Minutes of the 2017 Pacific Division Executive Committee Meeting

Westin Seattle, Seattle
Wednesday, April 12, 2017

Present: Rebecca Copenhaver (chair), Lisa Shapiro, Lori Watson, Alyssa Ney, Amy Kind, Andrew Eshelman, Kenneth Taylor, Leslie Francis, and Kwong-loi Shun

Guests: Aaron Zimmerman, Cheshire Calhoun, Amy Ferrer

CALL TO ORDER: The meeting came to order at 3:01 PM.

ADOPTION OF AGENDA: The agenda was adopted.

APPROVAL OF THE MINUTES: The minutes were adopted as published on the APA web site.

MATTERS ARISING FROM THE MINUTES: The board of officers recommended the committee work with the Divisional Coordination Committee to coordinate and increase communication. That has gone well.

As a result of a call to clarify expectations for meeting participants, the Divisional Coordination Committee created a meeting guide that went out this year.

This year we moved to the new practice of requesting that affiliated group sessions either request two two-hour sessions or one three hour session. We didn’t get much pushback, and this made it much easier for us to accommodate their scheduling requests.

REPORT OF ACTIONS BY EMAIL: The executive committee takes decisions by email to address events that require immediate attention. Since its meeting in San Francisco, the committee added to the list of those approved for membership on the program committee.

Additionally, the committee approved the 2017-2018 budget just a few weeks ago. The committee discussed trying to make sure there was a meeting of some sort for budget approval, whether that involved waiting for the division meeting or creating an online video meeting.

SECRETARY-TREASURER’S REPORT: As secretary, Copenhaver thanked the Program Chair, Lori Watson, for a really fantastic program for the 2017 division meeting. She also thanked Leslie Francis for her service as past president, since it is Leslie’s last year on the executive committee. Additionally, she thanked Andrew Eshelman and Amy Kind for their service, as it is their last year on the committee as well.

Meeting registrations continue to go up, and pickup for the hotel this year was fantastic. We met our block well before the deadline. There was discussion of the possible need to move to a convention center and a hope that instead we will continue to meet in hotels with the possible
need for two adjacent hotels. Copenhaver reported that the Divisional Coordination Committee worked together to send out a Request for Proposals for upcoming meetings and that combining in this way offered advantages on deals hotels can offer.

Copenhaver also reported that this year the division is paying for four childcare subsidies, which is up from the past. In addition, the division is covering travel stipends for 73 graduate students who are on the program, totaling $29,000. She also reported that she expected book displays to decrease over time.

As treasurer, Copenhaver reported that there were two major changes in terms of finances. First, assets were moved from accounts that Lopes (the previous Secretary-Treasurer) was overseeing to accounts that Copenhaver is overseeing. This includes savings plus other accounts – Business Time Accounts. Second, there is a new budgeting scheme that includes a collected budget for the whole organization and a breakout budget for each division. This has advantages of simplicity and transparency. On the issue of budget, Copenhaver reported that revenue was decreasing over time and that she expected it to continue to decrease partly due to the fact that rebates from the hotels are coming back lower than previously and partly due to rising expenses with fixed income.

CONFERENCE REGISTRATION FEES: The advantages and disadvantages of raising registration fees were discussed. The committee agreed to raise student fees by $5 and non-student fees by $10 for the meeting in 2018 with the intention that this be an increase across two years (so that fees for the 2019 meeting not be raised). It was suggested by a member that the next time a fee increase is proposed the committee be given a document of the history of fee increases and a history of registration patterns, including the number of people in each category registered for past meetings.

REGISTRATION FRELOADING: The Secretary-Treasurer shared the history of persons on the program who are not registered. This year, in cooperation with the National Office, a proposal was considered to invoice affiliated groups whose members did not register for the conference, asking them to pay for their members and then seek cost-recovery. Then all accounts would need to be cleared in order to request a session at the next meeting. In advance of the 2017 meeting, all affiliated group contacts were informed (by email) of this new practice.

A few concrete suggestions were raised from committee members were: (1) When an email gets generated by aqua inviting someone to participate in the group program, that email should include clear language that clearly states that participants are required to register for the meeting. This way, when they accept the invitation to participate, they know they are agreeing to register. (2) Rules should be written up that indicate clearly what exceptions the Secretary-Treasurer should make to the requirement that all participants register for the meeting. (3) For the Divisional Coordinating Committee to consider: what is the desired threshold for registration?

The committee expressed concerns about the new proposed practice and agreed to send out an email statement to groups encouraging their help with registration without the sentence indicating they may not be able to participate in the future if they do not comply.

GUIDE FOR MEETING PARTICIPANTS: We will probably adjust some of the language to be updated corresponding to the divisional program and affiliated group program.

MEETING DATES: There was a suggestion from someone who wrote in with concerns about the meeting dates’ conflict with Easter and Passover that the website include a statement explaining why the APA has its meetings when it does. This information is already available on the website. The division is open to suggestions for how to communicate better with membership.

REPORTS OF THE REPRESENTATIVE TO THE BOARD AND EXECUTIVE DIRECTOR: The division’s representative to the board reported on actions of the board (see the board minutes).

APPOINTMENT OF THE NOMINATING COMMITTEE: The committee approved a slate of candidates for the nominating committee.

REPORT OF THE PROGRAM CHAIR: The program chair reported on the composition of the program, noting that the program committee handled an exceptionally large amount of refereeing. She also reported some challenges that she faced in her position: we have a statement on the APA website that we accept organized sessions until August 1. But before then almost all of the invited sessions have been put together. This year this was also a disproportionate submission rate for M and E, so the committee may want to consider adding M and E people to the committee. This was also true for Metaethics. There was also a challenge with some people not doing what they have agreed to do.

PUBLIC SESSIONS: The public session is still in its experimental phase. This year’s topic was Legal Aid in Dying. The public session takes an extraordinary amount of work, and though the program chair took it on this year, that is not an expectation of the program chair.

APPOINTMENTS TO THE PROGRAM COMMITTEE: The executive committee approved a list of candidates for appointment to the program chair.

PROGRAM CHAIR APPOINTMENTS: A list of candidates for appointment to the office of program chair was approved.

APPROVAL OF THE AGENDA OF THE BUSINESS MEETING: The business meeting agenda was approved.

APPROVAL OF THE MINUTES OF THE BUSINESS MEETING from 2017: The business meeting agenda was approved.

ANY OTHER BUSINESS: None

ADJOURNMENT: The meeting was adjourned at 6:21 PM.
CALL TO ORDER: The meeting came to order at 12:02 PM.

ADOPTION OF AGENDA: The order of the agenda changed to move the report of the APA Board of Officers (item #9) to earlier (before Announcements, which was originally item #5) and then adopted.

ADOPTION OF THE MINUTES: The minutes were adopted as published on the APA web site.

MATTERS ARISING FROM THE MINUTES: No matters arising from the minutes.

REPORT OF THE APA BOARD OF OFFICERS: The executive director of the association and the representative to the board of officers reported on the actions of the APA board of officers and initiatives under way in the national office (see the board minutes).

ANNOUNCEMENTS: The names of APA members who had passed away since the last meeting were read, and a moment of silence was observed.

REPORT OF THE NOMINATING COMMITTEE: Leslie Francis (chair), Manuel Vargas, Audrey Yap, and Rebecca Copenhaver (ex officio) served as the 2016-2017 Nominating Committee. The committee nominates the following for terms beginning July 1, 2017: Richard Arneson for vice president, Janet Stemwedel for board representative, and Michael Cholbi for member at large. The secretary-treasurer certified that there were no nominations by petition. A motion to elect the candidates was put and carried.

REPORT OF THE SECRETARY-TREASURER: The secretary-treasurer thanked Lori Watson for her excellent work as program chair and commended the program committee for an excellent program. She also thanked for their service those members of the committee who are rotating off the committee. Copenhaver than summarized her report to the executive committee. (See the executive committee minutes.)

REPORT OF THE PACIFIC DIVISION EXECUTIVE COMMITTEE: The chair of the executive committee summarized the actions of the committee. (See the executive committee minutes).

ANY OTHER BUSINESS: A concern was raised that notice wasn’t given regarding the topics of this meeting to the membership, who may have attended the meeting had they known.

ADJOURNMENT: The meeting was adjourned at 12:35 PM.