

# APSE Missouri Meeting Minutes

## January 10, 2017

### Small Group Meeting Updates:

#### Org change preconference:

Room holds 60 participant total

#### 1. Potential topics.

- Developing the mission, vision and operating principals.
- Community Mapping: Communicating your vision across stakeholders
- Staff Engagement: True person centered thinking and changing roles
- Reallocation of Resources

#### 2. Potential Speakers:

- (Iowa) Steve Whitty. (St Johns) - Duane to Contact
- Duane Webb - Duane to Contact
- Gail Fanjoy from KFI, President of TASH - Nancy to send ppt. to group for review
- David Mank

#### 3. Next Steps:

- Updates to MACDDS and MARF the end of January
- Workgroup Call on 2/1/17 @ 8:30 am. – Duane to set up conference line and send out to group.
- Work with Judy to determine available funding for speakers and plan accordingly

#### EU

Mike is taking point. Sessions are set with Mike, Jackie and Brian Hubler instructing. Mike will get print materials to Missy. Missy will print binders and blank certificates.

#### CESP:

- May 9<sup>th</sup> proctor training. CESP is submitted.
- Day of event: May need help moving chairs. Need to make sure there is a clock and water and attendees are staggered.
- National APSE will register and take \$\$.

#### Misc.

#### 1. Preconference Registration

- 8 AM Missy and Chaz - Organizational Transformation and EU
- Noon: Missy and Chaz: - CESP

## 2. Conference Event Registration: (Need to determine times)

- Day One of Full Conference: Deb and Heather
- Packet and swag. Jess, Deb Heather and Chaz (Swag chosen/ need to order)

Web, Social Media and CC Work: Make sure we are clear on who is doing what to eliminate confusion and double work! Judy will schedule call with communication team.

1. Craft messaging re: Save the date revisions for conference
2. CC registration development and splash page.
3. CC upgrade to go over 500 email recipients
4. FB messaging: Who, what, when

## Minutes of full Board Meeting:

ATTENDEE: Chaz Nickolaus, Judy Grainger, Duane Shumate, Ed Thomas, Heather Parnell, Debra Brock, Stacey Ismail, Barb Hoelzer, Wendy Hays and Missy Johns, Nancy Nickolaus. Phone: Mike Kiener, Kim Lackey and Jackie Royer.

1. Minutes: Minutes were reviewed. Missy moved to accept as written, motion was seconded and carried by all.
- 2, Treasurer Report by Missy Johns, Treasurer. . CD due in July and we have over \$6000 in it. Balance in our account is: \$31,140.23. 1 outstanding bill of \$40. We have received the invoice form David Hoff / ICI and this will be processed. Ed moved to accept the budget. Barb seconded. Motion carried by all.
3. Discussion of constant contact email account. When we reach 500 followers there is an additional fee to upgrade our account. We are currently paying \$378 annually for the service.

We have dumped multiples of emails. Missy moved to increase cc budget up to \$1000 to expand our capacity to communicate with members. Barb seconded. Motion carried by all.

4. Membership report provided by Deb Brock: 96 current members. Target: 100. Deb has asked for assistance with membership tasks. Barb and Stacey volunteered to be a member of this team.

*Review of members dropping and who will contact them.*

- Eitas: Wendy
- JVS: need volunteer
- Developing potential: Judy
- CDD: Judy
- Rehab Institute (Ability KC): Stacey
- Whole Person: Kim
- Bob Simpson: Nancy
- Maureen Alexander: Barb (Elizabeth Perkins took Chris Clause's CRP position. Barb to Call both)
- Bill and Virginia Center for Autism Services. ?? Do we reach out – group decided not to pursue
- DDRB: Kathy Williams - Stacey

- Center for Human Services: current organization member
- Paraquad: Kim
- Easter Seal: Stacey

*Ideas for Engaging current members:*

- Send “We want you back” Postcards
- Ed moved. Chaz second. Motion carried to purchase cards, postage and send.

*Communication Plan:* Call with be set up for membership/communications team to discuss roles and responsibilities. Some ideas are:

- Jan: save the date for Summit.
- Spotlight Frank Pike (Abilities First)
- March: award nominees
- May: TBD Spotlight an organizational member.

*5. Professional Development Day:*

- Judy will make sure each site has name tags etc. She will develop a **packet** of information for APSE Board Members who are coordinating each location. Coordinator Packet to include evaluations, certificates of attendance, Speaker Bio and name tags
- Nancy will load information (ppts/handouts) on webpage.
- Missy to make certificates of attendance for 6 hours and email to Judy for Packet.
- Deb to check and see if she has membership flyers.
- Chaz to check if he has a display board. Judy has one. Duane will take to KC and return it for the JC event. Judy will take to SL.

**PRO-DAY TRAVEL FOR TERI – Hotels tentative. Missy will make reservations and send confirmation to Stacey.**

Date	Pick UP	Take To
3/29	Stacey @ KCI Airport	Lees Summit Fairfield Inn & Suites Kansas City Lee's Summit 1301 Ne Windsor Dr, Lees Summit, MO, 64086 866-767-0278
3/29	Stacey @ Lees Summit	Jefferson City to Double Tree Double Tree in Jefferson City 422 Monroe St, Jefferson City, MO 65101   (573) 636-5101
3/30	Duane @ Double Tree	To GOB
3/30	Barb @ GOB	To ST Louis SpringHill Suites by Marriott St. Louis Chesterfield 1065 Chesterfield Pkwy E, Chesterfield, MO, 63017 866-925-8676
3/31	Judy @ Hotel	To Maryville U
3/31	Judy @ Maryville U	To Airport Hotel Marriott St. Louis Airport 10700 Pear Tree Lane, St. Louis, MO, 63134   855-239-9485
3/31	Shuttle from Hotel	To Airport

*KC: Board Member Coordinators: Stacey, Duane, Heather, Judy  
Heather*

Registrations - Duane

Introduction: Duane

Lunches: Stacey Orders Missy Pays

Stacey picking up Teri at airport. Take Teri to JC.

*JC: Board Member Coordinators: Duane, Wendy, Missy, Chaz, Deb, Heather, Barb*

Registration: Wendy, Missy

Missy: Order Meals and Pay for them

Introduction - ?

Judy: Bring Coordinator Packet and Display

*St Louis: Board Member Coordinators: Judy, Jackie, Mike*

6. Discussion of upcoming meeting dates with some changes. Judy will send out new meeting dates.

Board meetings

March 10 10 am – 2pm, Jefferson City

May 11 10 am – 2pm, Jefferson City

Board calls

February 9 8:30 – 9:30 am

April 13 8:30 – 9:30 am

June 8 8:30 – 9:30 am

7. Deb made a Motion to end the meeting. Barb 2<sup>nd</sup>. Motion carried by all.

Respectfully Submitted,

Nancy Nickolaus, LCSW

ex-officio