



## Washington Association for Play Therapy

### Business Meeting Minutes

May 3, 2020, 7:00-8:00pm

---

**Members in attendance:** Jordan Klekamp (President), Daisy Vergara (President-Elect), Sarah Moran (Secretary), Carrie Pipkin (Treasurer), Christa Adams (Conference Chair), Heather Schilling (Newsletter), Carly Beaulieu (W. WA Representative), Kade Hodges (E. WA Representative/Committee Chair), Fondra McGee (E. WA Networking Director-Spokane), Cary McAdams Hamilton (Social Media Director), Kristina French (E. WA Networking Director-Tri Cities), Jill Forsberg (Networking Chair), Mary Southerland (Graduate Student Rep),

**Absent Members:** Tasha Perkins (Membership Director)

*Notes taken by:* Sarah Moran, LMFT, WAAPT Secretary

#### 1. Board Member Introductions

- a. **Role**
- b. **Current project/s**
- c. **Goals for following month:** make sure everything is running smoothly during COVID19, figure out our new roles, increase social media numbers (more cross-posting), work/life balance, increase numbers of E. WA attendees, get newsletter out (and increase access to newsletter), get new networking events going (via zoom), figuring out fall conference logistics, get CEUs going, update member list

#### 2. Board Year Logistics

- a. **Voting:** procedure, quorum - 14 people on board, quorum is  $\frac{2}{3}$ . President is a neutral party and refrains from voting unless a tie. Language: who made the motion, seconded, all in favor, none opposed, motion passed.
- b. **Using Box:** file storage, access online or drag and drop to your desktop. Everyone should be aware/able to log in, this is where shared files go.
- c. **Interacting on social media:** interact with each other in our group, interact with the page, reshare posts, make sure algorithms are in our favor
- d. **Scheduling meetings:** Discussion around keeping Sundays @7pm, or switching to another day/time.
  - Heather made a motion: 1st Sunday of every month @7pm, skip July for break in summer, skip January for break in winter. All in favor, none opposed, motion passed.

- e. **President's upcoming maternity leave:** Sarah will take over WAAPT email and redirect email to the appropriate person as needed.

### 3. **Fall Conference 2020: September 26th**

#### a. **Venue ideas:**

- Kade: Red Lion, Shilo Inn. Things to consider depending on what phase we are in for pandemic: in person/online, how large of a group we can have. Kade suggested starting the process of reaching out to venues to get an idea on price/capacity.
- Kristina: considering overview of phases in WA, online conference may happen again, might be good to plan for that possibility.
- Jordan will check in with the presenter to determine cost benefit, and make final decisions in the June board meeting.

#### b. **Coordinating with speaker:**

- Heather: brings up the idea for zoom to be an option for fall conference so that more attendees could join (for example from E. WA). Non-contact hours for watching via zoom, attendees would receive contact hours. Two separate conference rates, one for contact, one for non-contact. Daisy: agrees to increase attendees.
- Jill: technology considerations, if using zoom, how to make the quality of video work for online attendees?

#### c. **Combined student & senior rate:**

- Cary Hamilton motions that students and seniors have the same discounted conference rate. All in favor, none opposed. Motion Passed.

### 4. **Bylaws**

- a. **Conflict of interest statements:** If you have not yet completed it and sent to Jordan/ uploaded to Box, please do so in the next week or so.

### 5. **Accounts**

- a. **Impact of pandemic on adding treasurer to bank account:** Jordan added to accounts just before social distancing went into place (some challenges: never received debit card, past treasurer debit card cancelled and attached to account). Trying to get accounts back on track.
- b. **PO Box in Silverdale:** Has not been checked since pandemic started. Jordan has keys; Jill will arrange to get keys to check mail

- Move P.O. Box to be more centrally located? Was in Silverdale when Denise was treasurer. Idea to move it somewhere between Seattle & Olympia; at least for the next 2 years it could be near Olympia while Carrie is Treasurer.
  - Carrie Pipkin will look into virtual P.O. Boxes and locations for physical P.O. boxes and bring ideas to the next meeting
- c. **Go Daddy expiration and renewal:** Expired due to cancelled debit card; Jordan able to renew in time
- d. **Paypal and Bank of America:** Paypal historically linked to past (or founding) treasurer. Needs to be connected to current treasurer/members. Jill is wondering if it can be set up under Association name; Cary thinks yes this is possible now on PayPal. Jordan: large balance kept in PayPal, either smaller balance kept there or allow it to transfer, while working on getting a business PayPal set up.
- Cary makes a motion that Paypal balance be moved to account. All in favor, none opposed, motion passed.
  - Cary makes a motion that we make an account for the business to link the PayPal account to. All in favor, none opposed, motion passed.
  - Falls under Carrie's jurisdiction as Treasurer to assist
- e. **Password protection:** Topic to be discussed at next meeting.
6. **Spring Conference 2021:** Topic to be discussed at next meeting.
- a. Date
  - b. Geographic area
  - c. Speaker ideas: two day presenter?
7. **Newsletter**
- a. **Frequency:** Heather: historically a quarterly newsletter; Andrea previously made a request for monthly newsletter.
  - b. **Ensuring people are getting our emails:** Heather: Click/read rate is maybe 25%, many people on constant contact report that they have never received the newsletters. For time constraints, consider how much constant contact is doing for us for the newsletter? Or is social media a more appropriate way to reach out?
    - Jordan: Encourage people to use personal email (vs work email) to sign up for the newsletter, protects against job changes/spam folders, and may avoid us being blacklisted from some of the bigger CMH agencies.
    - Heather/Jill: Find what the requirements are for gold branch status?

- Jordan: 4 quarterly newsletters, separate from constant contact emails about specific conferences/CEU events/networking. Heather likes that networking was separated out from newsletters, they get more attention separately.
- Monthly emails for networking events, quarterly for newsletters.
- Jill makes a motion for quarterly newsletters: all in favor, none opposed, motion passed.

8. **Next Meeting:** Sunday June 7th @7pm