



September, 25, 2018
10:00am to 12:00pm

Board Meeting Minutes

Board Member Attendees: Duane Shumate, Jackie Royer (via phone), Chaz Nickolaus, Deb Brock, Judy Grainger, Heather Parnell, Missy Johns, Ryan Gee, Ed Thomas, Elizabeth Perkins, Kim Anderson, Andrea Swope, Richard Coleman

Ex Officio Attendees: Nancy Nickolaus, Wendy Hays

Call to order: 10:05am

I. Approval of Minutes – reviewed by Duane Shumate

- Motion to approve July 2018 Board meeting minutes; no board meeting held in August 2018
 - Moved: Ed / Second: Missy / Vote: Passed

II. Treasurer's Financial Report – reviewed by Missy Johns

- Checking account balance as of August 31st bank statement: \$30,643.70
- Reviewed generated revenue from events in 2017-2018:
 - Pro Day event: \$4,500 +
 - Summit: \$140 (awaiting additional checks)
- Motion to approve financial report:
 - Moved: Ed/ Second: Judy/ Vote: Passed

III. Committee Discussions

- Executive Committee:
 - To meet on October 22, 2018 to review and update 2018-2019 APSE Strategic Plan, Membership Communications Plan, Executive Committee Action Plan, and Annual Budget.
 - Plans and budget to be reviewed during next board meeting on November 9, 2018.
- Membership Committee: Deb Brock-Committee Chair
 - To review and update Membership Lead Plan; Judy provided electronic copy of previous plan.
- Professional Development: Richard Coleman-Committee Chair
 - To review an update Professional Development Committee Action Plan; Judy provided electronic copy of previous plan.
- Website Committee: Nancy Nickolaus-Committee Chair
- Ad hoc Committees:
 - National Conference Branding: Missy Johns-Committee Chair
 - Video: Chaz Nickolaus-Committee Chair

IV. National Conference

- Location and Dates:
 - Hyatt Regency St. Louis at the Arch
 - Pre-Conference: June 17, 2019
 - Conference: June 18, 19, 20
- Tagline: "The Gateway to an Inclusive Workforce"

Approved Nov 9, 2018

- Subcommittees:
 - Program: Duane Shumate-Committee Co-Chair
 - Sponsor/Exhibitor: Judy Grainger-Committee Co-Chair
 - Students for APSE: Chaz Nickolaus-Committee Co-Chair
 - Business Engagement: Richard Coleman-Committee Co-Chair
 - Hospitality/Logistics: Heather Parnell-Committee Co-Chair

V. New Business

- Amend Board Policy: Board Roles and Responsibilities
 - Discussed amending Treasurer’s responsibility to send monthly bank statements to all Executive Board Members instead of just to Board President.
 - Motion to approve amending Treasurer’s roles and responsibilities:
Moved: Ed/ Second: Judy/ Vote: Passed
- Amend Board Policy: APSE Missouri Financial Policy
 - Discussed amending financial policy and procedures to include specific language regarding:
 - annual revenue thresholds and responsibilities for filing taxes annually
 - annual audit policy and procedures
 - Reviewed tool for auditing
 - Motion to approve amending policy language and auditing tool
Moved: Ed/ Second: Deb/ Vote: Passed

VI. Other Business

- 2018-2019 APSE Missouri Board Meetings:
In-person Meetings- (to be posted on APSE MO Webpage):
Location: UCP Heartland Gibbs Center
1719 Southridge Drive
Jefferson City, MO 65109

Dates/Times:

Friday, November 9, 2018: 10:00-2:00pm
 Friday, February 8, 2019: 10:00-2:00pm
 Friday, April 12, 2019: 10:00-2:00pm
 Friday, May 10, 2019: 10:00-2:00pm

Conference Call Meetings-

Friday, December 14, 2018: 9am-10am
 Friday, January 11, 2019: 9am-10am
 Friday, March 8, 2019: 9am-10am
 Friday, June 7, 2019: 9am-10am

Adjourn: 10:31am