

SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)

EXECUTIVE COMMITTEE TELECONFERENCE

FEBRUARY 5, 2016

AGENDA

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SOCIETY FOR THE TEACHING OF PSYCHOLOGY (APA DIVISION TWO)

MINUTES OF THE 2015 EXECUTIVE COMMITTEE MEETING

FEBRUARY 5, 2016

TELECONFERENCE

Draft February 5, 2016

Members of the STP Executive Committee		Present
President	Janie Wilson	Yes
President-Elect	Ken Keith	Yes
Past President	Suzie Baker	Yes
Vice President for Diversity and International Relations	Susan Nolan	Yes
Vice President for Membership	Meera Komarraju	Yes
Vice President for Programming	Aaron Richmond	Yes
Vice President for Recognitions and Awards	Beth Schwartz	Yes
Vice President for Resources	Sue Frantz	Yes
Secretary	Tom Pusateri	Yes
Treasurer	Dave Kreiner	Yes
Executive Director	Ted Bosack	Yes

NOTE: Some of the items make reference to Relevant Electronic Discussions from the Executive Committee's Google Groups account.

1. Call to Order, Welcome, and Introductions

President Wilson called the meeting to order at 12:01 PM Eastern Standard Time. Wilson welcomed Ken Keith (President-Elect) and Meera Komarraju (Vice President for Membership) to the committee.

2. Approval of Minutes

****VOTE 2016-02-05-01****

Motion: I move to approve the minutes of the December 2015 Executive Committee teleconference.

Moved: Susan Nolan

Second: Aaron Richmond

Outcome: **RESULT** (10/0/0 Y/N/A)

3. Approval of 2016 Budget

Relevant Electronic Discussion

Subjects: David Kreiner wants to share "STP EC Proposed Budget Shared Folder" with you; draft of 2016 budget; draft of 2016 budget; 2016 Budget (14 posts)

Date: January 6, 2016 (1 post); January 6, 2016 (1 post); January 6-February 1, 2016 (2 posts); January 23-February 1, 2016 (14 posts)

Treasurer Kreiner shared a draft of the proposed 2016 STP Budget. Kreiner amended the budget to include \$400 for audiovisual costs for the STP Speaker at the 2016 National Institute for the Teaching of Psychology.

During the meeting, the Executive Committee discussed further changes to the proposed budget:

- President-Elect Keith noted that the Division Leadership Conference was cancelled and the travel expenses for the President-Elect can be removed from the budget but would need to be maintained for future years.
- President Wilson requested that the “BEA/BSA Liaison travel” line be titled “Presidential Travel” to allow the President to travel to other venues as appropriate. Executive Director Bosack suggested modifying the Policies and Procedures Manual to explain the purpose of the line item.
- Vice President Komarraju agreed to a \$3000 reduction in the budget line for Membership because STP’s contract with Sage Publications now includes the costs of inserts in *Teaching of Psychology*.
- Vice President Richmond requested a line for a one-time cost of \$2000 for cloth podium banners and table skirts for coordinators of STP programming. Vice President Komarraju will coordinate with Richmond to purchase and distribute of swag for conferences.

****VOTE 2016-02-05-02****

Motion: I move to approve the 2016 STP budget.

Moved: Aaron Richmond

Second: Meera Komarraju

Outcome: **RESULT** (10/0/0 Y/N/A)

4. Social Media Committee

Relevant Electronic Discussion

Subject: Next conference call/meeting time (20 posts)

Dates: November 23-December 7, 2015

Vice President Finley indicated that the goal of the Social Media Committee is to centralize STP’s presence on various media platforms (e.g., Facebook, Twitter, etc.).

Executive Committee members discussed changing the name of the proposed committee to the Member Communication Committee.

**** VOTE 2016-02-05-03****

Motion: I move to approve the creation of the Member Communication Committee.

Moved: Tom Pusateri

Second: Beth Schwartz

Outcome: **RESULT** (10/0/0 Y/N/A)

5. Archivist and Historian Position

Relevant Electronic Discussion

Subject: Archivist

Date: January 15, 2016 (10 posts)

The Executive Committee discussed appointing STP's first Archivist/Historian.

****VOTE 2016-02-05-04****

Motion: I move that Bill Hill be appointed as STP archivist/historian.

Moved: Sue Frantz

Second: Aaron Richmond

Outcome: **RESULT** (10/0/0 Y/N/A)

6. International Relations Committee Chair

Relevant Electronic Discussion

Subject: replacing a Chair; Amanda Clinton nominated for IRC Chair; Motion to appoint Amanda Clinton as IRC Chair

Date: January 14-15, 2016 (10 posts); January 21-22, 2016 (32 posts); January 22, 2016 (2 posts)

Vice President Nolan announced that Martha Zlokovich asked to step down as Chair of the International Relations Committee while continuing to serve on the Committee. The Executive Committee discussed appointing a current member of the Committee to serve as Chair for the remainder of Zlokovich's term.

**** VOTE 2016-02-05-05****

Motion: I move to appoint Amanda Clinton to replace Martha Zlokovich as chair the International Relations Committee for the remainder of Martha's term.

Moved: Tom Pusateri

Second: Aaron Richmond

Outcome: **RESULT** (10/0/0 Y/N/A)

7. Adjourn

President Wilson adjourned the meeting at 12:58 PM

Summary of substantive electronic discussions prior to the meeting

President

Subjects: P & P (1 post); P & P Manual (11 posts)

Date: February 2, 2016; February 2-3, 2016

President Wilson is finalizing the updates to the Policies and Procedures Manual and requested changes from each officer.

Past President

Subjects: Fwd: [DIVOFFICERS] Call for ECP member for APA Ethics Commission; Nominations to Boards and Committees; Fwd: Division Liaisons to APA Committee on International Relations

Date: January 7, 2016 (3 posts); January 9-12, 2016 (7 posts); January 12, 2016 (14 posts)
President Wilson shared an invitation from APA for nominees from among our Early Career Psychologists to serve on the APA Commission on Ethics Processes. The Executive Committee also discussed nominating Division 2 members to other APA committees.

Subject: Slate for elections (1 post)

Date: February 1, 2016 (1 post)

President Wilson announced the slate of candidates for STP offices: Candidates for President-Elect are Stephen Chew and Sue Frantz. Candidates for Vice President for Recognitions and Awards are Amy Fineburg and Robin Morgan.

Vice President for Membership

Subject: Fwd: 2015 Apportionment ballot results

Date: January 9, 2016 (1 post)

Executive Director Bosack indicated that Division 2 maintained both of its seats on the APA Council of Representatives in the recent apportionment ballot.

Vice President for Programming

Subject: APA -- urgent

Date: January 20, 2016

President Wilson requested ideas for additional STP programming at the 2016 APA Convention. Vice President Nolan agreed to develop a panel session on diversity/international issues.

Vice President for Resources

Subject: Search for new OTRP director: Position starts 2017

Date: January 15, 2016 (12 posts)

Vice President Frantz reminded the Executive Committee that Ruth Ault's term as OTRP Director will end on December 31, 2016 and we will need to form a Search Committee.

Subjects: List of Division Officers; VP History

Date: January 8-9, 2016 (7 posts); January 14-15, 2016 (8 posts)

The Executive Committee agreed to update the List of Division Officers on the STP website to include all Vice Presidents. Secretary Pusateri inquired about including the Representatives to APA Council and the Executive Director to the list.

Secretary

Subject: Fwd: Voting by email

Date: January 15, 2016 (2 posts)

Executive Director Bosack shared correspondence with Associate General Counsel Jesse Raben on the requirements for voting by email.

Subject: Letterhead

Date: January 14, 2016 (1 post)

Vice President Frantz shared a revision of STP's letterhead.

Subject: Acceptable ways to vote (2 posts)

Date: February 4, 2016

Executive Director Bosack contacted Jesse Raben at APA's Office of General Counsel for clarification on proper legal voting procedures. Mr. Raben shared the following information that APA has provided to other divisions: "Boards may vote by email, but an email vote must be unanimous with no abstentions or recusals because email voting does not provide the opportunity for real time discussion and debate. Board meetings in person or by phone provide the opportunity for all persons eligible to vote to have participated in the discussion and had an opportunity to express their concerns or listen to the concerns of others. Such votes need not be unanimous."

Secretary Pusateri will draft changes to the Policies and Procedures Manual that are consistent with these procedures.

2016 STP Budget (Approved February 5, 2016)

EXPENSES		Budget Code	Budgeted	Spent	Remaining	Notes
<i>Officers and Related Committees</i>						
President	Wilson	a220	\$ 500.00	\$ -	\$ 500.00	Covers expenses
Release time	Wilson	b220	\$ 8,000.00	\$ -	\$ 8,000.00	Includes 2 course buy-out (at \$4000) or stipend
Presidential Support of Organizations	Wilson	c220	\$ 500.00	\$ -	\$ 500.00	Budget line added, EC Vote Jan. 2012
Presidential Travel	Wilson	295	\$ 3,000.00	\$ -	\$ 3,000.00	Typically covers president during presidential year
Presidential Citations	Wilson	225	\$ 2,000.00	\$ -	\$ 2,000.00	Covers travel for Presidential Citation recipients
President-Elect	Keith	a221	\$ 1,200.00	\$ -	\$ 1,200.00	Covers expenses; added \$1,000 to 2015 budget for travel to APA Public Interest Leadership Conference (EC vote, 3/24/2015); Remove this for 2016?
Release time	Keith	b221	\$ 4,000.00	\$ -	\$ 4,000.00	Includes 1 course buy-out or stipend
Division Leadership Conference	Keith	c221		\$ -	\$ -	DLC cancelled for 2016
Education Leadership Conference	Keith	906	\$ 500.00	\$ -	\$ 500.00	Typically covers president-elect. If two go then amount shared.
Past-President	Baker	222	\$ 200.00	\$ -	\$ 200.00	
Secretary	Pusateri	223	\$ 200.00	\$ -	\$ 200.00	
Treasurer	Kreiner	a224	\$ 200.00	\$ -	\$ 200.00	
Release time	Kreiner	b224	\$ 4,000.00	\$ -	\$ 4,000.00	Includes 1 course buy-out or stipend
Executive Director	Bosack	721	\$ 8,000.00	\$ -	\$ 8,000.00	Includes all ED expenses including \$500 to attend DLC
Executive Director Stipend	Bosack	722	\$ 25,000.00	\$ -	\$ 25,000.00	Covers ED stipend; split into two payments
VP for Resources	Frantz			\$ -	\$ -	
Professional Development Program	Lunsford	262	\$ 4,000.00	\$ -	\$ 4,000.00	One-course buyout or stipend
OTRP, Wiki space	Houska	264	\$ 500.00	\$ -	\$ 500.00	Annual fee
ToP Editor Release Time	Christopher	274	\$ 8,000.00	\$ -	\$ 8,000.00	Includes 2 course buy-out or stipend
ToP Stipend	Christopher	273	\$ 10,000.00	\$ -	\$ 10,000.00	We get this from publisher (See income)
ToP Administrative Support	Christopher	271	\$ 5,000.00	\$ -	\$ 5,000.00	\$1,000 stipend for section editors, \$1,000 for administrative support updated Jan. 2012
Internet Editor	Stowell	257	\$ -	\$ -	\$ -	Two course buyouts or stipends at \$4,000 each; For 2016 goes to one course release out of start-up fund (EC Vote, 1/16/2015)
Internet expenses	Stowell	901	\$ 2,510.00	\$ -	\$ 2,510.00	Includes trademark logo, security fees, \$2160 for web hosting service
VP for Programming	Richmond	811	\$ 2,000.00	\$ -	\$ 2,000.00	One time cost for banners etc. for conferences.
GSH/HKW Speakers	Bates	a811	\$ 4,800.00	\$ -	\$ 4,800.00	Funds four GSH speakers to go to regionals as STP sponsorship with APA; \$1200 cap for each speaker unless international or special accommodations brought to EC (EC vote 1/17/2014)
Regional Speakers	Fleck	b811	\$ 3,600.00	\$ -	\$ 3,600.00	Additional speakers so all regionals have a speaker; rename line to Regional Speakers (EC vote 2/9/2013); \$1200 cap for each speaker unless international or special accommodations brought to EC (EC vote 1/17/2014)
Director of Annual Conference on Teaching	Kerr Lawrence	812	\$ 4,000.00	\$ -	\$ 4,000.00	Includes 1 course buy-out or stipend
Annual Conference on Teaching Expenses	Kerr Lawrence	810	\$ 33,000.00	\$ -	\$ 33,000.00	
SPSP Preconference	Brewer	910	\$ 2,500.00	\$ -	\$ 2,500.00	SPSP handles costs and registration income, so the income line has been removed from our budget. This amount indicates how much we are budgeting to go over expenses. The previous income line was \$5,000. We

2016 STP Budget (Approved February 5, 2016)

EXPENSES		Budget Code	Budgeted	Spent	Remaining	Notes
APS Meeting Program	Holmes	297	\$ 7,200.00	\$ -	\$ 7,200.00	Funds six speakers up to \$1200 each. \$1200 cap for each speaker unless international or special accommodations brought to EC (EC vote 1/17/2014)
APA Program Director	McMinn	236	\$ 1,500.00	\$ -	\$ 1,500.00	Pays for Program Chair's travel, estimated at \$1,500
APA Social	McMinn	240	\$ 6,500.00	\$ -	\$ 6,500.00	Covers all social at APA including presidential reception; revised to \$6500
International Conference Sponsorship	Nolan	917	\$ 5,000.00	\$ -	\$ 5,000.00	For 2015, 16,17 change to International Conference Sponsorship including travel for one person, \$3,500 (EC Vote 8/7/2014); For 2016-2018, change to \$5,000 (3500 for travel to one conference and sponsorship, 1500 for support); move to programming (EC vote, 8/6/2015).
NIToP Sponsorship	Altman	a244	\$ -	\$ -	\$ -	Sponsorship of \$5,000 and \$500 for A/V costs. 2015 is final year.
NIToP Liaison Travel	Altman	b244	\$ 1,500.00	\$ -	\$ 1,500.00	Pays for liaison NIToP travel, estimated at \$1500
NIToP Speaker	Altman	c244	\$ 1,700.00	\$ -	\$ 1,700.00	Speaker travel unless international or special accommodations brought to EC (EC vote 1/17/2014); also includes \$500 for speaker A/V costs
Director of Regional Program	Fleck	304	\$ 3,600.00	\$ -	\$ 3,600.00	Travel funding for estimated 3 conferences per year, \$1,200 per conference budgeted
Writing Workshop	Gurung	911	\$ 7,000.00	\$ -	\$ 7,000.00	Approved through 2016 EC vote 2/9/2013
VP for Membership	Komaraju	841	\$ 3,500.00	\$ -	\$ 3,500.00	Includes costs for PR materials; Added \$3,000 for ToP Inserts for 3 issues in 2015 (EC vote, 1/17/2015); continue through 2016 (EC vote, 8/6/2015); Sage now says these are included as part of the contract. Should we reduce the budget by \$3000?
Council Reps	Kite/Beins	652	\$ 3,000.00	\$ -	\$ 3,000.00	Covers council rep travel to APA (budgeted at \$1500 each)
Grad Students Teaching Assoc	Brooks	805	\$ 6,000.00	\$ -	\$ 6,000.00	Increased to \$6,000 for 2015
ECP Council	Troisi	912	\$ 5,000.00	\$ -	\$ 5,000.00	Increased to \$5,000 EC vote (1/18/2014)
VP for Recognition & Awards	Schwartz			\$ -	\$ -	
Teaching Excellence Awards	Smith	914	\$ 15,000.00	\$ -	\$ 15,000.00	Budget line for FFE funded awards; FFE will reimburse as possible from FFE endowment interest
Teaching Awards	Fineburg	237	\$ 700.00	\$ -	\$ 700.00	Includes expenses (plaques). Remove travel funding beginning 2015 (EC Vote, 1/17/2014)
Promoting Partnerships Grant Program	Braitman	298	\$ 7,500.00	\$ -	\$ 7,500.00	Amounts vary; 2016 only increased by \$1500 (EC Vote 12/10/2015)
Early Career Travel Grant	Hackney	302	\$ 10,000.00	\$ -	\$ 10,000.00	Amounts vary (limited to \$500 per grant)
OTRP Inst. Resource Grants	Mazur	261	\$ 7,500.00	\$ -	\$ 7,500.00	\$1500 per award
Conference Speaker Grant Program	Rocheleau	913	\$ 7,200.00	\$ -	\$ 7,200.00	Five speakers at \$1200 cap for each speaker unless international or special accommodations brought to EC (EC vote 1/17/2014); increased to 6 speakers, \$7200 starting in 2015 (EC vote 1/16/2015).
SoTL Research Grants	Howell-Carter	915	\$ 10,000.00	\$ -	\$ 10,000.00	Approved as ongoing budget item (EC vote 1/17/2015)
VP for Diversity & International	Nolan			\$ -	\$ -	
Diversity Committee	Chang	250	\$ 500.00	\$ -	\$ 500.00	
International Committee	Zlokovich	249	\$ 500.00	\$ -	\$ 500.00	
Other				\$ -	\$ -	

2016 STP Budget (Approved February 5, 2016)

EXPENSES		Budget Code	Budgeted	Spent	Remaining	Notes
Executive Summer/Fall Meeting Travel	Kreiner	230	\$ 22,500.00	\$ -	\$ 22,500.00	Travel of EC members to ACT (budgeted at average of \$1,500) plus four representatives to APA (average \$1500 each).
Executive Mid-Winter Meeting Travel	Kreiner	252	\$ 8,800.00	\$ -	\$ 8,800.00	Travel of EC members (budgeted at average of \$800 each)
Executive Mid-Winter Meeting Expenses	Kreiner	b252	\$ 9,000.00	\$ -	\$ 9,000.00	Includes hotel and catering costs
AHAP Contribution	Hill	305	\$ 3,000.00	\$ -	\$ 3,000.00	Contribution to AHAP to support archives
Archivist/Historian	Hill	201	\$ 4,500.00	\$ -	\$ 4,500.00	One course buyout or stipend per year plus \$500 expenses, approved by EC 12/10/2015
Contrib - Womens Cauc	Kite/Beins	281	\$ 50.00	\$ -	\$ 50.00	
Contrib - CASAP	Kite/Beins	282	\$ 50.00	\$ -	\$ 50.00	
Contrib - COUNT	Kite/Beins	283	\$ 20.00	\$ -	\$ 20.00	
Miscellaneous	Kreiner	293	\$ 1,105.00	\$ -	\$ 1,105.00	Includes paypal charges and other bank charges; added \$105 for translations of publication statement (EC Vote, 2/20/2015).
APS Affiliate Fee	Kreiner	918	\$ 100.00	\$ -	\$ 100.00	
Release fund	Kreiner	sarf	\$ 12,000.00	\$ -	\$ 12,000.00	For individual learning a major position (e.g., Director of Regional Programming)
TOTAL			\$ 308,735.00	\$ -	\$ 308,735.00	
Budgeted Gain/(Loss)			\$ (20,735.00)			

Proposal for the Social Media Committee

As social media outlets have multiplied and become more important as public relations tools, overseeing all of the STP social media has become cumbersome. I am proposing a Social Media Committee (SMC) be formed (not a standing committee since that would require a bylaws change).

The Chair of the SMC would be chosen first. The chair would be responsible for overseeing the various outlet Coordinators. The Chair would be responsible for helping choose the subcommittees. The Chair would communicate any STP business that needs to be widely communicated (e.g. tweets, FB) to the Coordinators who would then make sure the information is disseminated. The Chair would write the twice yearly reports to the VP.

The first tasks for the SMC Chair would be to

- 1) deactivate Google + group
- 2) create LinkedIn group (I thought we had one but it seems to have disappeared.)

Subcommittees would be:

- 1) Listserv - I think we have 8 monitors? Do we want the Executive Director to be the Coordinator or should it be someone else?
- 2) Facebook - Coordinator plus 2 monitors as well as GSTA and ECP FB folks (chosen by those groups)
- 3) Twitter - Coordinator plus 2 others to help with tweeting.
- 4) LinkedIn - Coordinator plus 2 monitors

I would also leave it to the SMC to decide if we need Instagram (suggested by some) or any other SM outlets. If they think so, they would need to propose it to VP Membership who would then would bring it to the EC).

Recommended Rotations: (staggered so that not all expire at once)
All terms would be 3 years to be consistent with other STP terms once the rotation is going.

SMC Chair 2016-2018

Listserv -- Ted - what is the rotation if any?

Facebook - Coordinator 2016-2018

Monitor 1 - 2016-2017

Monitor 2 - 2016-2018 (note 4 years so there is some continuity)

Twitter - Coordinator 2016-2019 (note 4 years so there is some continuity on SMC and not everyone rotates off at same time

Monitor 1 - 2016-2017

Monitor 2 - 2016-2018 (note 4 years so there is some continuity)

LinkedIn- Coordinator 2016-2019 ((note 4 years so there is some continuity on SMC and not everyone rotates off at same time

Monitor 1 - 2016-2017

Monitor 2 - 2016-2018 (note 4 years so there is some continuity)

"Ads"

STP is forming a new committee - the Social Media Committee (SMC) - in order to better organize all of our social media outlets. The term is three years (2016-2018) and report to the Vice-President for Membership (VPM). The SMC Chair would oversee the committee which would consist of four Coordinators (listserv, Facebook, Twitter and LinkedIn). The SMC Chair would serve as the conduit for STP announcements to be posted on social media outlets. This first SMC Chair would also decommission the Google+ group and establish a LinkedIn group for STP. The SMC Chair would oversee the requests for Coordinators and subcommittee members in consultation with the VPM. All committee chairs write two annual reports: a short one for the Executive Committee midyear meeting and a longer one for the end of the year.

If you are interested in serving, please email Meera Komaraju - Vice-President for Membership - at _____. Please put STP Social Media Committee in the subject line. Please send a CV as well as a statement of interest in serving on this committee. Deadline for receipt of applications is _____. Position starts _____.

STP is looking for four Coordinators for the four Social Media Committee (SMC) subcommittees. Each coordinator would be responsible for overseeing their subcommittee and making sure that STP announcements (sent from the SMC Chair) are posted. It is expected that members would rotate the responsibility but each Coordinator is responsible for oversight. Coordinators would help with the selection of subcommittee members. Specific duties are below:

1) listserv - approve postings

- 2) Facebook - approve new members; monitor list for inappropriate postings per STP policies and APA policies
- 3) Twitter - tweet periodically and from STP events (e.g. Annual Conference on Teaching, APA Convention). If no subcommittee members are attending these events, they should find someone willing to take over twitter duties.
- 4) LinkedIn - approve new members; monitor discussions for inappropriate postings per STP policies and APA policies

If you are interested in serving, please email _____ Social Media Chair - at _____ . Please put STP Social Media Committee/ _____ (specific outlet, e.g. Twitter) in the subject line. Please send a CV as well as a statement of interest in serving on this committee. Deadline for receipt of applications is _____. Position starts _____.

STP is looking for members for the four Social Media Committee (SMC) subcommittees. Each outlet is responsible making sure that STP announcements (sent from the SMC Chair) are posted. It is expected that members would rotate the responsibility but each Coordinator is responsible for oversight. Specific duties are below:

- 1) listserv - approve postings
- 2) Facebook - approve new members; monitor list for inappropriate postings per STP policies and APA policies
- 3) Twitter - tweet periodically and from STP events (e.g. Annual Conference on Teaching, APA Convention). If no subcommittee members are attending these events, they should find someone willing to take over twitter duties.
- 4) LinkedIn - approve new members; monitor discussions for inappropriate postings per STP policies and APA policies

If you are interested in serving, please email _____ Social Media Chair - at _____ . Please put STP Social Media Committee/ _____ (specific outlet, e.g. Twitter) in the subject line. Please send a CV as well as a statement of interest in serving on this committee. Deadline for receipt of applications is _____. Position starts _____.

P&P Language:

Social Media Committee

The Social Media Committee (SMC) is charged with overseeing the social media outlets of STP. These include the STP listserv, Facebook, Twitter and LinkedIn. They should accept new members and make sure that postings follow STP and APA policies, particularly in regards to non-allowed advertising due to 501 3(c) restrictions of APA. The Vice-President for Membership will share items to be posted with the Chair of the SMC who will then pass them to the Coordinators who will post to the various outlets. Coordinators will share these duties so no one person is "on duty" at all times.

Timeline:

For specific tasks - ongoing is sharing STP announcements

May-June

- Write a brief report to the Vice-President for Membership to be presented at the annual meeting. This report should a membership summary (estimated users) and a statement of completed activities.

December

- Write a report to the Vice-President for Membership. This report should include a list of activities completed to date, and a list of proposed initiatives for the Executive Committee to review.