

TAPPA BOARD MEETING

Meeting Date: February 18, 2017

**Meeting Location: Embassy Suite Airport Hilton Hotel – San Antonio, Texas
Willow Room**

President, James G. "Jim" Norcom III called the meeting to order at 9:15 a.m. A "sign-in" sheet was available instead of the "roll" being called. The President deemed there was a quorum.

Board Members Present:

- Roberto "Rob" Ramirez – Director (Previous Immediate Past President)
- James "Jim" G. Norcom III – President
- Richard "Rick" Lobato – Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- Michael Brantley - Director
- Michael Feyen – Director
- David L. Reynolds – Director
- Mike Wheeler– Director
- Rhonna Endres – Sr. Business Partner Liaison

Board Members Absent:

- Terry Pritchett
- Shari Fricke – Junior Business Partner Liaison

Guests:

Hollis Dyer, TCU – 2017 Conference Host
Mark Taylor – CMP Management Company
Lalo Gomez - Emeritus

Jim welcomed everyone to the meeting and requested the board to review the draft minutes of October 15, 2017, which was emailed by the Secretary/Treasurer earlier in the week. Jim asked if there were any corrections to the minutes and if not requested a motion to accept the minutes as presented. Mike Feyen made a motion to accept the minutes and David Reynolds seconded the motion. The motion carried unanimously.

Jim reintroduced Mark Taylor, CEO, of CMP Management Inc. of Austin Texas as Rhonna and Hollis wasn't present at the October 15th Board Meeting. Jim announced on January 11th a conference call held by the Executive Board voted upon and approved the CMP Management Proposal dated November 28, 2016 for full administrative services for \$24,500 for a period of one year. Sallie requested a copy of the signed contract for the files. The signed contract will be forthcoming as confirmed by Rick and Mark.

Mark gave a brief overview of CMP's transition period, which becomes effective May 1, 2017 and mentioned the following.

- He and Kersten Schofield will be attending the 2017 Conference.
- Weekly Conference Calls with Gloria and Sallie have taken place over the past couple of months. Jim also joined in on a couple of the calls.
- New PO Box, Phone Number and Mailing Address is in place.

- Kapp and Miller, PC (TAPPA's current CPA) will be handling the IRS filing for 2016 once the 2017 Conference Account is finalized and closed.
- Mark mentioned he had spoken with Phyllis at Kapp & Miller and CMP has all financial documents needed at this time.
- TAPPA's new contact information will be on the website shortly after May 1.
- Wells Fargo Bank handles all of CMP business accounts.
- Bank of America accounts will be closed and funds sent to CMP once the 2017 Conference is finalized and verified by Kapp and Miller, PC.
- CMP will set up a separate scholarship fund.
- CMP will also look into investments.
- Mark confirmed CMP had received the \$20,000 check for the 2018 Conference and the check is in a "holding account" at this time.
- Mark requested copies of all insurance policies, which Sallie brought with her and he briefly reviewed and indicated all were in order. Immediately following the conference, Mark will receive all insurance policies.
- The TAPPA storage unit located in Granbury will be vacated sometime following the conference. CMP has received pictures of items in unit.
- 2018 Logo has been selected and lapel pins will be placed.
- CMP is working with UT-Austin regarding their conference. Contracts are in place for hotel but golf course and casino night not yet determined.
- Gloria has reviewed the 2018 brochure with CMP and Mark reported for the 2018 conference their company made very little revisions.
- Promotional items have been determined for the 2018 host booth.
- PO Boxes currently in place to be renewed for only 6 months instead of a year.

Mark expressed his appreciation and excitement of doing business with TAPPA and is looking forward to a great year ahead.

Officers Reports:

Previous Immediate Past President: Rob Ramirez

No report was available due to Rob not being able to attend the meeting.

President: James G. "Jim" Norcom, III

Jim stated he did not have a formal report today but would have one at the April Board Meeting and also a report to present at the business meeting.

Vice- President: - Richard "Rick" Lobato

Rick stated he has been working with Mark very closely this past year. He also stated he personally checked out CMP's references and the reports were excellent. He is also looking forward to becoming the new President and looking forward to The Stars Across Texas program, which Jim initiated.

Finance Committee Chair: No report as Terry is absent as announced by Jim.

Secretary/Treasurer: - Sallie Spotanski

Copies of all bank statements were available for review, which coincided, with the following ending bank balances for January 31, 2017 as stated:

- Account 0525 (Main) - \$122,329.51
- Account 4750 (Savings) - \$12,417.96
- Account 1639 (Scholarship) - \$10,946.75
- Account 1837 (Merchant) - \$198,382.41
- **Sub Total - \$344,076.63**

2017 Conference Account:

- Account 9649 - \$78,847.39
- **Subtotal - \$422,924.02**

2018 Conference Account (CMP Holding Account) - \$20,000.00

- **Combined Total of all accounts: \$444,924.02**

Jim asked for a motion to accept the treasurer's report as stated and submitted. Rob Ramirez made the motion to accept the report as given and Mike Wheeler, seconded. The motion carried unanimously.

IT Director: Mike Billingsley

Mike had nothing new to report at this time.

Committee Reports:

By-Laws: - Rick Lobato, Chair

Rick reported following today's meeting he would like to get with Mike Feyen and Sallie to review the latest mark-up of the draft bylaws and email the final draft for acceptance. The final proposed by-laws will be available at the April Board Meeting.

Nominating Committee: - Rob Ramirez, Chair

Rob, mentioned he had received a very good nomination for the position of Secretary/Treasurer but unfortunately that fell through due to health issues. The candidate was from Rob's university and would have been an excellent selection, so we are back to the drawing board for that position. He has not received any response for the director's positions, which will become available. We do have a nomination for the VP; David Reynolds. David expressed a possible desire to accept this nomination and would discuss this matter with Rob later. Rob ask the board to reach out and seek possible other nominations for the board. Rhonna suggested contacting Bob Casagrande as one of his admin was nominated for a board position at the 2016 Conference but was not elected. Rhonna also suggested contacting Juan at UT as he may have someone that might like to serve. Rhonna offered her services to help Rob contacting individuals at the UT Campus. Rick Lobato also had David Ortega with Alamo Colleges. Mike Wheeler announced he would like to seek another term as a director but did not specify the length of term he was seeking.

Jim, Mark and Rob mentioned that TAPPA is in a new transition role as the TAPPA Board will now become a governing body with CMP handling all administrative duties, especially that of the Secretary/Treasurer.

Rob reminded everyone to send an email regarding nominations and Sallie noted nominations must be in writing according to the by-laws as they are part of the official records.

2017 Conference Host – Hollis Dyer, TCU

Hollis gave a brief review of the 2017 Conference and that Gloria and Sallie have been working very close with him and Shelton. Shelton was unable to attend the meeting today due to surgery he had on Wednesday and the death of his father yesterday. He also appreciated the opportunity to give his report at this time, as he had to be back in Fort Worth by early afternoon.

- 20 Golf Holes sold and tournament is being conducted the way DFWAPPA does their golf tournament.
- Transportation will be available for the golf tournament (Burleson Golf Course).
- TCU Tour and other universities as well
- Secured spot at TCU to store items for conference
- Golf Tournament Sponsor – ThyssenKrupp Elevator
- TCU will provide all golf signs and golf awards
- Casino Night – Rodeo Exchange at Stockyards
- Volunteers in place
- All exhibits (sold) and the business partner fair will be held at the Conference Hotel (Hilton) located in Sundance Square
- Educational Classes in place with some sessions providing CEU's.

Sallie announced we still had opportunities for meal sponsorships. Gloria emailed everyone her committee report and product summary report on the 16th and the Kimbell Museum is free to the public on Sunday for those who might want to tour it. There is a trolley, which goes to the museum. Coburns will be catering the BBQ at Casino Night and there will also be a magician and shoeshine man at this event.

Sallie expressed her appreciation to Hollis for the wonderful job he has done with golf sponsorships.

Jim stated he would be working very closely with Gloria between now and the conference concerning announcements and presentations and/or recognition in the programs. Jim inquired if Lander was attending and Sallie confirmed she was. Jim also inquired if Chuck Scott, APPA's President was attending the conference and Sallie said she had not heard from him. Jim indicated Chuck wanted to attend more state conferences if possible when he spoke with him at the CAPPa Conference.

Rhonna and several board members had a brief discussion about the educational sessions; Gloria to email Rhonna the business partner's power point presentations and list of speakers to ensure their presentations are not a "sales pitch". David Reynolds volunteered to help Rhonna with reviewing the presentations and the presentations should be received by April 1st.

Jim called Gloria and a brief discussion was conducted regarding the actual reviewing of the presentations. David Reynolds will "head" this committee and Rhonna, Shari and Gloria will serve on the committee. The committee wants to see the actual presentations as they are good with the topics but again wants to ensure "no sales pitches" at least a week out. Rhonna requested the presenters email addresses be sent to her and she will be contacting each with the guidelines and information regarding the Business Partner Meeting.

Gloria will email Rhonna a list of the current business partners who are eligible to vote at the Business Partner Meeting, as she will be emailing an announcement about the election of a Senior and Junior Business Partner.

Sallie responded "Yes" to David's question as to whether an email invite had been sent out to those who attended the conference last year regarding membership.

A sign in sheet for the drawing of the 2018 gold booth space will be available as announced by Sallie.

Hollis suggested for future educational sessions to have a round table session with limited seating (30) about active projects or subjects "going on" at the various campuses. A brief discussion was held regarding this possibility and Mark stated CMP would definitely look into this feature for the 2018 Conference. This session would last the entire morning and only those who are active facilities personnel could attend.

Special Awards Committee: - Rob Ramirez, Chair

At this time, Rob announced he has not received any nominations for the BP award. If anyone knows of a BP please submit a nomination. Steve Dumler's name was submitted to receive an Emeritus award and Sallie Spotanski's name was submitted.

Rob announced normally there is only one Facilities Award given; however, this year there will be an exception as Gloria Fuller and Sallie Spotanski will each receive the President's Distinguished Service Award due to this being their last year with TAPPA and the service each has provided over the years. Nominations are still open.

Sallie expressed her appreciation to the board and will continue to support the association and provide any help to CMP.

Rob stated The Stars Across Texas Award is a new award this year. Jim mentioned he initiated and wanted to see this award implemented during his term of office. Rob indicated at first that this topic be discussed under New Business however, discussion continued at this time since the topic had been brought up. It was announced since the University of Texas – San Antonio received the APPA Excellence Award they should also be nominated for the Stars Across Texas Award. Jim stated the award needs nurturing, in the past the facilities award has gone to members on the board. However, he expressed his opinion, as there are individuals and/or institutions throughout the state that are doing outstanding work. Whether those institutions/personnel get recognized by APPA or not, TAPPA should be the first to recognize their work. This award serves a dual purpose; if we recognize folks, they are more apt to send people to our conferences. Jim stated it would be easy to "show case" UT at our banquet and ask them to bring their video. Some members gave additional opinions about the award and Jim said he would be making an announcement about this award during his report at the conference. He also wanted to recognize UT – San Antonio whether they come or not this year.

David Reynolds stated he would reach out to David Riker with University of Texas – San Antonio.

Rhonna Endres nominated Bruce McNabb with Tandus Centiva to receive the BP Award since he is a TCU grad and TCU

Sallie will order the various awards and these will be presented to the recipients at the awards banquet on Tuesday evening.

Scholarship: - Michael Brantley, Chair

Michael said he would continue reaching out the Business Partners for scholarship donations and things are moving "right along". He has spoken with several school districts in his area regarding Day Pass

Scholarships available. Sallie gave a brief explanation of the day passes, several comments were made about this registration type, and Jim requested Mike Billingsley and Mike Brantley work together to arrange for some type of message to eliminate any confusion regarding payment for day passes. Gloria will also be included in this endeavor.

A thousand dollars (\$1,000) from the scholarship account is ear marked for day passes. Additional will funds are available from the scholarship fund for day passes, if there is a need.

Membership: - Chair Position – David Reynolds, Chair

No formal report was given but a report will be available at the April Board Meeting as he talked previously about APPA vs CAPP. David pointed out that an email was sent last week regarding CAPP Tech as they were struggling with attendance. David wanted to make certain that we had sent out to all of TAPPA's attendee's last year to attend this year's conference. Sallie stated Gloria has sent out emails periodically to both facilities and business partners but if someone chooses to "opt out", they will not receive an email. If someone is already registered, they do not receive an email.

Jim mentioned that Alamo College had 27 people registered at this time and this will lead into a discussion that will be held later this afternoon. These figures represent what A&M and UT Austin used to send to our conference anywhere from 12-20 people. Jim is going to ask his university for more support as only four (4) individuals have registered at this time from his institution.

Rob stated that SSC is not sending individuals as A&M did before and possibly; they could speak with Bob Casagrande to see if more individuals could attend.

David inquired if anyone was going to CAPP Tech in order to promote TAPPA. Jim stated he would reserve his comments to later under old business and/or new business.

SOG Committee Report: - Mike Feyen, Chair

Mike stated this had been a work in progress and he took over where others had started for example Terry Pritchett and Dee Littlejohn and had built on that. After the last board meeting he had meet with Sallie and Mike Wheeler, took their comments, reduced the form from 21 pages down to 13, and have added the Conflict of Interest Policy and Interest Statement to the document. The retention period for documents needs reviewing and due to a security breach at his institution, he has been unable to send out emails. The draft was displayed on the screen and a brief discussion followed. Sallie mentioned numerous Business Partners are requiring seeing our Code of Ethics and Conflict of Interest Policy. Rhonna stated that other organizations she is involved with have all the required documents on their website the Code of Conduct could be mentioned as board members must sign a statement individually. Mark Taylor stated that CMP would have proposal from time to time for the board to sign off on and would be somewhere on the website. Sallie reminded everyone that the IRS holds all board members responsible. Mark Taylor stated they would be doing something annually.

Rhonna inquired whether there is something about the business partner's expectations. Mike stated there was not anything at this time. Rhonna commented that since TAPPA had made the Business Partners part of the board there should be something in place instead of having to invent the wheel each time.

There was a brief discussion between Mark Taylor and Rhonna regarding the Business Partner Liaisons along with other board members. Rhonna mentioned she has never comprehended the junior and

senior positions. Jim and Rob explained the process to her. Rhonna informed the board that this year that both BP positions would be voted upon.

Mike Feyen stated he would email the SOG's proposals to everyone. If anyone has any comments or suggestions regarding the document, please email him, as they will be presented at the next meeting

Website: Mike Billingsley, Chair

Mike gave a brief view of the website and stated that the Articles of Incorporation are now on the website and he made some few graphic changes, rotating banner and up to date on all of the logo is for the business partners that are coming to conference. Email fraud issues will be discussed under New Business. Mike gave a brief demonstration regarding attendee searches.

David Reynolds inquired about TAPPA's Twitter Account and Mike stated all emails for this account, are forwarded to him but he does not have a personal Twitter Account. Rhonna said she "tweeted" and would be happy to take over this account if the password and log in information could be sent to her but this would only be for the interim.

David stated the last tweet was in October and there were only four followers. Jim stated that Yana had done an excellent job and we need to look for someone to take over the social media site and maybe one of the new board members could do so.

Guidebook will be available at the 2017 Conference.

Sallie also provided Mark Taylor a copy of the TAPPA Brochure, which should available at the 2018 Host Booth. Sallie to email Mark a pdf file of the brochure.

Mike would like to move Facebook up to the homepage, as he believes this would benefit TAPPA. Rhonna stated the home page was too busy. There was a brief discussion regarding the website front page. Rhonna inquired if TAPPA had their own video. Rhonna showed a "static" video (example a 5-minute video). The various suggestions for the website will be discussed later.

Jim thanked Mike for his report and everyone for their comments.

Lunch Break called at 11:40 a.m.
Meeting resumed at 1:04 p.m.

Conference Host Listing:

2017 – Fort Worth, TCU, Host
2018 – UT - Austin, Host, Juan Ontiveros
2019 – San Antonio, (possibly Alamo College Host)
2020 - Houston (University of Houston Host)

No hotel commitment has been made for 2019 Conference.

Jim said Lalo called and may be stopping by and possibly, we could ask him to see if Alamo would be willing to host the 2019 Conference.

Old Business:

Jim wanted to make sure Lander is coming, but he does not know if Chuck Scott is coming. Jim stated, Ian, CAPPAs President had mentioned that he would like to come to the conference. Jim will follow up with Ian to make certain he has registered.

Sallie stated Lander's hotel reservation have been made. Jim will be contacting Lander to make sure the President of APPA is coming and taken care of.

Percentage cost of CAPPAs/TAPPAs:

Jim asked David to recap the ratio numbers as given at the previous meeting: David stated he never got into the CAPPAs database but for TAPPAs he announced the following:

672 (TAPPAs Members) but when you go the APPAs database the following information showed:

- 85 Universities/Colleges
- 15 Community Colleges
- 23 ISD
- Little over 31 Business Partners

There are 50 organizations from Texas in APPAs database. The number shrinks specifically. Cost of travel and joining APPA is definitely a factor. The APPA Information is comprised of institutions and not individuals.

Jim stated the numbers within TAPPAs are large enough to have some "sway" with the other organizations. When Jim stated, "sway" he means influence. This is where he is going with this. He provided the board with U of H's cost to belong to APPA this year, which was \$3,298 of which \$873 went to CAPPAs. This includes CAPPAs membership, reduced cost for CEFP and EFP courses plus literature reduction. There is no reason why TAPPAs should not be receiving some form of compensation for their membership since the majority of CAPPAs membership is Texas based. We are promoting APPA and CAPPAs and currently we are not receiving any revenue from either CAPPAs or APPA. This leads up to possibly having a joint conference with CAPPAs Tech. We could combine what CAPPAs offers and ask for a share of the fees. Rhonna gave a recap of what CAPPAs Tech used to be. Various board members gave their opinions and suggestion during a lengthy discussion.

Lalo came in at a perfect time as Jim announced that he could possibly help us work on two things to support active institutions in Texas that are TAPPAs members. Jim mentioned we are looking at ways to create avenue streams to keep TAPPAs sustainable.

- Partnership with CAPPAs
- % of revenue they get off the APPAs fees

Jim asked Lalo how was CAPPAs Tech was originally structured. Lalo responded that it was to promote the latest and greatest in the industry so that vendors could present what they were doing and to bring about the APPAs training and at some point to have a social event. CAPPAs Tech is in March this year and our conference is in April, so possibly we could have joint session.

Mark Taylor gave his view on adding "high value" content to our conference. Adding certification to the event is very important. If you look at financial equalization, you must look at content. Rhonna stated we must watch the fees we are charging because if the business partners had to decide which conference to attend they would choose APPA over TAPPAs. Mark also pointed out that Sallie had a valid point the most expensive part of a conference are the meals. The venue where the event also determines the cost.

Mark suggested that a subcommittee be put together to go talk with CAPPa about a possible partnership. Jim entertained a motion to form a subcommittee to speak with Ian from CAPPa. Rick Lobato made the motion and David Reynolds seconded. The motion carried unanimously and Rick Lobato stated the following would serve on this committee:

- David Reynolds
- Mike Brantley
- Mike Wheeler
- Shelton Riley
- Lalo Gomez

Another matter under old business was scholarships. There will not be any matching funds for the 2017 Conference. One Thousand Dollars (\$1,000) was earmarked previously for day passes with approximately \$2,000 available as Sallie stated. Sallie stated there are two types of scholarships, Restricted (to be used to attend the next TAPPa Conference) and Non-Restrictive (to attend any educational session).

Mark also suggested a letter be sent from the scholarship chairperson thanking the business partner for their donation and telling how the funds were used (example provided "x" number of day passes). Mark inquired whether there is a policy regarding scholarship and told the information is in our by-laws and on the website.

Rhonna stated most business partners preferred to sponsor "restricted" as this was a way to ensure participation at the conference.

New Business:

Targeting new members: Jim stated we are still trying to do this. David stated identify specific people to personally contact certain institutions on a rotating basis. Outsourcing has definitely affected our membership and attendance.

Mike Billingsley gave some useful hints on internet "scams" as there was a "phishing" using some of TAPPa's email addresses recently. Superspyware and Malwarebytes are two antivirus programs, which Mike stated were good to have. Mike will email his presentation to everyone.

Sallie announced hotel reservations have been made at the Hilton with arrival dates of, April 7th and departure, April 12th. By April 1st, everyone will receive their confirmation number and those who wish to fly, should get with her as soon as possible. Normally Tuesday and Thursdays are the best days to book airline tickets, as the prices are lower on these days. The board meeting will be held on Saturday, from 3:30 p.m. -5:30 p.m. with the dinner to follow. The Sheraton and Marriott are the overflow hotels as the Hilton Hotel is "sold out" and these hotels are about a block away from the Hilton.

Sallie made a motion to adjourn the meeting and Mike Feyen seconded the motion. The motion carried unanimously.

Meeting adjourned 2:29 p.m.

Respectfully submitted

Sallie Spotanski
Secretary/Treasurer