



APGSA Board Meeting
Thursday, November 15, 2018
10:00 AM-11:30 AM PT / 11:00 AM- 12:30 PM MT / 12:00 PM- 1:30 PM CT / 1:00 PM – 2:30 PM ET

AGENDA

WELCOME and Introductions

Terri Sue

Attendees: Terri Sue Canale, Eric Preuss, Kathy Scanlan, Jennifer Berg, Jeremy Wampler, Jenn Blees

Consent Agenda: voting items

Terri Sue

- Minutes from September meeting
- Fiscal reports for October 2018
 - Account balances and year to date Profit & Loss
 - Review budget adjustment

Eric Preuss/Kate Scalley

Eric Preuss moved to approve the consent agenda; Jen Berg Seconded – Consent agenda approved. New budget was proposed as adjustments were made as there were some expenses not accounted for. Money from the scholarship line was moved as scholarships were less than budgeted. Kathy indicated that she had signed up for some grant writing workshops. Jeremy W moved to approve; Kathy Scanlan Seconded – new budget approved.

Board Meetings:

Jenn Blees

- Review of state conferences/summits for possible second in-person Board meeting
Board reviewed the list of upcoming conferences based on the member responses. Discussed what lead times members would need for travel approvals. Discussed the purpose of this additional in-person meeting. How would it be beneficial? Is there funding to cover travel if states wouldn't approve it?
 - Members suggested that it would be a good time to work on one of the Board goals that might need more attention and focus. This time could also be used to discuss and begin planning for the Annual Meeting as well as the next APGSA Survey/Procurement.
 - Discussed some flexibility in the budget for travel reimbursement as such was planned for.
 - Discussion of the Iowa conference April 16-17 which is a "central" location for members. Additionally, it would cover both SA and PG topics which might help add to justification for member travels. This meeting is also after many of the other conferences listed and would give more lead time for approvals.



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- ☐ Eric will look into the feasibility of getting space/hotel for an APGSA meeting and report out in the December meeting. Membership will decide next steps at that time.
- ☐ The thought is that the Board could meet all day on the 18th and break during the day for the member meeting.

Orientation of New Members:

Terri Sue

- Review plan
 - ☐ Discussion of how to welcome and connect with new members took place. Terri Sue thinks at least a welcome letter should be sent with a current FY meeting schedule and that it should be sent from the entire Board, not just the President. Kathy/Jenn will update this bullet on the new member orientation sheet.
 - ☐ Terri Sue will develop a letter for new members and send to the Board for review/suggestions. This letter should go out for new members as well as new reps or change in membership for a state.
 - ☐ The last bullet under #1 is important and is not always happening. This bullet will be changed by Kathy/Jenn to state that notification will be made to all members when a new member joins.
 - ☐ List of members that is included on the member meeting packets should have new members' names highlighted. This will be completed by Jenn before every member meeting.
 - ☐ The new member orientation sheet should also be noted that a change in membership/new member added needs to be updated in QB as well. Kathy/Jenn will make that change.
 - ☐ Eric suggests that an APGSA fact sheet be created and linked or attached to the website along with the Bylaws. The fact sheet should create the history and mission. Kathy/Jenn to create fact sheet. Once fact sheet complete, Terri Sue knows a graphic designer if needed.
 - ☐ Terri Sue suggested that the current President should also reach out to new members by phone. This will allow a personal introduction and can then answer any questions the new member may have. Kathy/Jenn will add this as a bullet to the member orientation sheet.



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New Business:

- Review and discuss fundraising plan Kathy Scanlan
 - Tabled this item but Kathy will e-mail the Board what she is working on to get feedback.

- Status report on member dues Kathy Scanlan
 - Tabled this item.

- Discuss creation of nationally accepted on-line training Kathy Scanlan
 - Kathy reviewed topic and overview of Carol Spiker's e-mail which discussed the need for pooling resources and creating a nationally accepted on-line training program for providers. Overall, it was agreed upon that this is something that is lacking in the field and would be an asset to have however would be a big undertaking.
 - It was suggested that APGSA could put together standards for the online training starting by surveying what every state's requirements are. Terri Sue suggests we wait on making decision as the survey is a large undertaking and work has not yet been started on it for 2019.
 - For now, this item will be passed on to the Standards of Care workgroup. Please let Jeremy know if you would like to join the group.

ADJOURN

Terri Sue