



APGSA Board Meeting

Wednesday, March 22, 2017

10:30am PT; 11:30am MT; 12:30pm CT; 1:30pm ET

MINUTES

Welcome and introductions

Lori

What is a favorite book you've read?

Attended: Lori Rugle, Mark VanderLinden, Stacey Frohnapfel-Hasson, Jeremy Wampler, Eric Preuss, Scott Anderson, and Kathy Scanlan.

Meeting Minutes, February 22, 2017

Jennifer

Eric moved to approve; seconded by Stacey; approved

Fiscal

Eric

- Account balances, budget year-to-date reports
Budget reviewed and approved unanimously.
- Proposed FY2018 budget discussion
Proposed budget for 2018 was discussed by Eric and Kathy and approved. Kathy reviewed the projected dues income and noted there is some uncertainty based on the new dues structure that will be in effect for 2018. State funding amount from the 2016 survey will be used to figure FY 2108 dues.

Executive supervision and support

Mark

- Annual review tool approval
Mark reviewed a proposed form for executive director annual review. The process was discussed, and it was decided that the Board president would lead the process, and it would be completed by the annual meeting. Mark made a motioned that was seconded by Eric to use the form discussed for this year, to add ex. dir. annual goals with separate criteria, to complete the review before the annual meeting, and to revisit the form and the process after the first year. The motion was accepted unanimously.
- Transition planning discussion
Mark and Kathy prepared a draft related to transition planning that addressed which functions would be considered mission critical.
Lori commented that there needs to be backups of computer files that and someone else should know how to access APGSA files.
Eric suggested that our current practice/policy is to have access to historical information regarding AGPSA, including budget/expenditures, etc. and that Quick books will help significantly with this.

PO Box 135, Newburyport, MA 01950

www.apgsa.org

617-548-8057

Mark suggested that a month notice be requested. The president then convenes the Board's Executive Committee as a search committee.

Board goals FY2107 –review and update

Lori

- Mission, policy, planning

All

It was decided to revisit the strategic map at the May meeting.

- Fiscal
- Resource development
- Community relations

Lori reviewed the recent Board work on these three goals and reminded us of their interconnectedness. Discussions at the Annual Meeting in July about maintaining APGSA in its present state or moving into a growth mode will help to clarify where to move with these goals.

Lori offered to pursue a survey of APGSA members regarding ASAM criteria for use with problem gambling. Stacey has added the additional groups we identified to work with to the excel sheet for our contacts.

Lori (and Donna Gaspar in her office) and Stacey will work on putting together a brochure about APGSA that would be available to take to conferences, meetings, etc. Stacey will pursue a table top version of pull up banners.

- Board development

Jeremy offered to help out with annual board elections that will take place before the annual meeting in July.

Membership goals – review and update

Lori

- Marketing APGSA

Stacey

Stacey plans to develop a March PSA that will focus on continuing problem awareness when March is over. The next PSA can focus on the release of the Survey of the States.

- Developing Standards of Care

Scott Anderson

Scott reported that the Standards of Care group recognizes the broad scope of its area and has determined they will begin with focusing on helpline standards. They will look at: intake questions (and the need for balance between collecting information and helping the caller), phone and chat services, standardized training, and quality assurance. They have reached out to collaborate with the NCPG helpline committee. They anticipate not providing fine details, but rather. Guidelines for Best Practices.

- Collecting Data

Eric

Eric reported that the data collection work group has received back 20 replies to their survey (with 2 partially complete).

They are aiming to get information back by the end of March from the 13 states that remain. **A third survey reminder has been sent out to the 13 states to**



ASSOCIATION OF PROBLEM GAMBLING
SERVICE ADMINISTRATORS

complete by the end of March. Average length of time to complete appears to be about 30-40 minutes. A summary report will be prepared for the Annual meeting in July, and will then determine where to go from there. Other members of the group talked about how smooth the process was and thanked Eric.

- **Building Resource library** David Geier
Kathy reported for David that the website resource library is a work in progress. He received some replies to a survey he sent out, and the replies were across the board with no consensus arising. We are struggling with how to conceptualize the project and are looking for a librarian or library science student who might be able to think about this with us. Any suggestions are welcomed!

Adjourn

Lori

Lori adjourned the meeting at 3 pm ET after a motion made by Jeremy was seconded.

PO Box 135, Newburyport, MA 01950

www.apgsa.org

617-548-8057