

TAPPA BOARD MEETING

Meeting Date: February 25, 2012

Meeting Location: Embassy Suites San Antonio Airport Hotel
Cedar Room

The meeting was called to order at 9:05 a.m. by President, Mike Miller and the following board members were present:

Board Members Present:

- Mike Miller
- Sallie Spotanski
- Mike Billingsley
- Lalo Gomez
- Gerry Rodriguez, Jr.
- James Norcom, III
- Sally Moore (late)
- Terry Pritchett
- Robert Taylor

Board Members Absent:

- Richard Gentry
- Raymond Martin

Guests:

Gloria Fuller – Emeritus – Past President – TAPPA Event Administrator

Presidents Report: Mike Miller

During the CAPP Technology held this week in San Antonio Mike had an opportunity to announce TAPPA's conferences for 2012 and 2013. Mike reported CAPP had a good turnout for the technology session.

The succession discussion of his position and that of the Vice President's position will be discussed under new business.

Mike indicated he had no further announcements or matters to discuss.

Vice President: Raymond Martin – Absent – No Report Given

Immediate Past President: Richard Gentry – Absent – No Report Given

Secretary/Treasurer:

Draft minutes were emailed earlier to all board members relating to the October 15, 2011 board meeting by Sallie Spotanski. Lalo asked that some corrections needed to be made on the draft minutes. Marcis's name was misspelled and the award he was given at the APPA Conference in July was the Presidential Award and not the Meritorious Award, in addition and also adding the word of draft procedures under the Scholarship Committee reports. Robert Taylor made a motion to accept the minutes with the appropriate corrections and Lalo Gomez seconded the

motion. The motion carried unanimously however, it is noted Gerry Rodriguez did not vote since wasn't in the room when the vote was taken.

Sallie Spotanski reported the following bank balances as of January 31, 2012:

- o Main Account – (0525) – \$75,327.49
- o Merchant – (1837) - \$96,022.95 (Beginning Balance as of 11-1-11 was \$57,204.91)
- o Savings Account (4750) – \$47,321.85
- o **Total Funds: \$218,672.29**

Sallie Spotanski announced a total of \$38,818.04 as of January 31, 2012 had been processed through the Merchant Account ending in #1837 relating to the 2012 Conference.

Jim Norcom made a motion to accept the treasurer's report as read by Sallie Spotanski and Robert Taylor seconded. The motion carried unanimously. A detail accounting of the bank accounts ending in 0525, 1837 and 4750 would be made presented at the board meeting on April 14th and copies would be available to the membership at the annual business meeting.

Information Services Director:

Mike Billingsley provided a brief overview of the new look for the TAPPA website. Webinar classes and training sessions are listed on the home page in addition to Facebook, TAPPA Mobile, Tweeter and LinkedIn links. Mike stated the listserv was still on the University of Houston's server. GoDaddy is our web host. Mike stated the Mobile App could prove very beneficial at the 2012 Conference in relations to videos.

Old Business:

Various reports given by the different committee chairs as follows:

- **Finance Committee – Lalo Gomez – Chair**

The Finance committee met Saturday, January 21, 2012 from 9:00 a.m. to 1:00 p.m. at the Embassy Suite Airport Hotel in San Antonio. TAPPA expenses for a fiscal year were given to the committee members by Sallie Spotanski, Secretary/Treasurer. The committee reviewed these expenses and discussions followed. The committee members were:

- o Lalo Gomez – Chair
- o Richard Gentry
- o Sallie Spotanski
- o Shelton Riley

The committee also reviewed the three (3) guidelines which all board members had received at various times since February, 2011. The proposed guidelines were:

- 1) Cvent Set-Up for Host Institutions dated 1-31-2011
- 2) TAPPA Conference Working Timeline dated 2-17-2011
- 3) TAPPA Annual Host Conference Bank Account (Seed Money) dated 1-31-2011.

Lalo stated a complete report of the finance committee's recommendations would be provided to the board prior to the April Board Meeting.

- **Bylaws Committee – Lalo Gomez – Chair**

Lalo reported the Bylaw committee had a very productive meeting when they met in January. The meeting was held Saturday afternoon January 21, 2012 from 2:00 p.m. to 6:00 p.m. Great progress was made relating to updating the bylaws in such a short period of time. Lalo thanked Gloria Fuller for her time in taking notes during the committee meeting and preparing a draft of the bylaws. The bylaws committee included:

- Lalo Gomez – Chair
- Sallie Spotanski
- Gloria Fuller
- Les Swick
- Art Sykes

Gloria stated she would send the proposed bylaw changes to all board members on Monday, February 27th and will include in her email a deadline date for any comments, suggestions and/or changes needed.

Gloria will be responsible for the master draft. When all comments have been received a copy of the draft would be sent to Mike Miller for a vote. It was suggested a vote be taken by the board via email prior to the April Board Meeting. If the board approved the proposed Bylaw changes a mass email could be sent to all members thus expediting our business meeting at the upcoming conference.

- **Scholarship Committee – James Norcom – Chair**

James reported Gloria Fuller has been providing regular updates to him regarding Business Partner Scholarships. So far \$8,500.00 has been received according to CVent records. Jim discussed coming up with a new approach for the scholarship checks which are awarded at the conference banquet. Currently, the large checks are very difficult to transport by car and plane and in most instances the checks are left in the banquet room. The new process of eliminating the large checks would be cost effective to the association.

James stated at this time he did not have any new SOP's available for the board to review. However he plans on having something available by the April Board Meeting.

Terry Pritchett asked if TAPPA had any benchmarks relating to conference budgets that lists scholarships, sponsorships, attendee's participation, etc. Terry would like to have data to compare this year's conference to those of previous years. The information he obtains would help him as Chairperson on the Grow TAPPA Committee. Sallie Spotanski and Gloria Fuller both stated detail reports have been available since 2008 via the CVent Program.

Terry Pritchett suggested reports be sent to board members on a weekly basis. Gloria Fuller, CVent Administrator said she would send the CVent Product Summary Report on a weekly basis to all board beginning members next week. If anyone need any additional reports or had any questions to please contact her directly by email and/or phone.

**Break was called at 11:05 a.m.
Meeting resumed at 11:15 a.m.**

Old Business (Continued):

- **Grow TAPPA – Membership Committee – Terry Pritchett – Chair**

Terry stated in early January and email was sent to Raymond Martin following Raymond's mass email around December 23, 2011 to the institutions throughout the state. Terry wasn't sure if everyone was made aware of Raymond's email to the institutions; thus he explained the emails were targeted to those institutions who had not registered for a TAPPA Conference in the past three (3) years, inviting them and telling them about the scholarships available.

Terry's email to Raymond asked who was specifically keeping track of the registrants' who had signed up for the scholarship. A response was received from Raymond stating due to a very lean group at his university doing this event, he was handling all scholarship applications. Terry advised Raymond if he needed any help in this area to let him know. Terry stated to this date, Raymond has not given any information to him regarding any institutions who have signed up for the scholarships.

Lalo provided some information on Raymond's behalf. Lalo mentioned with the scholarships available Raymond has received numerous calls and people stated they would fill out the required forms. But so far only six (6) people have actually filled out the forms and these are people who are represented by the following institutions according to his notes that Raymond gave him:

- 2 – UT Brownsville
- 2 – Lee College
- 1 – UT Arlington
- 1 – San Antonio

Lalo emphasized Raymond is telling callers the required form must be filled out in order to receive the scholarships.

Terry requested that Lalo pass along his recommendation to Raymond about a second email being sent to the various institutions regarding the available scholarships. Sallie Spotanski and Mike Miller suggested the email be sent the middle of March instead of the end of March.

Lalo announced he had another note that he took during an earlier conversation with Raymond. He was asked to bring up to Mike if he was available to send out another mass email to TAPPA members as President of TAPPA to promote the available scholarships as only six people had confirmed at this time. Mike stated he would be happy to send something out if Raymond would let him know the verbiage that he wants. Lalo stated he would make a note of this.

Sallie had a question regarding whether the six (6) individuals had registered through CVent. Lalo stated he knew the applicants had filled out some type of form that Richard had sent out but didn't know exactly what kind of form it was. At this point during the discussion Gloria responded by stating she had printed off the form from the program and provided an explanation as to application processes. Originally what she and Raymond were supposed to do was for the applicants to fill out the form and give it to her so she could register them in CVent. Then Sallie was supposed to register them through the hotel so she could track all of the information but this process was not happening. Lalo stated he was making of note of the

problem and would speak with Raymond. Terry stated the link that Raymond gave him was the CVent link in his email to him.

Gloria asked at this point during the discussion if Lalo possibly had the names of the people and he reported the following:

- Martin Cortez – University of Texas – Brownsville
- Abraham Hernandez – University of Texas - Brownsville
- Mark Jaime – Lee College
- G.W. Poole – U.T. Arlington
- Alvin Schneider – Lee College
- Nick Schroeder – U.T. Arlington

Terry stated what Raymond said at the end of the email being sent was to email himself, Martin, etc...etc....etc. the attached schedule for each person and a request for the scholarship. At that point once he (Raymond) gets the scholarship he ought to be returning their email and telling them to go to the link and register. Gloria noted one or two of the applicants had registered through CVent but would not all of them and she needed the rest of the forms to get the remaining people registered. Gloria confirmed Raymond's form which had previously been sent does not pertain to CVent.

Sallie asked if she was to make hotel reservations or were Raymond and/or his staff going to make the hotel reservations. Lalo couldn't answer the question but would check on it. Sallie mentioned the hotel rooms were to be based upon double occupancy and Terry confirmed if the applicants chose to get another room then they would be responsible for that room. Lalo had a hotel registry reported and stated that Martin Cortez and Abraham Hernandez had hotel reservations and Sallie stated she did not make those reservations. Apparently, Raymond and/or his staff are registering the scholarship applicants now. Terry indicated it was encouraging to know that we had six people apply and who would be attending this year's conference who otherwise might not have attend.

Gloria ask the board to look at one of the reports she had distributed prior to the beginning of the board meeting and note that about thirty-six (36) people had registered as not attending TAPPA in the past three (3) years.

Terry briefly reviewed the specific requirements for the Scholarship Initiatives #1 and #2 and following his review he had nothing else to report on behalf of the committee.

- **Enhance Business Partner Relationships – Raymond Martin – No Report – Absent**
- **Develop Facilities Professionals – Sally Moore – Chair**

Sally stated a part of the professional development piece is utilizing electronic methods for education and this would involve the website. This process would allow sharing institutional metrics. Sally mentioned possibly another tab could be added on the website such as a member resource tab and possibly password this portion. Currently, no passwords are required on the website at this time. Mike expressed his opinion that passwords were not necessary at this time as he maintains the website and all information on the website goes through him.

A brief discussion was held between Mike Billingsley and Sally Moore regarding the appearance of the website and how the information would be displayed. Resources, Webinars, Training are just some things that could be made available on the website in addition to power point slides. Presentations and other information could also be made available between the various institutions.

Mike recommended the information be placed on our website instead of another's website and the same applies for media. Details will need to be worked out regarding how to get the new information out to everyone. Mike suggested one method is going with the listserv.

Terry asked who is actually on the listserv and thought the board should at least have access to the listserv names. Mike stated he would send out the names on the list to the board members as long as we did not distribute it to business partners. Mike will check into why the current List Serv page has his name and listserv duplicated in certain areas and he will make the necessary corrections.

The committee will work on some minor details as to how the information will be collected and displayed.

Mike will be sending out an email to the Committee Chairs asking for a summary of their progress this past year. Once the information has been received from the chairs he will be presenting something to the membership at this year's conference.

Lalo distributed brochures about the 2012 Conference and gave a brief update regarding the upcoming conference as follows.

- Hotel Registrations are at 67% with 449 rooms' verses 670 room night totals. The cutoff date for hotel registration is March 13th. Gloria stated the hotel information was given to Raymond by the hotel and not through her. Lalo stated there will not be any other rooms available in San Antonio due to Fiesta week being held the same week as our conference. Lalo stated this message needs to be conveyed in the email message which Mike Miller is to send out with the scholarship announcement.
- 65 booth spaces were available for the conference and currently they have people committed for 77%.
- 15 gold sponsorships available at \$4,000 level. Raymond is continuing to work on getting these spaces filled.
- Number of large sponsorships available for golf and other events.
- Lalo asked Gloria is she knew how many people had registered. Gloria reported 211 had registered as of this morning. Raymond's goal is 400 people.
- 20 people are registered for day passes. Gloria stated only 2 people had registered for day passes and wanted to know if Raymond was registering people outside of CVent. Lalo didn't know the answer. Gloria reviewed the Product Summary report and stated she has been providing Raymond and Darrell with this information. Lalo will check on the discrepancy.
- Raymond has all speakers lined up. He also has a backup list of people wanting to be presenters in case someone backs out.

Lalo stated he needs to clarify when the Business Partner Meeting will be and will advise the appropriate people, and will also confirm the 2013 Conference Host will have a booth space. Lalo reconfirmed he will see that Raymond gets the verbiage to Mike Miller for the email to be sent about

the scholarship initiatives and also include something about the hotel shortages due to Fiesta Week. In addition he will also tell Raymond if he needs any help to contact Terry Pritchett.

Sallie Spotanski asked a question about the parking as in October the board was told were told there would be free parking as stated in the minutes. Lalo did not know the answer regarding the parking but would find out. Because when people are calling the hotel they are being told parking is additional. A question also arose about the state rates at the hotel. According to the state website (GSA) the state rate is \$106.00 for San Antonio but the hotel is charging \$124.00. There have been a couple of schools that have questioned the difference. The calls about the hotel rates came from A & M and UNT. Lalo said he would also check on this matter.

Gerry stated he was bringing several of his staff to the conference and asked how he is to register his staff. He indicated they would be observing the registration process, technical sessions and taking notes to help him with his conference in 2013. Gloria advised his staff to register as facilities personnel for the 2012 Conference.

Terry posed a question to have something in place for the next host's staff to have some type of process in place to comp'd at least three (3) people to attend the current conference. It was determined Terry's suggestion be turned over to the Conference Committee.

Mike Billingsley requested to meet with Sallie Spotanski after the meeting in order to correct her cell number on the website. Mike also wanted to know whose email address is to be shown on the website for the scholarship initiatives' and was told Raymond Martin's name should be listed.

Gloria had a question about the program and Lalo stated the printer has been contacted regarding the conference program and some things just needed to be finalized. Gloria stated she needed this information as soon as possible so the information is correct in CVent.

Lalo stated Raymond had found a brochure from his university when they hosted the 1992 conference and plans to on have something to display at this year's conference such as then verses now.

Lalo was asked by Sallie if he could check with Raymond to see if they were going to order the golf trophies or was she supposed to. Lalo will check into this and have Raymond get back with her.

James Norcom confirmed with Mike Billingsley that he would still manage the scholarship being donated by the business partners along with Gloria. The form for the business partner scholarship to be awarded is a very easy form to complete as stated by Mike Billingsley. Only one form per institution is allowed and a representative from that campus must be present at the banquet ceremony in order to win the scholarship if their name is drawn. TAPPA will match up to \$1,000.00 for each scholarship awarded.

Lunch Break at 12:01 p.m.

Meeting Resumed at 1:05 p.m.

Gerry Rodriguez gave a brief overview of the 2013 Conference and stated great progress is being made. He also passed out some informational packets regarding the conference and also the 2013 Conference Lapel Pin.

Theme and Logo: Confirmed

Theme: Catch a Sustainable Wave - Gerry is working on speakers relating to sustainability.

Location: Pearle Hotel – South Padre Island

Planning Committees: Formed
Initial budget – Gloria will email budget to board members
Timeline: Conference Calls and Meetings are being held the last Thursday of every month.
Facilities Professional Development – Program will be done in house
Media Services – Video already assigned
Tour Committees – looking into tours and spouse and/or fun tours. We will have waivers.
Sponsor Packet – already distributed
Exhibitor Set-Up – CEMS confirmed and contract signed.

Gerry stated shooting for the videos to be displayed at the 2012 conference will begin in two weeks. A fun video is being planned by Simon at STC. At this time Gerry believes they have a sponsor for the promotional items that will be handed out at the 2012 banquet. A fun time will be in store with the video they have planned to show at the banquet.

Brochures, sponsor packets and lapel pins will be handed out at the 2012 conference at their booth as announced by Gerry. Gerry also distributed a budget to the board which Gloria had prepared and reviewed the timelines which had been established.

Gloria stated Gerry needs to pick out his colors for the exhibit hall so she can advise CEMS. Gloria also advised three (3) security guards will need to be hired but this is being handled by through the Convention Center since the event will be at the Convention Center.

Sallie Spotanski suggested waiting to mail out the 2013 packets to any business partners until after the Tuesday Night Banquet in April as we need to focus on the 2012 Conference first. However, the 2013 packets would be distributed at the 2012 Conference. This would eliminate any confusion between the two conferences.

Some questions arose about board members flight to South Padre. Sallie explained the process of making flight arrangements:

- a. Select Flight – must be coach fare
- b. Reservation placed on hold for 24 hours.
- c. Contact Sallie Spotanski and purchase would be made by Sallie Spotanski with debit card within the 24 hour period.
- d. Confirmation would be sent to the passenger

If renting a vehicle a compact car must be reserved unless several individuals are traveling and then a van or larger size vehicle can be reserved. Contact Sallie and payment will be made with her debit card. The closest airport to the hotel is Harlingen. Gloria is working on transportation costs between the various airports and the hotels. There will be links on the website from the airport to the hotel and each registrant will be responsible for their own transportation. A message will also be placed on the website advising participants about the limited number of rentals at the airport.

Gerry stated the timeline which he and his staff are going by has proved very beneficial to the success of their planning thus far. The guideline helps the staff know the progress they are making and the required deadlines which need to be met for their conference.

Robert asked if it was possible to get a sponsor to provide shuttle transportation and the answer was yes. Sallie Spotanski is on the 2013 Transportation Committee and is obtaining information at this time. Gloria stated she could not get definite pricing until about nine (9) months out. Gloria and Sallie will provide updates regarding shuttles and buses at a later date.

Mike Miller inquired if the third host had been finalized for 2014. Robert Taylor indicated at this time he has not received confirmation whether SMU will host the 2014 conference due as originally planned due to the outsourcing situation.

Gloria stated she had sent out several RFP's for the DFW area and must have a definite decision by May 1st as this is the award date. Mike Miller will check with El Paso University to see if they are interested in hosting.

James Norcom stated since we now have a management company (Gloria Fuller - CVent Administrator) the planning process is not as cumbersome as it used to be. Mike stated he would get with Gloria and send out something on the listserv asking for possible hosts with a deadline of March 20th for the 2014 Conference. The email would also include possible hosts for 2015 and 2016. Mike would also make an announcement at the conference regarding a hosting location. Hotels large enough to accommodate and exhibit spaces to host the conferences are very important factors to be considered.

Terry Pritchett brought up the website proposal that has been pending for over a year. Mike Billingsley stated "GoDaddy" was our current hosting service. If we went with someone like Element 74 (proposal) then the cost would be more a lot more according to Mike. Lalo asked Mike how much we are currently paying a month now and Mike stated about \$70.00 a month. Lalo commented stated there wasn't that much difference regarding annual cost between the two companies. The

An in depth discussion was held regarding Element's 74 proposal by various board members, Robert Taylor, Lalo Gomez, Jim Norcom, Sallie Spotanski and Terry Pritchett. Mike Billingsley stated he used "Expressions Web" in designing our website. Jim Norcom also brought up the issue of TAPPA's listserv being on U of H's system. With new security requirements at U of H, their IT department is reviewing all information being utilized on their servers. The board agreed the listserv should reside on an independent server. Mike Billingsley stated he would check with GoDaddy about the listserv being placed on a separate server and will advise the board of their reply.

Lalo suggested we needed to look at our future growth and ensure our website is kept current at all times. Lalo said since several on the board had experience with Element 74 and had positive feedback it seemed we should go with Element 74. CAPP uses Element 74 for their website and can get a reference from them. Mike Miller decided to appoint an Adhoc Committee to look at the two issues at hand.

- Backup for the website in case something happens to the webmaster and he is unable to perform his duties.
- Find a domain to host the listserv.

Mike Miller asked who would like to serve on this committee and appointed Jim Norcom as chair of the Adhoc Webhosting and IT Committee and the following individuals will also serve on the committee:

- Robert Taylor
- Mike Billingsley
- Sallie Spotanski

Mike Miller requested the committee to have some type of recommendation at the April board meeting.

New Business:

Succession Issue – Mike Miller

A lengthy discussion was held by the board regarding the President and Vice President's positions. Due to Dave Irvin's resignation Mike Miller assumed the role as President in September 2011 and the board voted in October, 2011 to have Raymond Martin serve as Interim Vice President.

The board decided the Immediate Past President position will be vacant for the coming year as our current bylaws state the Immediate Past President shall only serve a one year term. Richard Gentry currently serves as Immediate Past President.

Gerry Rodriguez made a motion to have Mike Miller serve as President for the coming year (2012) and also leaving the Immediate Past President position vacant for this same period. Mike Billingsley seconded the motion. The motion carried unanimously.

It was determined Mike Miller, as President be allowed to designate a chair since the Immediate Past President serves as chair on the Nominating and Special Awards Committee for the next year.

The records from the previous Secretary/Treasurer's term of office (Aggie Armstrong) have not been sent to Sallie Spotanski as directed by the board last fall. The Immediate Past President was directed to send the numerous boxes from the previous Secretary/Treasurer's term for scanning. For the record Aggie Armstrong was the previous Secretary/Treasurer but resigned in 2007. All records pertaining to her term of office have been in the possession of the Immediate Past President since November 13, 2010.

Mike Miller will check with Richard Gentry to see if he is able to fulfill his position as Immediate Past President from now until May when his current term expires.

A motion was made by Sallie Spotanski that the FY12 dues remain the same at \$25.00 for the first ten (10) facilities persons from an institution with an additional \$25.00 for each additional ten (10) members. Lalo seconded the motion. The motion carried unanimously.

Terry Pritchett discussed briefly the competition of our business partners being pulled as to which conference they would participating due to budget constraints and reorganization within their companies. Terry stated he spoke with many attendees at the APPA Institute that he attended in September at Ft. Lauderdale and again in January at Hilton Head. There was a general consensus the facilities personnel had to pick and choose which conferences they were going to attend. This matter also pertains to business partners as well due to their budget constraints.

Terry emphasized TAPPA needs to be aware there is more and more selectivity going on regarding which conference to attend. TAPPA needs to look into the value of attending our conferences and one example of this value process is providing CEU's. Terry suggested we need to get TAPPA's name out to the membership more than once a year. Gloria stated there are companies that do provide CEU's.

Mike Miller suggested the Scholarship Application and/or Develop Facilities Professionals – Professional Development Committees could look into the CEU suggestions. Terry suggested that we take time to visit the TCUF's (Texas College & University Facilities) website and look at their business partners. It was noted some of our business partners who were with TAPPA at the 2010 Conference in Abilene is no longer with TAPPA.

Gerry Rodriguez mentioned TAPPA was more on the maintenance and operations side which TCUF is geared more toward budget and planning of capital improvements. TCUF meets every two years, so maybe TAPPA could possibly build on the maintenance and operations platform to increase attendance

and participation at our conferences. Terry asked if TAPPA did a post conference review and also if there was a survey being sent to all participants. Sallie Spotanski stated yes to both of his questions.

Terry briefly discussed the board members expectations. Terry wanted to see more interaction between the board members this next year. It was noted the Secretary/Treasurer's records which Richard Gentry was to send has not been received by Sallie at this time. The lack of response of emails is very frustrating when there is no response. Gloria is to send out a weekly report to the board beginning March 1st from CVent so everyone will know the status of the conference.

James Norcom stated he was going to try very hard to provide some type of certificate or an award in the near future which would enhance the value of attending the TAPPA conference. James also stated TAPPA needs a seal. A copy of the seal that Mike Billingsley had on file has been sent to Sallie Spotanski. Sallie said she will order a seal from the document Mike sent to her.

A brief discussion was conducted by Terry Pritchett regarding marketing possibilities in the future. James Norcom suggested getting the word out to various contractors and facilities personnel about TAPPA could start by us distributing flyers or brochures with anyone we came in contact with. Having a seal on something like a certificate of participation at conferences would be a good starting place.

Break called 3:20 p.m.

Meeting resumed: 3:25 p.m.

Sallie Spotanski asked the board for their approval to purchase 500 TAPPA lapel pins. There are no pins available at this time and these pins will need to be distributed at the conference for the new attendees. The TAPPA pins will be made available at the 2013 Conference Booth. Gerry made a motion for the pin purchase and James Norcom seconded. The motion carried unanimously.

Sallie Spotanski asked if she could also have 300 TAPPA flyers reprinted as these should be distributed at the conference since we are expecting a lot of new attendees. The flyers will be placed at the 2013 Conference Booth. Mike Billingsley made a motion to have the flyers printed and Gerry Rodriguez seconded. The motion carried unanimously.

Mike Miller would like to have a copy of Terry Pritchett's list and a copy of the flyer to send out to those people who aren't TAPPA members. Mike Billingsley mentioned there were numerous people on the listserv who haven't attended TAPPA in a long time. Mike Billingsley stated he would send Mike a list of members and nonmembers.

Gerry wanted to ensure a booth would be available for his staff at the 2012 conference. Gloria indicated Raymond was aware one was needed but would make sure. Gloria would email Raymond and confirm.

Mike Billingsley inquired if there was going to be a Business Partner Meeting at the conference. Gloria noted she had also asked about a possible meeting. Lalo indicated he thought there were some open slots for round table discussions and one of these could be for the Business Partners Meeting. Gloria stated the original purpose of this meeting was to obtain feedback from them, likes and dislikes, etc.

A brief breakdown of TAPPA's yearly expenses of \$32,117.32 was given by Sallie Spotanski:

- AT&T – TAPPA Phone - \$1,768.32
- CVent Administrator – Gloria Fuller - \$9,000.00

- Cvent Financial Software Program - \$4,750.00
- Hartford Insurance Policy – Errors & Omissions Policy - \$425.00
- Hartford Insurance – Officers and Directors - \$297.00
- Aon Insurance – Liability - \$877.00
- Board Meeting – (February – October/November) - \$6,000.00
- Conference – Board Members – (Travel, lodging and meals) - \$9,000.00

Sallie also mentioned there were two outstanding checks still on the books from Texas A & M - \$2,000.00 issued on 3-31-12 and also \$225.00 issued to TMA on the same day. Sallie will contact Texas A & M and Terry Pritchett stated Larry Croy was the person to contact. TMA stated they never received payment; therefore, a stop payment will be issued and the check will be resent. A cover letter is included in all checks that are sent.

There was a brief discussion regarding Gloria Fuller's contract as Cvent Administrator since there was a clause stating the board had an option to renew. Gloria stated her fee would be \$650.00 per month if the board decided to retain her for another year. Gerry commented he was very impressed with Gloria's response and the help she has provided toward his conference. James Norcom and Sallie Spotanski also gave very favorable reports.

Terry Pritchett made a motion to have Gloria Fuller serve as TAPPA's Cvent Administrator for the next year. Robert Taylor made a friendly amendment since the 2013 Conference Planning is well underway, the time frame was extended to another two (2) years, Terry accepted the amendment. Gerry Rodriguez seconded. The motion carried unanimously.

Mike Billingsley was advised the 2011 Conference Meeting were incorrect on the website as they showed the 2010 Conference.

Robert Rules of Orders were distributed to the board.

The reservation confirmation for the conference will be emailed to all board members next week as announced by Sallie Spotanski.

Mike announced the next board meeting will be held during the 2012 Conference on April 14th from 3:00 p.m. – 5:00 p.m. at the hotel. An announcement will be made later as to the exact room for the board meeting.

There being no further business a motion was made by James Norcom and seconded by Robert Taylor to adjourn the meeting. The motion carried unanimously.

Meeting adjourned 3:56 p.m.

Respectfully submitted,

Sallie Spotanski,
Secretary/Treasurer