needed between the Secretary, Website Coordinator and Web-Master
- B. Conversation tabled

Business Focused Meeting: Saturday, July 16, 2016, 2:30 PM – 5:00 PM

Proposed Agenda Items: Website Coordinator, Future UK Events, Person-Centered Journal Report, Legal Corporation, Renaissance, Membership Renewal

I. Person-Centered Journal Report

A. Kathy read email from co-editors, Katie Hatch and Robbie Culp

1. Action: Motion to accept PCJ report

a. Seconded, Approved

B. More reviewers needed for the Person-Centered Journal

1. This is a reviewing role as well as a teaching role; help people get articles ready for publication
 - a. Email Jon Rose (jonrose@yahoo.com) if interested in becoming a reviewer

II. Renaissance Newsletter

A. Leslie Spencer gave update on the experience of creating the Newsletter

1. 30+ issues of Renaissance returned due to incorrect addresses
2. Leslie is keeping track of whose mail was returned and sending updates to Membership
3. Leslie will continue as Renaissance editor

B. Discussion on whether or not to continue sending the Newsletter to lapsed members

1. Continue sending Newsletter?
 - a. Attempt contact the person via email to gauge continued interest in receiving the Newsletter
 - b. Continue to send Newsletter to people who want to be on the membership list to build interest in ADPCA regardless of paid status
 - c. Would like lapsed member to take some action to continue mailings
 - Express continued interest
 - Provide forwarding address
 - Request scholarship
 - Send email only to lapsed members?
 - Discriminatory toward international members? Non-English speaking members?

2. No action taken – Leslie will use best (non)judgment when sending future Newsletter mailings

C. Call for Renaissance Newsletter submissions

III. Membership

A. Renewals

1. Request to send invoices when memberships are due
2. Renewal date is June 1st of each year
 - a. Rolling year proved difficult to track in previous experience

IV. Website Coordinator (continued)

- A. Can Website Coordinator and Web-Master be filled by the same person since one authorizes and pays the other for services?
 - 1. General consensus that this would pose a conflict of interest
- B. Need improved communication between Membership and Website due to paid members receiving notices that they are unpaid
- C. Duties are defined for clarification
 - 1. Duties of the Website Coordinator
 - a. Manages website content
 - b. Create pages based on content
 - c. Update events page
 - d. Engages person to do tech stuff
 - 2. Duties of the Web-Master
 - a. Manage software
 - b. Manage services with hosting company
 - c. Ensure integrity of the website
- D. **Action: Move to empower executive committee to choose a Website Coordinator**
 - 1. **Seconded, Approved**

V. Future UK Events (continued)

- A. Clarification from UK Event Organizers
 - 1. Future UK Events will use the name ADPCA but will be its own entity for 2017 – 2018
 - a. Discussion about timing of such events
 - 2. With community input, Bert drafted the following email which was sent to the UK Event Organizers (Terri Tivey and David Murphy):

Dear ADPCA 2016 UK Event participants,

We of the ADPCA 2016 Annual Meeting are joyful that the participants at the 2016 Nottingham Event, itself an event in the ADPCA meeting style, want to continue to hold ADPCA-style events in the future under the ADPCA banner.

We ask that the following concerns about the timing of any future such events be considered. It is of great importance to us that the events in the UK be held as distant in time as possible from the ADPCA Annual Meetings. Six months before or after would be ideal. Three months before or after would, we believe, meet the needs of all members. It is our belief that having a UK event within three months of an ADPCA Annual Meeting would substantially decrease the likelihood of transatlantic attendance at UK events and at ADPCA Annual Meetings. This result would be detrimental to both meetings and would hurt the international character of the ADPCA.

We are happy to have the organizers of an ADPCA-style event in the UK in 2017 and/or in 2018 use the name "ADPCA" in connection with that event or those events, as long as the name is not used in a way that might lead potential participants into thinking that such an event would be an ADPCA Annual Meeting. For example, "ADPCA 2018 - UK" would not be acceptable, whereas "ADPCA 2018 - UK Event" would be acceptable.

Kind regards,
ADPCA 2016

B. Action: Move to send above noted email to the UK Event Organizers

1. Seconded, Approved

IV. Legal Corporation

A. Does ADPCA need to maintain incorporation?

1. Pros of incorporation

- a. Decreased personal liability
- b. 501(c)(3) organization needed for taxes and non-profit discounts
- c. Scholarship money

2. Cons of incorporation

- a. Have to take minutes at business meetings
- b. Need quorum to make business decisions
- c. Need people to hold officer positions

B. No action taken

Community Meeting: Sunday, July 17, 2016, 9:00 AM – 12:00 PM

I. Website Coordinator (continued)

A. Kathy Moon volunteered to be interim Website Coordinator for 1 year – until the 2017 Annual Conference

1. Action: Motion to accept Kathy as the interim Website Coordinator

a. Seconded, Approved

II. 2019 Annual Conference

A. Sarah Welton expressed interest in the possibility of hosting the 2019 Annual Conference in Oregon