

APSE Board Meeting - 11/9/16

Members Present: Duane Shumate, Jackie Royer, Mike Kiener, Jessica Mahon, Missy Johns, Wendy Hays, Chaz Nickolaus, Nancy Nickolaus, Stacey Ismail, Ed Thomas, Deb Brock, Barb Hoelzer

Adjoin: 11:30am

I. Approval of Minutes

- Moved: Ed Thomas / Second: Chaz Nickolaus
- Corrections: Make sure it says the motion carried re: purchase of 5 National Conference seats.
- Minutes: Passed with corrections

II. Treasurer's Report

- Check Registry: \$33,300 balance as of 11/1/16; Check 1099 - ?
 - Missy will send a revised Check Registry for review once this check
- CD: Just over \$6,000 in the CD. Rate is really, really low- 0.1% interest rate.
 - MOTION: Ed- Do not renew CD. Move to operating checking account. Research money market accounts with best yield. SECOND: Duane / PASSED
- Financial Report:
 - Still have one outstanding charge- have not yet received a bill from David Hoff. Duane will reach out to get his invoice from the Summit- his agency needs to send the invoice so we can pay him- about \$1,500.
 - Moved: Ed /Second: Jess
 - Approved
- Operating Budget:
 - Has Pro Day been adjusted to reflect the changes we made as of the last Board Meeting? Speaker fee will be \$1,000 per day (that she is presenting) + travel expenses- \$5,000 currently in budget. Projected revenue is \$9,450.
 - Will need to increase the cost of lunch for the three sites. Currently at \$250- likely not sufficient to cover the cost of providing lunch for all attendees. Plan for roughly 300 attendees... need to re-work the budget to reflect the changes to Pro Day set up?
 - Start in KC, Columbia, finish in St. Louis.
 - Website- can we increase this to \$500 to cover potential increased costs associated with changing host companies?
- MOTION: Ed / SECOND: Stacey / PASSED as amended

III. Membership Report

- Deb has taken over as membership lead.
- Barb will assist with the nomination process for new Board members since Deb is up for re-election.
- Communications Plan- lays out communication with membership for 2017

IV. Professional Development Report

- That's the event report of who does what for each item. Will be further discussed in committee following the Board meeting.

V. Executive Committee Report

- Looking at the action plan for review and any discussion. This is a working document for review, as needed.

VI. Unfinished Business

- APSE/MRA partnership: MRA isn't interested in combining conferences or going deeper yet but are open to talking about PD plans, sharing some social media. On the same page as APSE.

VII. New Business

- Updated Bylaws: Outdated bylaws, weren't at that moment but National has updated bylaws and we will need to get signatures on the current bylaws. Jessica has highlighted the things that are different.
 - For those on the phone call, let Jessica know if we don't have the email from Macey. (In the Tuesday Tidbit email). Need to sign off on the updates. Jessica will forward the email, just in case.
 - Changes include no voting by email- that will impact us for sure.
- APSE/WIOA Response: Video re: Workshops
 - Dignity Has a Voice website (www.dignityhasavoice.com)
 - Do we have an external communication plan for sharing promising practices, success stories, legislative alerts, etc? Do we become a depository of success stories? A few videos/pieces already exist- LaQuinta, HEC-TV pieces on Talent Connect & 100% Wine. Bottom Dollar re: subminimum wage. There are a number of other documentaries. Born This Way on A&E.
 - Next Step: Jackie will email out. Chaz, Stacey, Deb, Jess, Nancy all interested in helping out. Send out an email. We'll need to look at how to reach out the media to get. Make an ongoing agenda item. Maybe connect with national, too? Chaz will reach out.
- CESP Exam
 - Should we look at setting this up again?
 - Make a regular thing, promote it. Add to Summit for 2017. Just like EU has become an expectation, this could also be a pre-conference thing.
- Website Hosting Group- STI
 - The website was recently hacked and overloaded with spam. The site is down. Responsiveness with the group has been limited and challenging. They've expanded the focus of their business- website hosting is now only a small part of what they do. Nancy has a call into them to see what's going on. A request that

we can put a message up on the site. May want to consider something else as a host.

- Ed (Arc of Missouri & MACDDS) has a place (MSW) that charges \$30/month that has been great. No issues with this group. Can have multiple admins. Perhaps add this to new business?

VII. Other Business

- Duane, Barb, and Judy- all state employees who aren't able to put their names out there if we need to respond to something legislatively. Even Chaz has some conflicts.
 - Do we sign things only as APSE MO? People can recuse themselves- the Board can still act. If there's something that causes them to have to recuse- who takes the vote? What are the logistics? Robert's Rules?
 - This is rare but we should be prepared for this to happen.
 - Some Board Members have also had affiliation with sheltered work through where they work in the past- there were some conflicts of interest.
 - There have been times in the past when Board members should have recused themselves... what happens when we think someone should recuse him/herself?
 - Is there specific guidance from National on this topic?
 - Hierarchy:
 - President
 - President Elect
 - Secretary
 - Ex-Officio discussion:
 - Currently, in by laws, ex officio attends meetings, serve as historian, no vote. No more than 2 at any one time. This is on the agenda because Judy indicated that we added Nancy as an ex officio and also have Wendy as ex officio. Another former board member has expressed interest in helping, perhaps as an ex officio. Do we add an eo member or just allow for committee work?
- MOTION: Leave numbers as they are now. Missy / Second: Deb / Passed
- Need to make sure that our meeting is relevant to members, if we invite them.

Next meeting: Via phone 12/15 from 8:30-9:30am... make sure the calendar invite is correct.

Next In Person: Deb's location on 1/10/17 (2408 Hyde Park Road)