



APGSA Board Meeting

Wednesday, March 28, 2018

9:00 – 10:30 AM PT/ 10:00 – 11:30 AM MT/ 11:00 AM- 12:30 PM CT/ 12:00 NOON – 1:30 PM ET

AGENDA

1. Welcome and Introductions

Terri Sue

We all introduced ourselves mentioning what we look forward to as a sign of Spring! Stacey Frohnapfel-Hasson, Eric Preuss. Terri Sue Canale-Dalman, Jennifer Berg, Jeremy Wampler, Nicole Corbin, Kathy Scanlan attended.

2. Consent agenda policy: decision re adoption

Eric

Eric presented the concept of the Consent agenda, and we voted to approve using the model going forward after a motion made by Nicole and seconded by Stacey. (attached)

3. Consent agenda:

Terri Sue

- Minutes 2/28/18
- Fiscal reports – account balances, budget report year to date

The consent agenda was accepted after a motion made by Jeremy and seconded by Eric.

4. Budget FY2018 revisions: information, discussion

Eric

Eric described the revised 2018 budget (attached) which was approved after a motion made by Terri Sue and seconded by Nicole.

5. Budget FY2019 proposed: discussion, decision if ready

Eric

- a. Eric reviewed the proposed budget. Discussed income which includes the increase of state dues.
- b. The Board discussed the transition to an administrative support person to handle the recurring administrative and fiscal duties of the organization, which would allow Kathy to remain executive director focused on leadership issues, including partnership development, fundraising, and member services.



- c. Stacey suggested the possibility of using an admin support firm to handle the basic functions on an ongoing basis for a monthly fee. It was decided that we would investigate this further.
- d. We will present the FY2019 budget again at the May Board meeting for a vote.

6. Annual meeting agenda: discussion, decision

Jennifer

Jennifer walked us through the agenda for the annual meeting (attached as revised), and Terri Sue added details regarding the meeting between the Boards of APGSA and NCPG where Jeff Marotta and Julie Hynes will review the national Survey as part of the agenda.

7. Board elections: information, discussion, decision

Nicole

Nicole described the process that we would follow for Board elections (attached). We determined which members' terms were expiring (Eric, Stacey, Jeremy, and Jen). It was agreed that we would follow Nicole's recommendations.

8 APGSA Survey: continue discussion from 3/20 meeting

Eric

Eric provided an overview and a summary of the Summary. Team discussed the following:

- Purpose of the document
- Planful process
- What do we want from the survey?
- Structure of the RFP process

9 APGSA staff transition: update from committee meeting

Eric

Terri Sue reviewed the discussion that the committee had regarding a new position described above under FY 2019 budget discussion. It was decided to move forward and research contractors to whom we might outsource the fiscal and administrative tasks. It is estimated that we might have \$500 per month to cover the cost. Kathy will add an estimate of the frequency that tasks need to be done to the draft job descriptions.

10. ADJOURN

Terri Sue

Meeting was adjourned at 2:45 EDT after a motion by Eric that was seconded by Jennifer.



APGSA CONSENT AGENDA POLICY

PURPOSE:

- To ensure the efficiency and effectiveness of board meetings.
- To provide an efficient process for approval of regular or routine issues that come before the board, or matters where no debate is anticipated.

POLICY:

Content of Agenda

The agenda for board meetings will distinguish between the following types of matters:

- Decision;
- Discussion; and
- Information.

Only decision items will require a motion, seconder and a vote.

Items requiring a decision that are expected to require no discussion or debate may, at the Chair's option, be placed on the agenda under the heading "Consent Agenda".

Materials and motions proposed to be dealt with under the consent agenda portion of the agenda shall be clearly identified as falling under the consent agenda in the meeting packages. Board members should review the consent agenda items prior to the meeting on the expectation that no discussion will take place during the board meeting.

The full agenda, including consent agenda items will be disseminated at least 1 week prior to scheduled board meetings along with copies of reports and support materials allowing for board members to review prior to the scheduled board meeting.

Approval of Agenda

The agenda will be approved by the board at the beginning of each meeting.

Members of the board may request that matters be added, deleted or that the order of items be moved and the Chair shall make a decision on each such request. Any such decision may be subject to challenge and reversed by the board.

Items may be moved out of the consent agenda section at the request of any member of the board prior to approval of the agenda. No motion or vote of the board is required with respect to a request to move an item out of the consent agenda.



When a member of the board requests that an item be moved out of the consent agenda section, the Chair shall decide where to place that item on the agenda.

When only one item in a committee report does not qualify as a consent agenda item or is requested to be moved, that item shall be moved out of the consent agenda and the rest of the items in the report shall remain in the consent agenda.

Approval of the agenda by the board constitutes approval of each of the items listed under the consent agenda portion of the meeting. No separate vote to approve the consent agenda portion is required.

Minutes

Minutes of the meeting will include the full text of resolutions adopted under the consent agenda portion of the meeting.

Amendment

This policy may be amended by the board.

Approval Date:

Last Review Date:



ASSOCIATION OF PROBLEM GAMBLING
SERVICE ADMINISTRATORS

1:15 PM
03/04/18
Accrual Basis

	TOTAL			
	Jul '17 - Feb 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Income				
Membership Dues	50,000.00	54,600.00	-4,600.00	91.58%
Donations	6,000.00	9,000.00	-3,000.00	66.67%
Donations - Website	0.00	0.00	0.00	0.0%
Reimbursable Expenses	0.00	0.00	0.00	0.0%
Interest - TD Bank MM	110.69	100.00	10.69	110.69%
Total Income	56,110.69	63,700.00	-7,589.31	88.09%
Total Income	56,110.69	63,700.00	-7,589.31	88.09%
Expense				
State Registrations/Reports				
MA (AG form PC)	35.00	35.00	0.00	100.0%
MA (Sec of State)	109.00	109.00	0.00	100.0%
CT	50.00	50.00	0.00	100.0%
Total State Registrations/Reports	194.00	194.00	0.00	100.0%
Payroll Expenses				
Salary - KMS (net) BONUS	1,157.20			
Salary - KMS (net)	11,764.54	18,980.00	-7,215.46	61.98%
Taxes - Employee w/h	3,911.62	4,020.00	-108.38	97.3%
Taxes - Employer liability	1,511.72	2,313.00	-801.28	65.36%
Admin Fees	973.89	900.00	73.89	108.21%
Total Payroll Expenses	19,318.97	26,213.00	-6,894.03	73.7%
Annual Meeting/Conference				
Scholarship	917.80	6,000.00	-5,082.20	15.3%
NCPG Conference	3,125.00	2,800.00	325.00	111.61%
Board Meeting	412.20	750.00	-337.80	54.96%
Total Annual Meeting/Conference	4,455.00	9,550.00	-5,095.00	46.65%
Survey of the States	0.00	0.00	0.00	0.0%
Meeting Expenses				
Quarterly/Committee	0.00	200.00	-200.00	0.0%
Total Meeting Expenses	0.00	200.00	-200.00	0.0%



ASSOCIATION OF PROBLEM GAMBLING
SERVICE ADMINISTRATORS

1:15 PM
03/04/18
Accrual Basis

Operations				
D&O Insurance	656.00	656.00	0.00	100.0%
Postage, Mailing Service	65.86	45.00	20.86	146.36%
P.O. Box	54.00	106.00	-52.00	50.94%
Printing and Copying	61.80	150.00	-88.20	41.2%
Supplies	99.00	150.00	-51.00	66.0%
Total Operations	936.66	1,107.00	-170.34	84.61%
Website				
Maintenance	0.00	1,800.00	-1,800.00	0.0%
Hosting	423.75	600.00	-176.25	70.63%
Rebuild / New	0.00	500.00	-500.00	0.0%
Total Website	423.75	2,900.00	-2,476.25	14.61%
Contract Services				
Tech	768.33	320.00	448.33	240.1%
Accounting	200.00	500.00	-300.00	40.0%
Secretarial	240.00	160.00	80.00	150.0%
Intern	0.00	1,500.00	-1,500.00	0.0%
Total Contract Services	1,208.33	2,480.00	-1,271.67	48.72%
Travel	1,614.87	2,500.00	-885.13	64.6%
Bank Service Charge	8.00			
Total Expense	28,159.58	45,144.00	-16,984.42	62.38%
Net Ordinary Income	27,951.11	18,556.00	9,395.11	150.63%
Net Income	27,951.11	18,556.00	9,395.11	150.63%



ASSOCIATION OF PROBLEM GAMBLING
SERVICE ADMINISTRATORS

1:09 PM

03/04/18

Accrual Basis

Association of Problem Gambling Service Administrators, Inc
Balance Sheet
As of March 4, 2018

	<u>Mar 4, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
TD Bank - Checking	62,494.51
TD Bank - MM	21,171.78
Total Checking/Savings	<u>83,666.29</u>
Total Current Assets	<u>83,666.29</u>
TOTAL ASSETS	<u>83,666.29</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	-1,915.89
Opening Balance Equity	60,767.32
Net Income	24,814.86
Total Equity	<u>83,666.29</u>
TOTAL LIABILITIES & EQUITY	<u>83,666.29</u>



ASSOCIATION OF PROBLEM GAMBLING
SERVICE ADMINISTRATORS

Association of Problem Gambling Service Administrators, Inc
SFY 2018 Revised Budget

	SFY 2018 Budget	Revised SFY 2018 Budget	Difference	% Change
Ordinary Income/Expense				
Income				
Reimbursable Expenses	\$0	\$0	\$0	#DIV/0!
Income				
Membership Dues	\$54,600	\$54,600	\$0	0.0%
Donations	\$9,000	\$7,500	(\$1,500)	-16.7%
Donations - Website	\$0	\$0	\$0	NA
Gifts in Kind - Goods	\$0	\$0	\$0	NA
Interest - TD Bank MM	\$100	\$120	\$20	20.0%
Income - Other	\$0	\$0	\$0	NA
Total Income	\$63,700	\$62,220	(\$1,480)	-2.3%
Total Income	\$63,700	\$62,220	(\$1,480)	-2.3%
Expense				
Uncategorized Expenses				
State Registrations/Reports				
MA (AG form PC)	\$35	\$35	\$0	0.0%
MA (Sec of State)	\$109	\$109	\$0	0.0%
CT	\$50	\$50	\$0	0.0%
State Registrations/Reports - Other	\$0	\$0	\$0	NA
Total State Registrations/Reports	\$194	\$194	\$0	0.0%
Payroll Expenses				
Admin Fees December 2016				
Salary - KMS (net)	\$18,980	\$18,980	\$0	0.0%
Taxes - Employee w/h	\$4,020	\$4,020	\$0	0.0%
Taxes - Employer liability	\$2,313	\$2,313	\$0	0.0%
Admin Fees	\$900	\$900	\$0	0.0%
CT Taxes	\$0	\$0	\$0	NA
Payroll Expenses - Other	\$0	\$1,500	\$0	NA
Total Payroll Expenses	\$26,213	\$27,713	\$1,500	5.7%
Annual Meeting/Conference				
Scholarship	\$6,000	\$918	(\$5,082)	-84.7%
NCPG Conference	\$2,800	\$3,125	\$325	11.6%
Board Meeting	\$750	\$412	(\$338)	-45.1%
Annual Meeting/Conference - Other	\$0	\$0	\$0	NA
Total Annual Meeting/Conference	\$9,550	\$4,455	(\$5,095)	-53.4%
Survey of the States	\$0	\$0	\$0	#DIV/0!



Voting Process for APGSA Board of Directors FY2018

1. Send request for Nominations by April 20. Last year this was sent by Kathy; do we stay with that?
 - Only members with paid dues are eligible to be elected to the board; send out this list with the request for nominations.
 - Include a description of the roles of Board (from APGSA By-Laws) with request.
 - Nominations will be due back to Executive Director and Secretary (or should this be elections chair?) by May 15.
2. A ballot with nominees' names will be sent to members on May 31st. Last year, Jennifer Berg created the ballot with a survey program. If this program is no longer available, what other options do we have?
 - Ballots are due back by June 16th.
3. Votes will be tallied and new members notified (by the ED or the elections chair). New Board members will be announced at the Annual meeting.