



**May 25, 2018 Minutes**  
**APRA Board Meeting via Conference Call**

**Present:** Rich Thompson, Megan Konecny, Mike McDermott, Roy Helsing, and Rob Forney. Ted Salgado to give a Legislative Committee update.

**Staff:** Becky Fisher, Amanda Schellinger, TEAM, Inc.

- I. Call to Order** – 05.25.18 Board Meeting convened at 11:02am CDT.
- II. March 16, 2018 Board of Director Meeting Minutes** – The minutes were forwarded to the Board for review in advance of the conference call. Roy motioned for approval; Rob seconded. The motion carried.
- III. Financial Report**
  - A. Becky reviewed the 2018 Profit & Loss statement and Balance Sheet as of 4/30/18.
  - B. Becky reviewed the Symposium budget comparison.
- IV. Committee Reports**
  - A. Reserve Study Legislative Committee – Ted reported.
    - i. Ted suggests that APRA have a representative at the upcoming CAI-WI LAC meeting to propose combining efforts between CAI-WI and APRA, or we will have to wait two years for a similar opportunity.
    - ii. It is advised that the group amends Bills instead of attempting to create new as it is more cost-effective. APRA could help financially support CAI, but there are no guarantees that it would advance either agenda. Low \$5,000 contribution may be enough.
    - iii. Caution is needed: CAI-WI and APRA partnership needs to be equal with both recognized as separate entities. A frank and open discussion is a necessity.
    - iv. Discussion ensues, and all agree that APRA should draft a Letter of Intent to distribute to LAC, and then meet with LAC after that. All agree that the focus of APRA’s message should be on consumer protection.
    - v. Rich motioned that Ted’s efforts with the LAC be taken to the next level with Ted as a long-term representative of APRA interests and positions. Roy seconded the motion. The motion carried.
    - vi. Mike is to draft the Letter of Intent as quickly as possible.
- V. Unfinished Business**
  - A. 2018 Symposium Survey Results – Becky and Amanda reported.
    - i. Main results: Attendees are willing to pay more for better facilities, paid speakers rated equally or less than Board Member speakers, April date works well for most respondents, overall positive remarks. Respondents indicated wanting more collaboration, white papers, standards, etc.
    - ii. Rob suggests bringing back APRA webinars:

1. These webinars would focus on brainstorming, have internal speakers, collaboration-focused.
  2. Could offer some continuing education credit; to be determined.
  3. Free to attend by anyone.
- iii. Rob volunteered to head up the initiative, with initial topic to be determined in late 2018. Rich willing to work with Rob on this.
  - iv. Rich motioned to approve this initiative, Roy seconded. The motion carried.

**B. Complaint Process – Mike reported.**

- i. A formal process is needed for complaints against member companies and specific PRA individuals.
- ii. Insurance company has been put on notice for these types of complaints.
- iii. Process needs:
  1. A form where the complainant must indicate which standard has been broken.
  2. Complainants must be endorsed by their Board and have authorization to make a complaint.
  3. What are the consequences for the company/individual of which an official complaint has been filed?
- iv. Roy and Mike to work together to establish formal process/form.

**C. RFP Requests – Mike reported.**

- i. A Request for Proposal (RFP) form has been created; Mike and Amanda have been working on it extensively.
- ii. Suggestion: a courtesy notice should go out if no one responds to a proposal request. Amanda to look in to whether this is possible.
- iii. TEAM is to launch the RFP form on the website in one week's time.

**D. Best Practices & APRA Standards Summary – Mike reported**

- i. We need to publish our Best Practices and Standards.
- ii. Our current standards are somewhat generic; descriptions should be updated to be more specific.
- iii. No particular order requirements.
- iv. We should not use specifications regarding “interest calculations”.
- v. A goal to take on the challenge of laying out the new documents to be completed in a one-year timeline.

**VI. New Business**

**A. 2019 Symposium Survey – Amanda reported.**

- i. The survey will closely follow last year's survey.
- ii. Chicago, Milwaukee, Tucson, and Orlando have been selected as potential destinations.
- iii. If the membership does not choose Orlando, it will be unlikely that APRA will continue following the CAI Conference.

**B. CE Credit Process – Amanda reported.**

- i. Materials being updated and to be sent out to membership in early-to-mid June.
- ii. Rich brought up idea of making AECDaily webinar courses worth 1 credit instead of 2; assertion that we are making it too easy
- iii. Discussion ensued; it is determined that it is too late in the year to enact for 2018 year.

- iv. Megan commented that the process was found to be too difficult or tedious for some. TEAM to forward a copy of the current process to Megan for review and possible re-write.
- v. Rich motioned that the list of pre-approved AEC Daily courses' worth be reduced from two credits to one, starting in the 2019 year. Megan seconded. The motion passed.

**C. Survey Series – Mike reported.**

- i. Mike suggests a regular survey series would create a repository of data for APRA as well as drive member engagement.
- ii. Developing data via surveys would make easy comparison to industry standards or establishment of industry standards.
- iii. Could use survey results in Social Media.
  - 1. Social media needs to be more of a focus.
  - 2. Becky and Amanda to develop a social media calendar.
- iv. Amanda proposed moving from the free version of Survey Monkey to a paid subscription if the group wants to undertake a survey series.
- v. Rich motioned to change SurveyMonkey plan from the free version to the Advantage Plan. Megan seconded. The motion carried.

**D. Membership Reports – Becky and Amanda reported.**

- i. Amanda suggests more in-depth membership reports to track current trends as well as manage prospects and expiring members.
- ii. Megan volunteered to be Membership Chair.
- iii. Dale Gifford was suggested as a potential committee member for membership.
- iv. Amanda to develop membership reports; Megan to work with TEAM on membership processes and data needs.

**E. CAI Level IV Preliminary Reserve Study – Mike reported.**

- i. CAI Reserve Study approved at their annual conference.
- ii. CAI already has a process – proposal that APRA adopt same study.
- iii. Would need info on developer/cost.

**VII. Membership Summary:**

<b>Individual Members</b>		<b>Member Companies</b>	
PRA Members	60	Reserve Study Providers	57
General Members	26	Affiliates	<u>0</u>
Affiliate Members	0		
<b>Total Individuals</b>	<b>86</b>	<b>Total Member Companies</b>	<b>57</b>

The meeting adjourned at 12:46pm CDT.

**Next Board Meeting Conference call:** *July 20, 2018*

Respectfully submitted, Becky Fisher, TEAM, Inc.