



APGSA BOARD MEETING  
November 18, 2015  
10:30AM PT, 11:30AM MT, 12:30PM CT, 1:30PM ET

AGENDA

**Minutes - DRAFT**

- I. Welcome, call to order, introductions Lori Rugle

*Attended: Lori Rugle, Mark Vander Linden, Eric Preuss, Terri Sue Canale, Larissa Pixler, Kathy Scanlan*

*Absent: Smith Worth, Jennifer Berg, Nicole Corbin*

*Guests: John Hostetler, Cheryl Wilcox (attended for item X.)*

*Members present introduced themselves by naming a favorite Thanksgiving food to cook or eat. (Lots of us with a sweet tooth!)*

- II. Minutes of Board meeting 10/21/15 Kathy Scanlan

*The 10/21/15 meeting was a Members' Meeting rather than a Board meeting so the minutes will be on the January Members' meeting agenda for approval.*

- III. Fiscal reports: October 2015 - year to date, account balances Eric Preuss

*Fiscal reports were reviewed by Eric and Kathy. It was noted that the \$10,000 for the Survey Set Aside does not show in the budget items. We are trying to figure out how to enter it in Quick Books so that it will report out accurately.*

- IV. Goal: Mission, Policy, Planning Terri Sue Canale-Dalman

*Terri Sue presented her simple and elegant strategic map for APGSA's future direction. It was created from recent Members and Board input. Terri suggested removing "policy" from the title of the goal as the strategic map utilizes the mission to plan future goals (not policy). In addition, she suggested the deletion of the 2015-16 dates so that the map could be used as a "living document" and APGSA could use it to continually set new goals. Board members discussed moving certain goals under alternate headings. It was agreed that Terri Sue would make the changes mentioned in the meeting and send to the Board for a final approval. Once approved, Terri Sue will present the strategic map on the agenda of the January Members Meeting to seek feedback, as well as solicit work group volunteers to begin working on goals.*

V. Goal: Fiscal, Legal, Compliance

Eric

*Eric reported that he has reviewed all the required reports: IRS 990N, Mass. Sec. of State, Conn. Sec. of State, and Mass. Attorney General Form PC (including IRS form 990EZ). They have all been completed and submitted by their due dates. Board members have received them for review. There was no need to make budget revisions to cover the costs to submit these reports.*

*For the December meeting, Eric will identify any changes needed to the fiscal policies regarding these reports.*

VI. Goal: Resource Development, Fundraising

Lori

*Lori discussed plans for increasing APGSA resources and funds. In order to involve members in this endeavor, we will send out before the Members Meeting in January a request from members for any funding sources they might recommend. Lori and Kathy will begin to develop a list from sources Lori named (i.e. George Soros, NASADAD, SAMHSA, et al).*

*We will begin to discuss creating a fair and equitable dues policy for FY 2017 at the December meeting.*

VII. Goal: Executive Supervision, Support

Mark Vander Linden

*Mark has formed a committee and invited John Hostetler (OK) and Carol Spiker (KS) to join him in developing APGSA personnel policies. They will review sample policies in order to draft APGSA policies for review at the March Board meeting.*

VIII. Goal: Community Relations

Larissa Pixler, Lori

*Before the December Board meeting, Larissa and Kathy will send Board members a list of potential organizations that need to know about APGSA and solicit additional names from Board members. At the meeting we will determine which ones are our priorities for 2016, what's our message, and seek ways to involve Members. Lori mentioned a contact she had with ASAM and sees some possibilities for setting up a joint committee to work on surveying our membership on how they utilize ASAM criteria for problem gambling.*

*The Web Forum feature of the website has been completed by Salzmedia . The web team: Larissa, Jennifer Berg, and Cheryl Wilcox, has been trained by Cynthia Salzman on website, and specifically web forum, management and maintenance. The roll out of the Web forum will continue later in this meeting and will be followed up by its introduction to members during November.*

IX. Goal: Board Development

Kathy Scanlan for Nicole

*Kathy described the plan to examine implementing staggered terms for APGSA Board members for Nicole Corbin who was not able to attend this meeting. Nicole will draft a proposal for the December Board meeting for discussion and feedback.*

X. Update on:

Mentorship Initiative

Kathy, John Hostetler

*Kathy thanked John for his work on the Mentorship Initiative, and Kathy and John explained the drafts of the Rationale, Overview and Applications for Participants. The Board made suggestions that would make the materials more user friendly (i.e. use consultant, technical assistance development, leadership development, etc. rather than mentor/mentee), less structured and more open ended (i.e. rework the timeframe from one year to flexible times, etc.), and more related to specific needs for which participants are requesting consultation (rather than career development goals, etc.) Kathy and John will make revisions and return new drafts before the December meeting.*

Web Forum

Kathy, Cheryl Wilcox

*Kathy thanked the web team: Cheryl Wilcox, Jennifer Berg, and Larissa Pixler for their continued work to get us to this point with the website. Kathy confirmed that all Board members received their APGSA website Members' Forum login in instructions and that all have successfully set up passwords and logged in. We briefly walked through the sections of the Forum on by-laws, meetings, contact information, job openings. Eric suggested that in the meetings section, we ask Cynthia (Salzmedia) if she is able to create zip files for each meeting for all the information that pertains to that meeting. Kathy will follow up on that. Cheryl Wilcox joined the meeting and walked us through the Members' Web Forum Discussion. Board members felt they understood the process to initiate and reply to questions. Next Cynthia will roll out the Forum Discussion to the rest of the members, and the web team will work with members to assure they are comfortable with the Discussion Forum. The team will continue to work on a schedule for managing and maintaining the website.*

Learning Community

Mark

*Mark explained the Learning Community concept as a member-lead ½ hour presentation followed by a ½ hour discussion using ZOOM on a topic of which a member has knowledge or expertise and would like to share with other members. Mark has offered to start the process on Friday, December 11 at 12:30pm ET with a presentation on Responsible Gambling Initiatives. Mark will send Kathy a write-up to send out to members next week. Members will also be invited to participate in making future presentations. Discussion affirmed the idea as another way to add member value. Terri Sue reminded us that we have a list of topics, ranked by priority, that members indicated*

were of interest to them. These can be included as suggestions for topics in the memo to members.

#### APGSA Survey

Lori

*Lori reported on discussions with Rick Harwood of NASADAD and Keith Whyte of NCPG on collaborating on the survey. Rick, their director of research, will check with their leadership to see what their interest is. They are pretty sure their involvement would depend on some outside funding. Keith, NCPG ex. dir., has indicated they plan to partner with us on this and has spoken with Jeff Marotta who is interested in participating again. Keith feels that we should hire Jeff because of his familiarity with the content and the process. Also, Rick Harwood felt that the 2013 survey was a quality production and that it was a good deal at the cost. Eric reminded us that our fiscal policies require that any expense over \$1000 needs to go out for bid. Kathy will check fiscal policy for details. Board felt we need to follow our policies. There was discussion about the timeline for the survey and when it would be completed.*

XI. Next meeting: confirm day and time  
Wednesday, December 16

Kathy

XII. Adjourn

Lori

*Meeting was adjourned by Lori at 3:20 ET*

**PO Box 135, Newburyport, MA 01950**  
**[www.apgsa.org](http://www.apgsa.org)**