

## **TAPPA BOARD OF DIRECTORS MEETING**

**Meeting Date: February 23, 2018**

**Meeting Location: GoTo Meeting**

### **1. Call to Order**

President, Richard Lobato called the meeting to order at 2:11p.m. Roll call was taken and the President confirmed the quorum.

#### **Board Members Present**

- Richard “Rick” Lobato – President
- David L. Reynolds – Vice President
- Mike Billingsley – IT Information Services Director
- Mike Wheeler– Director
- (William) Shorty Schwartz – Director
- Max Davis – Director
- Steve Arnold – Director
- Gary Shoemake – Sr. Business Partner Liaison
- Laura Duncan – Jr. Business Partner Liaison
- Juan Ontiveros – 2018 Host Representative
- Dean Hanson – 2018 Host Representative

#### **Board Members Absent**

- Lisa Flores – Secretary/Treasurer
- James “Jim” G. Norcom III – Past President
- Michael Brantley - Director
- Mike Feyen - Director
- David Ortega – 2019 Host Representative

#### **Guests**

- Mark Taylor – CMP Management Company
- Kersten Schofield – CMP Management Company
- Courtney Goodson – CMP Management Company

### **2. Officer Reports**

- a. President: Richard Lobato – Rick recommended that the board consider budgeting for an audit for next year and plan on an audit every two or three years. This can be discussed formally when the budget for 2019 is created.

- b. Vice-President: David Reynolds advised on speaking about upcoming nominations. Further details under Old Business.
- c. Secretary/Treasurer: Lisa Flores - was not present to report
- d. IT Information Services Director: Mike Billingsley changed email account over to Office 365 and there are no concerns.
- e. Past President: Jim Norcom III - was not present to report.

### **3. Audits**

A 990 report is done yearly, the CPA fees are around \$1000 and full audit costs range between \$7000 and \$10000. CMP takes away a lot of the costs.

Motion: Mike Wheeler made a motion to have an audit completed in 2018 and thereafter, every 3 years. Max Davis seconded the motion and it passed unanimously.

### **4. Review of November minutes**

Richard Lobato requested the board to review the draft minutes of November 4, 2017.

Motion: Max Davis made a motion to accept the November meeting minutes. Mike Wheeler seconded the motion and it passed unanimously.

### **5. Old Business**

- a. Call for Nominations: David Reynolds has had a few discussions regarding nominations.
  - Two Director Board positions are up for nominations. Current Directors may be re-elected with the term length for these positions being 3 years.
  - Laura Duncan recommended having each candidate have a short biography about themselves posted on the website.
  - Mark Taylor suggested a deadline of early March to have the nominations communication completed. Allow for 2-3 week nomination period. Mark to contact David to discuss further.
    - ACTION ITEM: Mark to contact David to discuss further.
- b. Stars Across Texas: Jim Norcom III not in attendance therefore no update was provided.

## 6. New Business

### FY2018 Budget and Financial Reports

- a. Mark Taylor reviewed the year to date financial position of TAPPA:
  - The Operational Cash position as of January 31, 2018 is \$355,354.91
  - The total assets are: \$379,885.24
  
- b. Mark Taylor reviewed the Fiscal Year 2018 Budget and recent discussions may have an influence on the budget:
  - Total Budgeted Income for FY18: \$306,000
  - Mark Taylor noted that we are still waiting on the invoice from the CPA for final accounting fee.
  - Anticipating a small surplus this year (\$3000)
  - Conference Budgeted Expense: \$221,350
  - Total Budgeted Expense: \$303,000

Motion: David Reynolds made a motion to approve the January 2018 Financial Reports as presented. Max Davis seconded the motion and it passed unanimously.

## 7. 2018 Conference Update

- a. Sponsorship/Exhibitor Report: Mark Taylor reviewed the Sponsor Report and we are at 94% of our goal.
  - Any sponsors after we are sold out, will be directed toward a sponsor only.
  - Laura Duncan suggested we take a look at the past 5 years of sponsor lists and reach out to those who are not currently signed up.
  - Mark Taylor advised that we have reached out to the full list currently, but it would be great for personally reach out to sponsors that have not yet signed up.
    - ACTION ITEM: Kersten Schofield to compile a comparison list for the Board of Directors to track potential sponsor outreach.
    - ACTION ITEM: Kersten Schofield to forward on the sponsor outreach email for assistance with information.

### b. Attendee Report

The attendee report is tracking as to where we are supposed to be. David Reynolds counted around 22 organizations currently registered. There are a good variety of different organizations which include out-of-state schools.

c. Agenda

- Courtney Goodson is working on room assignments, F&B and A/V
  - ACTION ITEM: Courtney Goodson to contact Richard Lobato and David Reynolds to discuss MC agenda and evening event agenda.
- Richard Lobato is waiting on a response for a Golf cart sponsorship.
- Spouse Tour – consider a smaller van/car for transport purposes. Consider connecting the spouses prior to the conference (or at President’s Reception)
  - ACTION ITEM: CMP to introduce Maggie Ontiveros as main point of contact.
- Darrell Bazzell is the VP Finance and Administration and would need a few potential topics. What can facilities team do to better support business officers?
  - ACTION ITEM: Juan Ontiveros to have a conversation with Darrell Bazzell in regards to discussion topic.
- Volunteers– We are looking at around 10 Volunteers.
  - ACTION ITEM: Courtney Goodson to put together a list of how many volunteers needed for all parts of the conference. CMP will purchase t-shirts for them.

Allow the volunteers to attend the conferences and events at no cost (including meals) which correspond to amount of volunteer shifts, depending on what days that are going to volunteer.
- Session Host assignments – Typically spread among the Board of Directors.
  - ACTION ITEM: Courtney Goodson will put together a schedule for Board of Directors to assign themselves to which sessions they would prefer.
- Ribbons for first attendees/new members as well as the Board of Directors and Executive committee. Ribbons also to be made for new vendors/sponsors.
  - ACTION ITEM: CMP to investigate if we are able to identify new sponsors and if not, we are able to do this at registration.
- Kersten Schofield has notified the confirmed speakers that they have been selected and that their admission is free. Laura Duncan suggested to send an email out to advise that members will have free admission however, vendors will not.
  - ACTION ITEM: CMP to send out clarification email.
- New member orientation should be around 80% of the current new members plus the board. Laura Duncan suggested that within the new

member orientation, this is a wonderful opportunity to really engage and make the new members feel welcomed.

- ACTION ITEM: The Board to greet and interact with new members at the new member orientation session.
- ACTION ITEM: CMP to arrange a dinner for TAPPA AND CAPP A Saturday evening.
- TAPPA t-shirts – logo was decided to be left to center (above left chest).
- The Board agreed to have a welcome banner.
  - ACTION ITEM: Courtney Goodson to investigate on where and how to hang the banner.

### **8. Automatic Registration for Scholarships**

- Richard Lobato would like to see money saved from virtual board meetings and other areas of the budget, be put towards scholarships and/or more giveaways.
- Anyone that is registered for the conference is automatically registered for the scholarship (their institution).
  - ACTION ITEM: Organize the scholarship give away.
- Richard Lobato would like to discuss further the amount of money set aside for scholarships. He will bring add it to the agenda for the next board meeting.
- Juan Ontiveros suggested to have a percentage of the balance in the bank, be put towards scholarships.

### **9. Miscellaneous**

- Meeting to be held Mid-March for conference discussion only. All invited
  - ACTION ITEM – CMP to schedule the meeting.

Motion: Mike Wheeler made a motion to adjourn the meeting at 4:59pm. David Reynolds seconded the motion.