



Board Meeting Minutes  
December 21, 2016

**Welcome – Lori**

In attendance – Lori Rugle, Kathy Scanlan, Jennifer Berg, Mark VanderLinden, Stacey Frohnafel-Hasson, Smith Worth, Eric Preuss, Jeremy Wampler

**Minutes 11/30/16 meeting – Jennifer**

Stacy moved to approve; Jennifer seconded the motion – minutes approved

**Fiscal reports as of 11/30/16 - Eric**

Eric and Kathy reviewed the budgets through November 2016. Continued discussions on how to show the funding/payments for the survey.

**Marketing Goal - Stacey, Lori**

Stacey shared the press release for the holidays on gifting lottery tickets; it was picked up by Addiction Professionals Magazine which Lori was quoted; the Press Release is posted on the APGSA homepage. Kathy was also contacted by media outlet covering the DC/Maryland area, who seemed interested in the APGSA. Lori will talk with them. Stacy discussed pulling together an editorial calendar to take a look at to plan media pushes.

Kathy also reported that the APGSA has been approved as an internship site for the Public Relations Student Society of America (PRSSA).

**Data Collection Goal - Eric**

Eric reported on an outline moving forward on how to present data at the annual meeting in July. The group has developed a tool to gather information. Concerns were raised about this survey tool going out while the State of the State Survey was still ongoing. It was proposed that this will be sent out to members in batches based on states completion of the State of the State Survey.

**Executive Supervision & Support Goal - Mark**

Mark reports he has a draft of the Executive Director Role description and evaluation. He will send to Board for final look thorough and have final feedback by Mid-January. Goal to have the formal review done by the Annual Meeting in July.

Transition planning discussion - Kathy identified 3 questions for the board to consider

1. Who steps in if you are not able to?
2. What is mission critical?
3. What systems exist to make onboarding possible?

*This will be an agenda item for next meeting.*

**PO Box 135, Newburyport, MA 01950**

**[www.apgsa.org](http://www.apgsa.org)**

**617-548-8057**

**Mission, Policy Goal - Kathy**

This effort was overseen by Terri Sue who no longer on the Board. Discussion around whether there needs to be a lead on this or if the Board keeps checking progress. Group decision was that it be put on the agenda bi-annual to check the status of goals and if the board is on track.

**Fiscal Priorities - Eric**

Discussion around what the Board wants as priorities.

- What do workgroups need fiscally to complete tasks?
- We should have an emergency fund and currently we are in good shape but an emergency fund should be identified.
- How do we document in-kind services?
- How do we better use our expertise?

We should develop concrete fiscal priorities using a nominal group process.

*Item for next agenda*

**Resource Development - Lori**

*Tabled for next meeting*

Adjourn - Lori

Next Board Meeting Feb.22, 2017

(Membership meeting Jan.24, 2017)