

Tennessee Association for Behavior Analysis
Meeting Minutes

Date of Meeting:

November 15, 2006

Time of Meeting:

6:00 PM CST to
7:45 PM CST

Group	<input checked="" type="checkbox"/> Executive Committee <input type="checkbox"/> Publications Committee <input type="checkbox"/> Membership Committee <input type="checkbox"/> Continuing Education Committee <input type="checkbox"/> Professional Standards Committee <input checked="" type="checkbox"/> Other: Transition Team & President-elect
Format	<input type="checkbox"/> Teleconference <input type="checkbox"/> Face-to-Face Location: <input checked="" type="checkbox"/> Web-based meeting <input type="checkbox"/> Other:
Attendance	Present: Clayton Cea, Joshua Pritchard, Melissa Nosik, Jenny Denson, Holly Blanc, Tracy Palm
	Excused:
	Absent: Robin Parks, Nea Houchins-Juarez, Mickey Tonos

Review of previous minutes completed (**old business**)
 Floor opened for **new business**

Items Discussed:

- I. Introductions
- II. Treasurer Report
 - Approximately \$15,000 in TABA's account.
- III. Date/Time/Location of Face to Face Executive Committee Meeting
 1. Date: January 6, 2007
 2. Time: 9:00 AM to 4:00 PM
 3. Location: Opryland Hotel & Conference Center
 4. Need to confirm time/date/location with Nea and Robin.
 5. Need to ask Chairs of committees to join us and confirm time/date/location with each of them.
- IV. 2007 Conference Location
 - Most likely Opryland Hotel and Conference Center
- V. Charging for CEUs to support Student Scholarship
 - \$10 flat fee for CEU's to pay for a student scholarship.
 - Agreed upon decision to charge a \$10 fee to conference attendees wanting to earn CEUs.
 - i. One scholarship given to student member to sit for BACB exam
 - Most likely will be funded through CEU fees;
 - No decision on criteria for selecting student earning scholarship.
 - Clayton will research further to make sure legalities are not an issue;
 - To be further discussed in January.

- VI. Profit from CEU fees going to pay for a projector, laptop, etc. for conferences
- Topic not discussed
- VII. “Recommend A Friend”
- Possibility of increasing membership by encouraging members to recommend a friend (who then becomes a member) and offer the member a reduced conference price.
 - Concerns regarding recording of this procedure were raised.
 - Topic Tabled until 1/6/07
- VIII. Discussion of action plan to create defined set of TABA records.
- Clayton will draft a Table of Contents to preserve records of TABA historical activity.
 - Want to have everything ready to physically place together during the January meeting.
- IX. Discussion of action plan to create DRAFT operations manual.
- Clayton will draft Table of Contents and distribute to Exec. Committee, Acting DoOs and Chair of Professional Standards Committee by 11/30/06
 - Drafting of chapters will occur and draft of manual will be presented at January 6 meeting.
 - Assignments for Chapters.
- X. Action plan to create new TABA presentation materials: banner, logo.
- Tracy, Holly and Melissa to collect prototype logos from various designers (2 to 3) and present designs to full members for voting online at the beginning of 2007.
 - Possible cap of \$200 for logo design.
- XI. Discussion of service to post jobs on the TABA website.
- Decision to allow free trial period for in state companies to post jobs on TABA.org website until 1/6/07.
 - Josh and Clayton will filter posts that come in from companies prior to adding to website.
 - Someone has to write the advertiser agreement and that must be approved by the exec committee (Unassigned).
- XII. Ideas for filling the DOO position.
- Topic Tabled until 1/6/07

End Net Meeting

Minutes recorded by Jenny Bland Denson 11/15/2006