

APGSA Board Meeting June 17, 2016  
3:00 pm ET, 2:00 pm CT, 1:00 pm MT, 12:00 pm PT

MINUTES

Attended

Kathy Scanlan, Lori Rugle, Mark VanderLinden, Eric Preuss, Terri Sue Canale-Dalman, Larissa Pixler (and Elise Mikkelsen, AZ). Absent: Nicole Corbin, Smith Worth, Jennifer Berg

Welcome and call to order

Kathy Scanlan began the meeting at 3:06 pm (EDT)

Minutes of May 18, 2016, Board meeting

Terri Sue made a motion to accept the minutes as presented; it was seconded by Eric Preuss, and approved by all present.

Fiscal Reports

With kudos directed to Kathy Scanlan for leaving no stone unturned to find revenue as well as ways to cut expenses, Eric Preuss explained APGSA is \$7,000 better than anticipated. The report was presented by Eric and Kathy, and accepted unanimously following a motion to approve made by Mark and seconded by Terri Sue.

Review of Board and Ex. Dir. Goals 2016

*Goal 1: Mission, Policy, Planning.* Terri Sue skillfully and creatively devised an association Strategic Map to organize our direction. The website was revamped and the Survey of States bidding process was completed, while Mark led the first Information Workshop. At the annual meeting, we will discuss the Professional standards to determine our direction in that area. Eric and Kathy initiated Quick Books ® and the fiscal priorities will also be discussed at the annual meeting.

*Goal 2: Fiscal, Legal, Compliance.* Eric reported that APGSA complied with all Federal, state and local fiscal reporting requirements; reviewed a year-to-date budget and Profit and Liability reports monthly, and followed its fiscal management policies.

*Goal 3: Resource development /Fundraising.* Lori thanked all for contributions to the dues policy, which is fair and understandable. This will be presented at the meeting in July. Efforts

to approach SAMSHA and other big groups for support were unsuccessful, but APGSA is not deterred. Kathy did receive a donation from one person who will be at the meeting in July.

*Goal 4: Executive Supervision and Support.* Development of personnel policies was led by Mark and will be presented for vote at the July meeting. He will conduct another review of the Annual Review Process.

*Goal 5. Community Relations.* The community relations goal to explore partnering with other organizations needs to be moved to the front burner. According to the Survey, people do not know we exist. There was success with launching the enhanced website.

*Goal 6: Board Development.* Nicole did craft a way to stagger the board terms; this will be implemented July 1 for Fiscal Year 2017.

*Exec. Dir. Goals:* Kathy exceeded her goals regarding the Board of Directors with the exception of the last issue dealing with insurance, which is in progress and partially completed. Increased effort next year must be made toward acquiring more dues-paying states. NASADAD decided not to partner on the Survey of the States. All the fiscal, membership, and planning committee goals were met, as was the Website (later than September). The mentoring project is in place with the help of John Hostettler, but has not yet been utilized. Changing the location of the E.D. from Connecticut to Massachusetts is still a work in progress; consequently, annual reports continue to be filed in both states. Payroll and State and Federal taxes will continue to go through Paychex. For personal and professional goals, Kathy did take an Excel class in the fall, and she is working on limiting her hours to 20.

Mark: Last year's process of establishing goals at the beginning of the year was worthwhile; that is what makes the organization work.

Terri Sue: This association has progressed a lot over the past year – more than ever before. Helen will take us through the World Café process. People will be able to articulate where we want to go in the future based on the insightful questions Helen is preparing to guide us.

Personnel Policies were reviewed by Mark & Kathy: they included the technical changes by Terri Sue and format changes by Larissa. Kathy will send it out to the APGSA Board to review and then vote. It will be on the Annual meeting agenda for a vote.

[After the Board meeting, the policies were sent to Board members who voted by email by 6/24 to approve the personnel policies as revised.]

Proposal on Dues for 2018: Several states responded that the dues are fine, fair, makes sense; There are some states from whom we haven't gotten a reply. One member fears the amount will continue to creep up and administrators might balk. Eric suggested a contributing problem exists

for States who are paying for other professional organizations. A discussion followed about working with individual states to negotiate a fee that works for their state; creating standards; the ability to articulate the benefits of belonging to this organization.

Annual Meeting: we will prepare a packet for everyone so they have the Annual Report from 2016 and the minutes and fiscal reports, etc. Lori will chair the meeting and ask for brief introductions; Smith will ask for minutes approval; Eric will present the fiscal report and the budget; Lori will review the progress on the Board's Goals for the year; Eric will present the 2016 fiscal report; Mark will APGSA's review 2016 activities. Lori and Smith will discuss the dues policy and personnel policies and conduct the vote; Kathy will prepare ballots for members eligible to vote; Kathy will acknowledge and thank the members for specific activities. Lori will announce the new Board of Directors.

Nominations for the new Board will be e-mailed Monday, June 20 for a vote and due July 30. People will select eight of the eleven listed names. The new Board will elect Officers after July 1. They will be announced at the meeting and assume their leadership at the end of the meeting.

Members will be asked to fill out a form of their State report for distribution at the annual meeting and for posting on the Website afterwards.

In case members would like to find each other to meet in the days after the Annual meeting, we will ask for contact numbers and prepare a list so members can easily connect with each other during the rest of the conference.

We have invited Christopher Armentano and Cynthia Salzman to be our guests for lunch on the 14<sup>th</sup>. Also in attendance will be Jim Spriggs who made the \$8,000 donation. If he is available on the 14<sup>th</sup>, we will invite him to come in so we can thank him.

We need to inform interested Members they can be involved in APGSA even if they are not voting members. Their professional expertise can be utilized in various ways, for example: for pro bono accounting, assisting with the survey, to orient a new member.

There was a discussion regarding electronic attendance to the annual meeting, and Lori said she would order the polycom (plug in phone or outlet). We will wait until the latest time to cancel and recoup our money if there is no interest. In this way, it will be in place in the event there is a need.

Scoring of RFP; Mark reported that scoring of the RFP was completed. . We need to address any weaknesses to flesh out more detail. We will send the results to Keith for his input. After the National Conference in Tarrytown, we will set up a committee to flesh out details.

Meeting adjourned at 4:33 pm (EDT)

Respectfully and humbly submitted:  
Larissa T. Pixler