

APBS Board Work Plan 2009
Updated 3/6/09

| Goal Area | Leadership Responsibility | Action Steps | Target Date | Status |
|---|---------------------------|---|------------------------------|---------------------------------|
| I. Board Functioning and Board Membership Work Group: Executive Committee and Committee Chairs | Executive Committee | a. Establish a communication system to support ongoing strategic action planning, including committee problem solving and reviews, action planning updates, and onsite meeting timelines and logistics. | | Ongoing |
| | Committee Chairs | b. Provide ongoing review of the structure, functioning and work load of current committees (standing and ad hoc) and revise as needed. | March 26, 2009 | Initially completed and Ongoing |
| | Executive Committee | c. Development of a work group to discuss long-term planning of Association and collect data from other organizations to determine what our needs will be in 1-year and 5-year plan | March 31, 2009 | In progress |
| | Executive Committee | d. Develop a plan to establish formal relationships with other organizations. | March 31, 2009 | Pending |
| | Nomination Committee | Clarify the By Laws with regard to the length of time that Officers hold an office. | June 16 th , 2008 | Completed |
| | Executive Committee | Develop of system for documenting progress to the Action Plan | March 31, 2009 | In progress |

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| | Executive Director and EC | Complete an Annual Report that is updated each year | March 31, 2009 | Completed |
| | Executive Director and EC | Identify the tasks of the Executive Director and develop a plan to determine whether the Board needs to increase time and roles | March 31, 2010 | In progress |
| II. Communication within the field Work group: Jennifer Zarcone and Rachel Freeman | Website committee | Develop an action plan for revisions to the website that include: <ul style="list-style-type: none"> a. a resource for families and community members b. as a networking tool c. make streaming video available on the website from regional trainings. | February 1, 2007 | Completed |
| | Website committee | Develop a password protected site where members can go to gain access to information (workshop presentations, networking opportunities, etc.) | June 1, 2008 | Completed |
| | Website committee | Develop recommendations based on assessment of other sites and organizations whether job exchange information can be posted feasibly on the website. | October 1, 2007 | Completed |

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| | Website committee | Develop a policy for content development for the website for board action including: <ul style="list-style-type: none"> - conference 2007 proceedings - past conference proceedings | June 1, 2007 | Completed |
| | Website committee | Develop a policy for content development for the website for board action including: <ul style="list-style-type: none"> - information to disseminate to membership | March 31, 2009 | In revision |
| | Website committee | Add information to website regarding APBS committees and current activities | August, 2009 | In progress |
| III. Finance and Revenue Work group: Cindy, Glen, and Tim | Treasurer and Executive Committee | a. Establish formal bookkeeping system for APBS accounts and develop system for monthly and quarterly status reports for financial decision making | July 1, 2008 | Completed |
| | Treasurer and Executive Committee | b. Determine the need of accountant (CPA) services | July 1, 2008 | Completed and ongoing |

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| | Treasurer and Executive Committee | c. Evaluate how we might reevaluate current roles of Treasurer and Executive Director | March 26, 2008 | Completed |
| | Treasurer and Executive Committee | d. Evaluate need for annual review (audit) of APBS accounts by a certified accountant | July 1, 2008 | In progress |
| | Treasurer and Executive Committee | e. Develop plan for investment fund (aka "rainy day fund"), and initiate investment account or alternative investment strategy | March 26, 2010 | Pending |
| | Work group TBA | f. Develop plan for fund raising activities in addition to dues and annual conference | March 26, 2010 | Pending |
| IV. Content of PBS Work Group: Fredda, Jacki, and Lucille | GOAL: Within three years, APBS will have a clear vision/mission statement and will reach a larger audience with clearly defined Standards of Practice describing what PBS is at it relates to individual children and adults, and how it can be used in diverse systems and settings. | | | |
| | Committee on Standards of Practice - Individual | a. Dissemination of the SP-I to relevant groups | March 31, 2009 | In Progress |

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| | Lucille and Don | b. SP-S draft will be created and disseminated for feedback from Board and membership | June 30, 2009 | Pending |
| | Lucille and Don | i. SP-S finalized for systems level of PBS | March 26, 2010 | Pending |
| | Website Committee | j. SP-S will be available on website | March 26, 2010 | Pending |
| | Lucille and Don | k. Strategies for use of SP-S will be developed and disseminated to relevant groups | March 26, 2010 | Pending |
| V. Conference Planning Work group: Don and Ilene | Goal: A stable conference planning infrastructure will be established | | | |
| | Treasurer and Conference Coordinator | d. Conference committee will receive regular updates on fiscal status of organization for planning purposes | June 2007 | Initially completed and Ongoing |

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| | Conference committee and Network Committee | g. Develop specific plans for regional training events to serve as APBS fund raisers | June 30, 2009 | In progress |
| VI. Evaluation Work Group and Full Board | Goal: An evaluation plan will document growth in conference attendance | | | |
| | Full Board | a. Begin a comprehensive evaluation plan for conference and association functions (develop a Logic Model for this purpose) | March 31, 2010 | In progress |
| | Full Board and Evaluation Committee | b. The evaluation plan will include: demographic information related to members and conference attendees, conference surveys, association-related sessions at the conference, website, international growth, family growth, email communication patterns, number of networks, goals met on action plan, fiscal outcomes, website stats, etc. | March 31, 2010 | In progress |
| VI. Membership and Diversity Work group: Lisa B-P, Randy, Bobbie, Shari, Nila , & Lisa F | Membership Committee and Family Work Group | Goal: The Association will increase diversity of membership and increase conference attendance | | |

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| | Membership Committee and Conference Committee | Fiscal implications will be presented to the board regarding additional costs related to advertising. | July 1, 2008 | Completed |
| | Family Work Group | An action plan for recruiting families, determining their interests, and ways that APBS will meet their needs will be developed | July 1, 2008 | In progress |
| | Membership Committee | An action plan for increasing diversity of membership will be outlined by the board and evaluated annually (increased board diversity, presentations focused on diversity) | April 15, 2009 | Initially completed and ongoing |
| | Membership committee | To develop a plan for increasing student participation | March 31, 2009 | In progress |
| | Newsletter Editor, and Membership committee | Develop a system for soliciting contributions from several resources (including families, and newly targeted membership groups, and board members) to widen the appeal of the newsletter | September 1, 2008 | In Progress |

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| | Network Committee | To develop a plan to recruit new networks by region, interest (e.g., autism) and/or by stakeholder group (e.g., parents) | July 31, 2009 | In progress |
| | Network Committee and Website committee | To develop and implement a communication system between networks to facilitate sharing of ideas of action items <ul style="list-style-type: none"> - Organize network activities at conference - Organize network videoconferencing activities throughout the year | March 31, 2009 | In progress |

Current ABPS Committees and Chairs (in bold)

Executive Committee – Tim, **Jennifer**, Rachel, Cindy, and Randy

Conference Committee –**Don**, Lucille, Rachel, Cindy, Bobbie, Glen, and Nila, Kimberly Thier

Membership Committee – **Randy** and **Lisa** Bowman-Perrott, Nila, Hank Bohanon, Christian Stabey

Website Committee –**Rachel** and Margaret Moore, Bobbie, Shari, Kimberly Thier, Craig Blum, Sandra Laham
Jennifer McFarland

Nomination Committee – **Jacki**, Mark, and Shari

Committee on Standards of Practice (Individual) – **Fredda** and **Jackie**, Brenda Scheuermann

Committee on Standards of Practice (Systems) – **Lucille** and **Don**, Rob Horner

Family Involvement Committee – **Bobbie**, Shari, Nila, and Lisa, Dean

Network Committee – **Jennifer**, Rachel, Glen, Jacki, Bobbie, Shari (additional members from Website Committee)

Contemporary Issues Work group – **Linda**, **Fredda**, Rachel, Mark, Lisa, Nila

In Progress = activity started

Pending = activity to begin sometime in future

Ongoing = activity is occurring and will continue

Completed = work/task done