

TAPPA BOARD MEETING

Meeting Date: February 8, 2014

Meeting Location: Embassy Suites San Antonio Airport Hotel
Willow Room

The meeting was called to order at 8:06 a.m. by Terry Pritchett, President.

Board Members Present:

- Terry Pritchett - President
- Roberto "Rob" Ramirez – Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- James G. "Jim" Norcom, III - Director
- Marshall Lasswell - Director
- Bettie Simpson-Weeks - Director
- Richard "Rick" Lobato - Director

Board Members Absent:

- Mike Miller, Immediate Past President
- Chad Crocker - Director
- Gerry Rodriguez – Director
- Curtis King – BP Representative

Guests:

Gloria Fuller – TAPPA Event Administrator

President: - Terry Pritchett

Thanked everyone for their cooperation on changing the time of our normal business meeting today from 9:00 a.m. to 8:00 a.m. Marshall was recognized for making the arrangements for the board dinner on Friday Evening and Sallie for making all of the hotel reservations and setting up of the meeting room.

Terry asked if there were any comments and/or corrections on the draft minutes which Sallie had emailed to everyone earlier previously. There were no comments and/or corrections so Terry asked if there was a motion to accept the minutes. Sallie thanked Robert for reviewing the draft minutes prior to the meeting. Rob Ramirez made a motion to accept the minutes and Jim Norcom seconded. The motion carried unanimously.

Terry announced Mike Miller's absence today was due to a funeral he was attending.

Terry stated he was still working on a draft document which could possibly help new board members with their roles, expectations and responsibilities. He also expressed his appreciation for everyone's input and plans to have the document ready by the April board meeting.

Terry expressed his appreciation to Gloria and Rick regarding the work they have done on the upcoming conference and was happy with the "numbers" received so far. Rick mentioned the numbers should increase the closer we get to the conference.

Terry mentioned toward the end of today's meeting we would be discussing how the board meeting in April would be handled. Terry asked for Rob's report as Vice President.

Vice President: - Robert Ramirez

Robert stated he would like to discuss the 2013 scholarships which were awarded not only to his institutions but others as well. Currently there are some issues his institution is experiencing as to who will be receiving the scholarship funds since his institution is outsourced.

Robert explained he submitted the scholarship application for his institution relating to the 2013 Conference and paid their dues; however, due to organizational changes within his institution another area other than his own wanted to use the scholarship funds for their staff. Robert will not be able to send anyone from his staff to the 2014 TAPPA Conference. Sallie requested to comment regarding this matter and Robert asked her to explain the current process.

Sallie stated she had copies of letters which were mailed to all institutions that were awarded scholarships last October. Sallie read one from one of the letters and also mentioned the "nightmare" encountered with the current by-laws regarding scholarships. She stated the majority of the letters were sent to the Director of Facilities and in some cases if a director's name wasn't available, the letter was sent to a manager at that particular institution. Every attempt was made to obtain the correct person who would be determining those who would be attending the conferences and/or other educational events.

She briefly explained the registration for a conference or educational other than TAPPA was easy to process. Travel expenses, hotel arrangements and meals were another matter. All hotels require a debit or credit card at the time a reservation is made (if TAPPA's scholarship debit is provided, the signer on the scholarship account must also be in attendance at those events). Sallie stated she was unable to attend the various CAPPAs Conferences; therefore, the TAPPA debit card would not be available for those attendees relating to hotels and meals. Thus, a check was sent to the institution along with a letter indicating the remaining funds were to be used at the institution's discretion and also providing the institution with detailed information. Sallie suggested SOP's be established and the current by-laws be revised relating to the scholarship sections.

Robert agreed that possibly some SOP's be established concerning scholarships and by-law changes definitely needed to be addressed and at this time he had nothing else to report as Vice President.

Secretary/Treasurer: - Sallie Spotanski

Sallie reported as of January 31, 2014 TAPPA's bank balances were:

- o Main Account (0525) - \$45,267.71
 - o Merchant Account (1837) -\$181,617.30
 - o Savings Account (4750) – \$27,405.66
 - o 2015 Conference (1626) - \$17,198.00
 - o 2014 Conference (7491) - \$79,625.46
 - o Scholarship Account (1639) - \$23,498.31
- Total Funds for all accounts: \$374,612.44**

Sallie stated copies of the various bank statements were brought for anyone to review. Detailed spreadsheets for the main, merchant, savings and scholarship accounts would be available at the April

Board Meeting and these detailed spreadsheets would also be distributed at the business luncheon as provided in previous years.

Sallie stated the balance from the 2013 Conference Account in the amount of \$43,591.47 was transferred into the main account on 1-17-14. Terry wanted to know if this amount was what we made from the 2013 Conference and was informed this was not the case, only the remaining balance in the bank account. Sallie stated Gloria provides reports on all conference accounts as TAPPA's Event Administrator.

Terry asked for a motion to accept the treasurer's report as read. A motion was made by Gloria Fuller and seconded by Robert Ramirez. The motion carried unanimously.

Information Services Director: - Mike Billingsley

Mike stated he had nothing to report at this time.

Terry commented he wanted to have agenda's going forward more comprehensive.

Nominations:

Terry stated he had spoken with Mike Miller regarding his report as Nomination Chair and believed we had enough nominations at this time. Terry asked Sallie how many vacancies would be available and she reported:

- Vice President – open
- Rick Lobato and Chad Crocker's Term ending this year (These positions will become a 3 year term at the 2014 Conference)
- If Jim Norcom is elected as Vice President then his one year term, which would expire in 2015 would also need to be filled.

It was noted that at this time the following nominations had been received:

- Jim Norcom – Vice President
- Chad Crocker – Director
- Rick Lobato – Director
- Dee Littlejohn – Director

Mike Billingsley asked if his position or the Secretary/Treasurer's position was up for re-election. Sallie stated her term would be expiring this year. Gloria stated she had emailed Mike regarding Sallie to be nominated for Secretary/Treasurer.

Terry requested if anyone else had any nominations to please email Mike Miller with their names. Sallie also reminded everyone, she should be copied with all nominations as this is part of the record keeping process.

Other Committee Reports:

Special Awards Committee – Gloria Fuller, Chair

Gloria stated she had received a nomination for the Facilities Award but could not mention the name as this will be disclosed at the banquet. Gloria stated she had not received any nominations for the

business partner's award at this time. Terry wanted to know who makes the decision on the awards. Sallie stated normally the board votes on the nominees based upon the recommendations. Gloria stated she had sent out an email requesting nominations but hadn't received any response at this time.

After a brief discussion by the board a hand vote was conducted as to who would be receiving the business partner award this year and their name will be announced at the banquet. Sallie will email Gloria Fuller, as chair of this committee the names who were nominated for our records.

Scholarship Committee: - James Norcom, III, Chair

Jim reported nothing formal but he had sent out several letters to various companies that had participated in the past. Jim stated Gloria had provided him with the information received so far in CVent and we had received \$8,500 to date. Jim predicted we should do as well as we did last year and possibly break another record. Jim provided a hard copy of the "thank you" letter he wanted to share with everyone which was discussed at the last business meeting. Following this conference this letter would be sent out immediately with the President's name and Scholarship Chairman's name on the letter, thanking the business partner for their sponsorships.

Terry expressed his appreciation to Jim for heading up this committee for a number of years and part of the success for the scholarships received is due to Jim's dedication. Jim commented it was not the collection of funds but to expand what TAPPA offers to those who attend the conferences, special recognition, CEU's, etc.

Terry wanted all required information be made available to Gloria (signatures) by the end of the conference so the "thank you" letters could be mailed out immediately. Acknowledgment is crucial to our business partners. The Secretary/Treasurer will be copied.

Membership Committee: - Bettie Simpson-Weeks, Chair

Bettie distributed copies of the postcards which were mailed out and also thank Rick and the UT graphic designer who created the cards. Bettie reported 139 postcards had been mailed so far and also Rick had sent out an additional twenty who had reach schools within his area.

Rick reported there was a lot of interest with the K-12 schools. These schools do not have huge budgets for travel so there is a lot of interest in local events. Going forward reaching out to the K-12 schools would be very beneficial as TAPPA goes from city to city. Rick also reached out to the Eastern and Western Universities in New Mexico to see if they would be interested in attending our conferences. Some interest was shown by the military in New Mexico and Bettie stated there was some interest from the Army Organization in San Antonio.

Bettie explained the postcards were sent out to folks who had not attended TAPPA in the past three years. Next week, Bettie will begin targeting others than the "top tier" in terms of the outreach.

Bettie also mentioned Curtis has the 35th anniversary TAPPA logo on all of the emails he sends out. Rick also stated the 2014 logo with the anniversary noted is also on all of his emails.

Bettie reported "follow-up" phone calls are critical.

Break: 10:05 a.m. – 10:15

Conference Report: - Gloria Fuller and Sallie Spotanski – Co Chairs

Gloria distributed packets to everyone which included conference updates for 2014, 2015, 2016, along with a profit margin pertaining to the last four (4) year's conferences beginning with 2009 and also included several CVent reports. The average profit margin per event is thirty-one (31%) percent.

Gloria indicated there weren't any major updates to report at this time, except only one booth space remained and six (6) table tops left to sell. Sallie announced in order to save of shipping of the golf trophies this year Ric would be purchasing the awards locally. In addition, we need to concentrate on sponsorships for meals and selling of golf holes and casino tables.

Rick's response to the golf holes and casino tables was a lot of people were committed to buying these sponsorships and when he returns back to his office, he and his staff will be working on obtaining sponsorships. The response has been slow due to the holidays but should pick up.

Sallie commended Rick and his staff of obtaining a lot of gift certificates from local businesses and these will be given at his staff's appreciation lunch/dinner in order to save additional monies being spent on their gifts as the host's staff will not be participating in any of the give aways except for Casino night.

It was suggested a "sign up" sheet be made available at the business partner registration desk indicating if the business partner is providing a prize for visiting their booth. If so, these prizes can be distributed randomly during the various conference meals.

Gloria stated we didn't need to delay the registration process at the conference and cause more congestion than normally is there, so her recommendation is to add something some type of question in the on-line registration process concerning prizes at booth with a "yes" or "no" process.

Bettie brought up the matter of making a "big to do" about the drawings as done at CAPPa since this create excitement among the attendees. She was informed this practice was done last year for the first time. At the 2013 Conference the various business partners actually did the drawings and their pictures were taken along with the winners and placed on the website. The business partners drawings will be handled the same way this year. Gloria stated an announcement could be made prior to the business partner's drawings to get everyone's attention.

Bettie suggested we follow up with a "thank you" to the various business partners that donated gifts as this procedure hopefully will help increase participation at future conferences.

Gloria distributed packet updates for the 2014, 2015 and 2016 conferences. Gloria mention there were about fifty (50) rooms left in the hotel block. Gloria said another class was added on Monday morning which would give business partners a little break. The business partner fair had been shortened from 4:00 p.m. to 3:00 p.m. on Monday. Gloria stated we will find out how the business partner's likes the new venue for Monday's sessions at the Business Partner Meeting on Tuesday.

Rick commented "we must keep a balance" for our business partners in regards to the various educational sessions. Gloria mentioned we needed to explain at the Business Partner Meeting the importance of having educational sessions for facilities in order to justify the various institutions' personnel attending our conferences.

Gloria reviewed the tours for the 2014 conference and stated there would be a "sign up" sheet available near the registration desk for anyone that might be interested in going to the Sunland Park

Place Casino and Race Track. Rick stated if we had thirty-five (35) people to commit for casino and race track a free shuttle would be provided. TAPPA assumes no responsibility regarding this tour as announced by Gloria. Rick stated the race track would be running.

Rick also gave a brief overview of the El Paso Saddle Blanket Company Tour as it takes about two hours to go through this tour and the company covers about two acres.

The Desalination Plant Tour is about 20 minutes away from the hotel and transportation will be provided. The plant is one of the largest in the nation.

No changes to the golf tournament as it will be held at the Butterfield Golf Course and bus transportation will be available.

2015 Conference - Update:

Speaker forms are on line and Gloria has sent out several emails concerning the form to the business partners. Only three responses have been received so far as normally companies wait to the last minute to respond. She will be sending out another announcement next week. This will be a heavily attended conference and stated SMU/Armark will be hosting the conference.

Terry requested representatives from SMU/Armark be present at the April Board Meeting. Sallie will notify the appropriate personnel to attend.

After a lengthy discussion, the classes which Gloria tentatively setup on Saturday will be removed from the agenda.

OLD BUSINESS:

"Thank You" letter by the President on behalf of TAPPA to the business partners. It was determined Gloria would send out the letters to the business partners which would have the President's signature and the Scholarship Chairperson signature on them.

Submission of scholarship applications requiring a forty-five (45) day deadline prior to the current year's conference: Discussion regarding this topic is being moved to later on in the meeting.

Establishing SOP's for scholarships – What they are used for, how they are used....etc.: Discussion on this matter is being moved to later on in the meeting.

MemberClicks Proposal Update and Vote: - Jim Norcom:

Jim stated he has completed his task relating to MemberClicks. He was able to reduce some fees at the back end, have an annual contract and forward the proposal to the President. Terry apologized for misunderstanding what he needed to do as far as sending the proposal to the entire board. Terry stated he would read through the MemberClicks Contract in more detail and then provide to the board the steps we will be taking with the implementation once the contract is signed. He wanted to discuss the proposal with Jim, Sallie, Mike and himself.

Jim reviewed some of the aspects of the proposal and following some discussion a motion was made by Bettie and seconded by Robert to proceed with proposal made by Jim with MemberClicks. The motion carried unanimously.

Terry wanted to state for the record his appreciation for the hard work and time Jim and Mike had spent over the past several years getting this proposal together and also acknowledge anyone else who had contributed to this task.

Mike mentioned he had been putting a hold on making any major updates to the website due to converting over to a management company. Bettie asked for clarification after the contract is signed regarding whether the board would reconvene once the time line is determined. Terry noted he wanted to involve Robert, Mike, Jim, Gloria and Sallie before a timeline is established.

Gloria stated it was crucial for her to know when the timeline would be effective as the 2015 Conference was already underway and she had planned to go online with the 2015 registration by the September 1st.

Acceptance of Credit Card Payment for Dues:

After some discussion it was determined membership dues would be set up when the 2015 Conference goes on line. Gloria stated she could add this process into the registration process in CVent as funds for registration and dues must be maintained separately. Gloria will provide reports to the Secretary/Treasurer concerning the amounts collected. Dues are payable May 1st.

Mentioned in this discussion was the flexibility to allow the board to make by-law changes regarding not only dues and but other issues as well. Robert will present a proposal at the April Board meeting for proposed by-law changes.

Scholarships for EFP/CEFP Update: Gloria Fuller

Gloria stated at this time only two (2) individuals have registered for the course but that more were expected to apply. Emails had been sent out advertising these courses. Rick Lobato stated he would be applying upon his return to his office.

Other Old Business: Mike Billingsley

Mike mentioned as we move forward with MemberClicks he is planning on setting something up such as on-line meetings.

New Business: - Terry's Vision

To establish an Adhoc Committee to look at our finances and establish budgets for the various committees, such as Membership, Scholarship, Nominating Committee, Special Awards, etc. and come up with a projection of an annual profit.

Terry stated each committee chair would be responsible for keeping track of their budget and the chair of each committee would give a report. For example if, the Membership Chair wanted to purchase an item, they could do so.

Gloria provided Terry and the rest of the board with a profit margin from 2009 relating only to the conferences. Terry however wants a more in depth report. He would like to see "everything" such as what has been spent on board meetings, meals, travel expenses, conferences, etc. Sallie stated she already provides an excel spreadsheet detailing all income and expenses at the April Board Meeting and also to the attendees at the business meeting in April.

Robert stated for those who had not used "Quick Books" this was a simple program to use showing income and expenditures and graphs. Sallie stated our CPA could provide the information Terry is requesting as she already prepares our filings with the IRS and that copies of all bank statements, spreadsheets, receipts, deposits are given to her before she completes our filings for the year. Sallie stated she uses "Excel" for all reporting.

The money allocated will be used at the committee's discretion and if the money is misused these individuals do not need to be on the board in the first place. Terry wants to entrust each committee chair with some finances so they can in vision and expand on what they are doing.

Robert stated due to the financial accounting requirements each committee should maintain some type of program so it will make it easier on the Secretary/Treasurer.

Terry states to categorize items instead of listing each individual item. Terry mentioned his suggestion and/or vision is going to require a lot of work since we must go back several years. But his intent is to have a good idea of what we are dealing with in relation to our budget. What is our overall profit?

Let's begin to give to our new committee members an idea at the April Board meeting what they have to work with.

Jim was curious as to the amount we could have as a non-profit organization before we became profitable. Sallie replied we could have up to Five Hundred Thousand Dollars (\$500,000) in all of our accounts.

Per Terry's request, Sallie is to contact TAPPA's CPA and schedule a conference call as soon as possible. The following individuals will include the following board members Robert, Sallie, Terry. At the next board meeting, Terry will provide the results of the conference call.

By-law discussion:

Terry gave some possible suggestions as to how to improve our by-law changes without waiting for 365 days. Board can make changes though out the year given thirty (30) days' notice. Sallie stated since Gerry wasn't at the last meeting and that Robert had been "filling in" as chair. Robert stated he had not spoken with Gerry at this time. A motion was made by Sallie to have Robert step in as Chair of the By-law Committee since he has been working on the changes throughout the year and Bettie seconded. The motion carried unanimously.

Numerous comments were made concerning the proposed by-laws changes which would be presented at the board meeting in April by Robert and also at the general meeting. Robert did not want to put everything into the by-laws as some of the items could be SOP's. However, there was a proposal presented to allow the board to make changes during the year with a thirty (30) days' notice being sent to the membership. Scholarship proposals probably needed to be postponed due to time constraints but if the proposal passes allowing the board to make changes throughout the year with the proper notifications and vote then the scholarship matters could be addressed during this time frame.

New Business:

Gloria wants to have some type of rewards program for our business partners such as a point system. The board voted at the October board meeting to award 5 year pins for business partners and facilities personnel who have attended TAPPA conferences since 2009. Although there may be a number of people who have been attending longer, 2009 is when we started tracking attendees in CVent. The five (5 year) pin will already be on their badge. A statement will be made at the Monday Morning Breakfast recognizing the five (5) year Business Partners and asking them to stand and the Facilities Personnel will be recognized at the Tuesday Night Banquet right before the Scholarship Awards.

Betty asked about the first time attendee's recognition. Sallie stated this would be done at the Monday Morning Breakfast as we did last year.

Gloria will prepare the conference agenda for Terry and email it to him. Terry requested Gloria provide him with details as to who will be doing what at the conference. Rick will introduce EPCC's President.

Business Partner Concern:

An email was sent to Terry from Curtis wanted to know how to handle a sponsored event from a business partner. Since Curtis wasn't present the board was unable to determine what Curtis's concerns are.

Curtis's role is to be a liaison for all business partners. Gloria suggested the Business Partner Meeting would be a perfect time for Curtis to address his concern. Due to changes within the various institutions being outsourced this matter should be brought forth along with scholarships donations at that meeting.

It was mentioned the various business partners have to "pick and choose" which conferences they will be attending are where they are receiving the most return for their investments. Terry's proposal is to address the business partners in a broader scope.

Gloria stated we are facing a whole new venue as relates to institutions that are now outsourced and the changes we might be facing in the future.

Terry stated we needed to focus on this upcoming conference and allow future boards to address the issues that arise. He doesn't want us to impose restrictions that would hamper future board decision.

To summarize the by-law changes will be the major issue that will be discussed at the board meeting coming up and there might be some vendor issues or questions. Terry encouraged each board member to speak with the vendors which they know well and ascertain if there are any issues or problems they are experiencing and bring this matter up at the business partner meeting.

Terry gave his opinion that the term of the Secretary/Treasurer is too short as it is now. Terry thought the board might extend the term from a two (2) year to a three (3) year or possibly longer. Sallie's input was to make her position coincide with the other directors as a three (3) year term and also increase the Information Service Officer term to a three (3) year term. Further discussion about the proposed terms will continue after lunch.

11:56 p.m. Meeting adjourned for lunch

12:56 p.m. Meeting resumed

New Business:

Term of Office for Secretary/Treasurer: Robert Ramirez stated we should have another position on the board for the Immediate Past Secretary/Treasurer to help with the transition. After a lengthy discussion a motion was made concerning the term for Secretary/Treasurer would become a three (3) year term which provides consistency with the other board positions with the provision to be re-elected. In addition the term of the Information Service Officer will also become a three (3) year term.

Bettie made a motion to extend the term of the office of the Secretary/Treasurer to a 3 year term and if not re-elected to serve on the board for another year. This motion also pertains to the Information Service Office as well. Rick seconded the motion and the motion carried unanimously.

Terry requested Sallie to write her job description between now and the April Board Meeting and provide to him and the board a general ideal of what is involved as Secretary/Treasurer. The document would be reviewed at the board meeting which will be held on Sunday evening.

Newsletter:

Bettie brought up the matter of having some type of newsletter possibly a one page document through email to be sent out routinely as a "tool" to keep reminding individuals about TAPPA throughout the year. We need to have something in place to have individuals keep going to our website. Bettie's suggestion is tentatively planned to begin after the 2014 Conference with possibly quarterly or bi-annual publications. Bettie wants everyone to have access to the newsletter, her vision, is not for her to write the newsletter but to have input from various institutions. More details will be forthcoming.

Live Feed:

Gloria announced a "live feed" would be available at the 2014 Conference in the dining hall. Announcements will be available throughout the conference. Sallie noted there would also be whiteboard near the registration desk for individuals to write notes or comments on.

New Computer for Information Service Officer:

Mike requested for TAPPA to purchase a new computer, software and accessories for his use as Information Service Director. Mike will provide to Terry and Sallie a quote for the new equipment and accessories and the proposal will be emailed to the board members to vote upon.

Terry stated he had not proceeded with the purchase of a laptop or tablet which had previously been approved by the board. Terry's intent was to pass along the laptop/tablet to the next President. Robert's preference was to have a Surface Pro. Mike Billingsley suggested also obtaining a 1 Gig Hard Drive and also having a drop box. Terry is to discuss the options with Robert and Sallie and will decide what to do.

Scholarships:

Terry would like for everyone to email him with any questions, concerns or comments concerning scholarships. Jim brought up the question as to whether the information should be emailed to him or himself as chair. It was determined the emails should be emailed to Jim. In turn, Jim will bring any concerns regarding scholarships to the board meeting in April.

Terry recapped the following:

- Thank You Letters be sent out after the conference
- Continue working on SOP's
- Conference Call with Lois Kapp (Terry, Rob and Sallie) – Types of reports can be provided concerning Profit and Loss Reports
- BP and Facilities Award
- Sallie to contact Elyse at MemberClicks and set up a timeline (conference call which will include the following individuals Terry, Jim, Sallie, Mike and Gloria). Once conference call has been completed and email will be sent out to all board members concerning the time line.
- By-law Proposal which will be presented by Robert in April concerning changes which can be made by the board throughout the year with notices being emailed and also the term revision for both Secretary/Treasurer and Information Service Officer. And also the Immediate Past Secretary/Treasurer position in case not re-elected.

Gloria will be getting together agenda for the conference and Terry will be responsible for putting together the agenda for the board meeting.

Other Action Items:

Mike stated Miles had contacted him regarding the Emeritus members asking about possible contact information and/or suggestions. Mike stated with MemberClicks there will be a way to include more information for the Emeritus Members and that Miles has taken it upon himself to “spearhead” this venue.

A brief discussion was held concerning the scholarship awarded to Texas A&M Kingsville Campus at the 2013 Conference. After a brief discussion by Robert and others, it was agreed upon a letter and check would be sent to Texas A&M University % Robert Ramirez regarding the funds. Robert stated his staff would be unable to attend the conferences as they no longer are employed by the institution. The current facilities staff will be attending instead.

The process and procedures of scholarships will need to be looked at and addressed in the months to come. Comments were also discussed regarding those institutions that are now outsourced and how dues are to be collected as this is a current requirement for scholarships.

Sallie also brought up the matter of using TAPPA funds matching scholarships for CAPP and APPA as scholarships are available by both of these organizations and in her opinion we should only match funds for TAPPA. It was noted this matter and other regarding scholarship concerns would be addressed after Jim completes his report.

Jim requested a recap of what he is to be reporting upon and Terry responded:

- Who the scholarships go to (institution or individual)
- Difference between institution and contracted institution
- Matching of scholarships
- How scholarships are distributed
- How scholarships funds are to be used
- Timeline

Terry suggested everything we can think of be in the document so we as a board can be more productive in decision making. Bettie stated we as board should not be making decisions on how a company's money is to be used, this should be at the discretion of the company.

Gloria mentioned that our business partners are also thinking about the various outsourced institutions. It was noted that she and Sallie had met with representative from the 2015 Conference in September and they were made aware that TAPPA was promoting SMU and not the outsourced company.

Confirmed hotel reservations numbers will be emailed to all board members once they have been received. Sallie mentioned she had all board members arriving on Friday night with the exception of Marshall and Terry. Marshall will be arriving on Sunday and Terry on Thursday.

Sallie reminded those on the board who had not paid their institution dues to please do so.

Jim made a motion to adjourn the meeting and Marshall seconded. Motion carried unanimously.

Meeting adjourned at 2:01 p.m.

Respectfully submitted

Sallie Spotanski
Secretary/Treasurer