

APGSA Board Meeting

Wednesday, September 16, 2015 (9:30PT, 10:30MT, 11:30CT, 12:30ET)

Present: Eric Preuss, Mark VanderLinden, Jennifer Berg, Terri Sue Canale, Nicole Corbin, Larissa Pixler, Kathy Scanlan, Smith Worth

Absent: Lori Rugle

AGENDA

Welcome and call to order

Mark VanderLinden

Warm up: Which season is your favorite and why?

Jennifer Berg

Approval of the Minutes:

Smith Worth

- Board meeting on 7/8/2015 and Membership meeting on 7/9/2015
 - **Motion approved for both sets of minutes**

Fiscal reports:

Eric Preuss

- July 2015, year to date and account balances
- August 2015, year to date and account balances
 - **Motion approved for both fiscal reports**
- Fiscal Management
 - Motion to approve edits made at 7/9/2015 annual meeting page 2 "...over \$1,000..." rather than \$500

Goals for FY2016: Board

Smith Worth

1. Mission, Policy, and Planning
 - **Terri Sue lead a discussion of the initial goal set at the Board meeting in Baltimore as stated below:**

Mission/Policy/Planning (Terri Sue)

- a. Create "living" Strategic Map/Plan by June 2016
 - i. What do we want to be about?
 1. Support State Administrators
 - a. State Survey (every three years)
 - b. Create platform for Technology/Information Dissemination/Transfer
 2. Mentoring

3. Other (World Café)?

Terri Sue will continue to work on a plan that can be accomplished over the current year. APGSA must build before we can share. Supporting other state administrators and mentoring in adherence to professional practice are all goals that can be reached.

Terri Sue will draw something up as a visual for next Board meeting before it is shared with the membership.

Kathy reported that she and Cynthia have discussed items to be posted on the web that may include minutes of meetings, articles of interest and basic information. Jennifer, Cheryl Wilcox and Kathy will be trained on how to use forum, as well as how to update site monthly.

2. Fiscal, Legal, Compliance

Eric Preuss

- Eric lead a discussion of the following:

Original Goals: Fiscal/Legal/Compliance (Eric)

- a. Explore fiscal/legal reporting requirements
- b. Accountability to the membership

SMART Goals/Objectives

- GOAL 1: APGSA compliance with all Federal, State, and Local fiscal reporting requirements
 - OBJECTIVE 1.1: Identify by November 30, 2015 all Federal, State, and Local fiscal reports required to be filed by APGSA and the associated deadlines.
 - ACTIVITY 1.1.1: The APGSA Treasurer and Executive Director will meet monthly beginning in September 2015 to identify required fiscal reporting
 - ACTIVITY 1.1.2: The APGSA Treasurer and Executive Director will determine any costs associated with required fiscal reporting and recommend any necessary revisions to the budget to reflect reporting costs not currently included in the approved fiscal year budget and present to the Full APGSA Board for approval.
 - OBJECTIVE 1.2: Update by December 31, 2015 the Fiscal Management Policy to reflect the identified Federal, State and Local fiscal reporting (including timetable) that is required of APGSA.
 - ACTIVITY 1.2.1: The APGSA Treasurer will draft the necessary revisions for review and approval by the full Board at the December 18, 2015 Board meeting.
 - OBJECTIVE 1.3: The Executive Director will submit all required Federal, State and Local reports for Fiscal Year 2016 by the reporting deadline.
 - ACTIVITY 1.3.1: The Executive Director will draft for review by the APGSA Treasurer all required Fiscal reports.

- ACTIVITY 1.3.2: The reviewed required Federal, State, and Local fiscal reports will be presented for approval to the Full Board at the Board meeting prior to the reporting deadline.
- GOAL 2: The APGSA will be fiscally accountable to the full APGSA Membership
 - OBJECTIVE 2.1: A monthly YTD Budget and Profit and Liability Report will be provided at each Board/Membership meeting.
 - ACTIVITY 2.1.1: The Executive Director will prepare, at least 14 days prior to the next schedule Board/Membership meeting for review by the Treasurer, an accounting of YTD Expenses and Profit and Liability statement.
 - OBJECTIVE 2.2: The Executive Director will follow the adopted Fiscal Management Policy
 - ACTIVITY 2.2.1: The Full Board by the March Board Meeting each year will determine fiscal priorities for the coming fiscal year to the Executive Director in order to develop the budget according to the Fiscal Management Policy.

- 3. Resource Development, Fundraising**
- To be discussed at a later date

Lori Rugle

- 4. Executive Supervision and Support**
- To be discussed at a later date

Mark VanderLinden

- 5. Community Relations**
- To be discussed at a later date

Larissa Pixler, Lori Rugle

- 6. Board Development**
- To be discussed at a later date

Nicole Corbin

Kathy will follow up with Lori, Mark, Larissa, and Nicole to develop the above goal and send to Board members before the November meeting.

Goals for FY 2016: Ex. Director

Kathy Scanlan

- Kathy outlined below her personal vision and goals as Executive Director for 2016

VISION

Continue to strengthen APGSA's foundation, structures, and services in order to enable the organization to grow in its ability to fulfill its mission and meet members' needs;

In collaboration with the Board, prepare APGSA to continue to maintain, grow and thrive through Board members and, eventually, executive director, transitions.

GOALS

BOARD of DIRECTORS

- Schedule electronic Board meetings in Sept., Nov., Dec., Feb., Mar., May, June and an in person annual meeting in July; develop agenda with Lori Rugle and Board input; keep members informed
- Meet with Executive Committee as needed and as determined by Lori Rugle.
- Work with Board to refine and implement Board 2016 goals
- Continue to explore Board Directors' and Officers' Insurance

RESOURCE DEVELOPMENT

- Work with Board to support its resource development/fundraising plan for FY2016 including developing a dues policy for 2017 and additional funding for the 2017 National Survey of the States
- Identify some potential sources of additional funding and make requests where feasible
- Follow up on invoices sent to members for FY 2016 dues
- Contact state administrators who have not been invoiced for FY 2016 dues to encourage membership and dues payment
- Follow up with SAMSHA for funds to convene a meeting with NASADAD

FISCAL

- Develop monthly year to date and account balances reports for Board
- Increase facility with use of Quick Books
- Assure APGSA fiscal policies are implemented

MEMBERSHIP

Meetings:

- Convene membership meetings electronically in Oct., Jan., and April and in person in July.
- Work with planning committee to plan and present membership meetings using topics identified by membership in FY2015; develop agendas and notify members
- Work with Board and planning committee to plan annual meeting in July 2016

Contact Information:

- Keep database of members' contact information updated and available to member

Website:

- Work with SalzMedia to complete Members' Section of website in September
- Introduce usage of Members' Section of website to members in October
- Plan for ongoing maintenance and updating of website through combining work with SalzMedia and volunteer group; facilitate SalzMedia training for volunteers in September

2016 National Survey of the States

- Follow up on meeting held in May 2015 with NCPG and NASADAD regarding involvement in Survey
- Design a plan for proceeding including any partners; propose plan to Board in November; begin implementation

Mentoring Project

- Continue work with John Hostettler on a mentoring project for APGSA members

OPERATIONS

- Submit annual reports to Mass. And Conn. Sec. of States, IRS, and Mass. Attorney General
- Explore possibility and pros and cons of changing APGSA Incorporation in Conn .
- Explore options to use of Paychex for payroll and State and Federal taxes

PERSONAL/PROFESSIONAL GOALS

- Take a course on Introduction to Microsoft Excel n Sept /Oct.
- Seek to keep APGSA work limited to closer to 20 hours

Other topics to address

- The Planning Committee for Membership meetings will convene to discuss what to cover during the next membership meeting on Wednesday, October 21, 2015
- Kathy announced that APGSA has partnered with Unite to Face Addiction Rally to be held in October in Washington, DC
- Group discussed topics that might be presented during future membership meetings:
 - Responsible gambling programs i.e., Game Sense
 - Declining treatment enrollment; why is this happening and what does this mean

Meeting Adjourned at 1PM (ET).