



## Texas Association of Physical Plant Administrators

### TAPPA Annual Meeting Agenda

**Date:** February 7, 2015  
**Start Time:** 9:00 AM  
**Location:** Embassy Suites Hotel – ?  
San Antonio Airport Hotel  
10110 US Highway 281 North  
San Antonio, Texas 78216  
Phone 210-525-9999

#### Roll Call/Sign in Sheet

#### Review and approval of the minutes

#### Officer Reports

- Immediate Past President – Terry Pritchett
- President – Robert Ramirez
- Vice President – Jim Norcom
- Secretary – Treasurer – Sallie Spotanski
- Information Services – Mike Billingsley

#### Committee Reports

- Bylaws Committee – Richard Lobato
- Nominating Committee – Jim Norcom
- Special Awards Committee – Terry Pritchett
- Scholarship Committee – Marshall Lasswell/Jim Norcom
- Membership Committee – Bettie Simpson-Weeks and Sallie Spotanski
- Conference & BP Committee – Sallie Spotanski and Gloria Fuller – Co-chairs
- SOP Committee – Bridget Blizzard and Dee Littlejohn – Co-chairs
- Website Committee – MB, BW, ML, GF, CK, and SS

#### Conference Hosts

- 2015 Dallas - Genaro Lopez/Keith Gardner
- 2016 College Station - Bob Casagrande
- 2017 Fort Worth - Hollis Dyer
- 2018 Austin - Mike Miller
- 2019 Houston/Corpus/Lubbock/Other?

#### Old Business

- Budget/finance
  - Any Committee Budget Requests
- Member benefits – Reach out to APPA and discuss a possible discount for TAPPA members
- Board Member PDs (integrate with SOP?)
- TCUF collaboration
- Discussions on packaging of fees and scholarships; (CPA evaluation or attendance)
- Supervisor's Tool Kit at 2016 Conference-progress
- Round table discussion at the conference?
- Drawings Participation – Board and BP's SOP (All agreed; need to formalize announcement)(unintended negative perception)
- Business Partner Items (BP Board member will lead meeting at conference)



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- TAPPA circuit (Tabled for later discussed last time)
- Conflict of Interest Subject (Tabled for later discussion last time)
- Other old business

### **New Business**

- Conference Agenda, Housekeeping Notes, Security and Detailed Assignments/Tasks
- Improve registration site and information readily available (if possible)
- Leadership terms (effectiveness of offices)
- Speaker selection reviews/committee (ensure quality and appropriateness)
- Partnership with vendors for community support or scholarship
- Other new business

### **Next Meeting**

TBD

### **Adjournment**