

Note to Reader from Minute-taker:

To the best of my knowledge based on my own interpretation of the minutes from the last meeting and the draft documents defining action, roles, and decision-making mechanisms of HABA as a non-profit organization, no decision has been taken with regard to whether the organization will follow a Standard Order of Business or the alternative, an Agenda.

Also, any new items that you would like to table for discussion at the next meeting should be sent to the Secretary.

DATE: May 30, 2011 7:30-8:56pm

LOCATION : Denver Convention Center

BOARD MEMBERS IN ATTENDANCE: Catherine Wilson (President), Todd Addleson (Past President), Anne Lau (Newsletter Chair), Nancy Warren (Treasurer)

ORGANIZATION MEMBERS IN ATTENDANCE: Jessie Mitchell, Amy Wiech, Emaley McCulloch

* Treasurer appointed to take minutes of the meeting

READING AND APPROVAL OF THE MINUTES

Action: none/omitted (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

REPORTS

- a. Newsletter Chair reported that Newsletter created and distributed at ABAI Poster with some member bios omitted
- b. Treasurer: Last meeting balance \$2461.13, \$10.00 membership fee received from Cher Tamura was deposited, \$778.82 paid out to lawyer, Current balance at \$1692.31
- c. President:
 - Recommendation for action by Assembly: for Annual HABA conference, adopt theme of *ABA & Technology* that is composed of information about three general tracks:
 - educational options for individuals interested in BACB certification
 - using technology to assist paraprofessionals in acquiring repertoires relevant to applying behavior analytic procedures
 - Using technology in the application of behavior analysis (e.g. apps for smartphones)

- Recommendation for action by Assembly: follow up on contacts made with Florida Institute of Technology, Sage University, Autism Training Solutions, C.A.R.D., AutismPro, ECove, AutismTrackerPro, Patricia Wright re: Apps
- Reported that donated Quickbooks software does not meet needs of organization because it is for Mac computers only

UNFINISHED BUSINESS

- a. Web-conferencing/Remote Meeting Software
 - i. Chair reports that Mikogo for free web-conferencing software seems to be a good choice
 - ii. ACTION: Treasurer and any other interested members will download mikogo software and liaise with Chair to pilot software

- b. Raising Money For HABA
 - i. Perception that current financial constraints limiting choice opportunities relating to conference (i.e. invited speakers, location, duration), web-conferencing, and accounting software alternatives must endure was met with assertions that enduring ceilings assumption may be obviated to some degree by selecting to sell space in newsletter for advertisements

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

- c. Management of Membership & Accounting
 - i. Cost-free alternative of using Excel was voiced. Treasurer voiced readiness to begin managing the accounting with Excel in the meantime.

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

- d. Annual Conference
 - i. Consideration of recommendation to Assembly for adoption of theme of *ABA & Technology* that is composed of information about three general tracks:
 1. educational options for individuals interested in BACB certification
 2. using technology to assist paraprofessionals in acquiring repertoires relevant to applying behavior analytic procedures

3. Using technology in the application of behavior analysis (e.g. apps for smartphones)

ACTION: All Board Members in Attendance agreed that the recommended theme made up of the three tracks suggested would be adopted

- ii. Consideration of recommendation for action by Assembly to follow up on contacts made with Florida Institute of Technology, Sage University, Autism Training Solutions, C.A.R.D., AutismPro, ECove, AutismTrackerPro, Patricia Wright re: Apps
 1. The possible ethical conflicts raised by including presentations designed to sell products, particularly if a product has not been scientifically proven via the standards required by the scientific rigor we are united by was voiced
 2. Different opinions as to whether the organization should endorse programs not accredited by ABAI through inviting them to present were raised. Different opinions about whether the Sage University program was accredited by the ABAI in addition to being an approved course sequence by the BACB were voiced.
 3. Inclusion of the UNR Satellite program on the list of contacts to be made was suggested

ACTION: The Conference Committee Chair would be tasked with investigating and reporting upon each of the above items to the Board

ACTION: Anne Lau moved that an invitation to present on the ethical use of technology in ABA be extended, and Catherine seconded the motion. Nancy Warren was invited to present on the ethical use of technology in ABA at the next HABA conference and accepted the invitation.

- iii. Location of Conference
 1. The potential for acquiring suitable, free-of-charge conference space was raised (for example, New Hope Kahala Mall location was used for free for the Mary Barbera 2-day conference hosted by ATS last year)
 2. Other possibilities that we should expect to incur charges for were generated (KCC, Farrington, McKinley Adult, Waipahu New Hope)
 3. The ABC School in Aiea was raised as a possibility, as well as somewhere on the North shore
 4. The suggestion that North Shore options would likely be rejected by the board due to distance was voiced

ACTION: Conference locations options will be investigated and reported upon by Conference Chair and her Committee, who are encouraged to liaise with Emaley

McCullough regarding the New Hope Kahala Mall location and Amy Wiech regarding the ABC School in Aiea and any North Shore options

iv. Duration of Conference

1. Possibility of running a 2-day event was raised

ACTION: Conference duration alternatives will be investigated reported upon by Conference Chair and her Committee

v. Marketing of Conference

1. Marketing directly to DOE personnel was suggested and endorsed by all meeting attendees
2. Jessie Mitchell voiced that she has all DOE fax numbers and that this may be useful

ACTION: Conference Committee will be responsible for ensuring that marketing to all DOE personnel is carried out

vi. Conference Activities

1. Treasurer suggested a poster session be offered and marketed towards budding behavior analysts, in addition to practicing behavior analysts
2. Possible lunch alternatives (i.e. get it yourself or will be provided) were discussed

ACTION: Conference Committee will consider and investigate the merits of these suggestions and will report finding to the Board

vii. Conference Committee Membership

1. Treasurer inquired about whether the conference committee is defined in available HABA documents

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

viii. Conference Committee Meeting Schedule

1. Past performance has suggested that the conference committee may benefit from establishing and adhering to a schedule of frequent and routine meetings that begins earlier in the HABA year

ACTION: President and Conference Committee Chair to determine meeting schedule and report to the Board

NEW BUSINESS

i. Public Policy & Legislation

- a. All Officers in Attendance agreed that there was a need for a Public Policy & Legislation Liaison

ACTION: Treasurer nominated Amy Wiech to serve as Public Policy & Legislation Liaison and the motion was seconded by President

- ii. Discussion as to whether the Public Policy & Legislation Liaison would be expected to report on a time-based schedule as well as a schedule relating to public events was inconclusive

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

- iii. Whether HABA Council would be endorsing specific public policies were discussed

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

- iv. Procedures for disseminating information reported by the Public Policy & Legislation Liaison were suggested:

- i. Liaison disseminates information directly to constituents via email
- ii. Liaison disseminates information directly to Officers via email and Council Officers determines how to proceed with dissemination (i.e. post on HABA website or email constituents directly, or both, or some other undefined configuration)

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

- v. Whether the Public Policy & Legislation Liaison would be a Board Member position (in 2012) and whether Public Policy & Legislation Liaison would be a Council Officer until 2012.

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

- vi. Council Meeting Frequency

- a. It was suggested that the Council meet monthly instead of quarterly due to the scope of the changes that have been identified as goals to be met between now and January 2012

ACTION: none (add to Unfinished for next meeting/come prepared to hear/share the pros/cons and vote)

vii. Name of the Organization

- a. Newsletter Chair Anne Lau moved that the name of the organization be “Hawai’i Association for Behavior Analysis” as opposed to the “Hawaiian Association for Behavior Analysis” and President Catherine seconded the motion.

ACTION: all present agreed that Catherine will communicate this change to the lawyer.

Motion to Adjourn at 8:56pm by President. Seconded by Newsletter Chair. No objections.

Draft Sent to Council on June 1st, 2011

Requested Corrections inserted and sent to Council on June 7th, 2011

Due date for Council Approval June 8th, 2011

Once Approved, Final minutes are posted for public on HABA site

Secretary Signature: _____ Date: _____

Cherlyn Tamura

Acting Secretary Signature:  _____ Date: 6.7.2011

(Nancy Warren in place of Cher Tamura for May 30th Council Meeting)