

## TAPPA BOARD MEETING

**Meeting Date: Saturday, March 28, 2015**

**Meeting Location: Hyatt Regency Hotel  
Shawnee Trail A&B #362**

**The meeting was called to order at 3:36 p.m. by President Robert Ramirez.**

### **Board Members Present:**

- Terry Pritchett – Immediate Past President
- Roberto “Rob” Ramirez - President
- James G. “Jim” Norcom, III – Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- Bridget Blizzard – Director
- Richard “Rick” Lobato – Director
- Bettie Simpson-Weeks - Director
- Christopher “Chris” Campbell – Director
- Dee Littlejohn – Director
- Curtis King – Sr. Business Partner Liaison
- Robert “Bob” Casagrande, Jr. - Business Partner Liaison

### **Board Members Absent:**

- Marshall Lasswell – Director – ill and unable to attend

### **Guests:**

Gloria Fuller – TAPPA Event Administrator  
Miles Abernathy – TAPPA’s Official Photographer  
Genaro Lopez – SMU/Armark (2015 Host)  
Yana Stephens – SMU/Armark (2015 Host)  
Dave Kellner – SMU/Armark (2015 Host)

**President:** - Robert Ramirez

Robert welcomed everyone. Robert stated he had nothing to report at this time and would proceed with the officer’s report beginning with a review of the minutes from the previous meeting.

**Secretary/Treasurer:** - Sallie Spotanski

Sallie reported all board members were emailed a copy of the draft minutes from the February 7, 2015 board meeting and noted there were a couple of typo’s and formatting with the minutes and due to time constraints he would get with Sallie afterwards to make the corrections. President, Robert Ramirez ask for a motion to accept the minutes with corrections forthcoming. Chris made a motion to accept the minutes with corrections and Rick seconded. The motion carried unanimously.

Detailed spreadsheets for each of the TAPPA's accounts were emailed prior to the board meeting and reflected the following balances as of February 28, 2015 in each of the accounts. Sallie also stated copies of the spreadsheets would be distributed at the annual business meeting on Tuesday, March 31<sup>st</sup> for everyone to review. Copies of the various bank statements are available for review. The conference accounts spreadsheets will not be distributed as Gloria Fuller maintains these accounts but balances will be provided. The conference hosts are signers on the accounts and monitors all transactions.

The following information was given:

- Account 0525 (Main) - \$44,530.31
- Account 4750 (Savings) - \$12,410.70
- Account 1837 (Merchant) - \$239,100.46
- Account 1639 (Scholarship) - \$21,030.52
- **Sub Total - \$317,071.39**

#### **Conference Accounts:**

- Account 1626 (2015 Conference) - \$85,527.12
- Account 8127 (2016 Conference) - \$13,222.00
- **Sub Total - \$98,749.12**
  
- **Combined Total - \$415,820.51**

Robert asked for a motion to accept the treasurer's report as given. Jim Norcom made the motion to accept the report as given and Chris Campbell, seconded. The motion carried unanimously.

**Immediate Past President** – Terry Pritchett reported the recipient's name for the Facilities, Business Partner and Emeritus awards have been approved and have been forwarded to the President and Secretary and the winners will be announced at the Tuesday Night Banquet, March 31<sup>st</sup>.

**President's Report:** Robert stated he had nothing to officially report at this time.

**Vice President:** - James Norcom

Jim stated he had nothing to formally report at this time as Vice President but would appreciate the board, the committee chairs and members who have done a great job over the past year. Jim will be providing some updates later on in the meeting regarding Scholarships.

**IT Director:** Mike has 3 listserv established at this time and after a brief discussion and questions by some board members Mike confirmed the U of H listserv could be deleted as all listserves' are available via MemberClicks and the remaining item to be completed is for Mike to create the appropriate links. Mike announced we have 717 active members on the listserv which comprises 430 BP and 273 Facilities Members. No formal action was required for this report.

#### **Committee Reports:**

**By-Laws:** - Rick Lobato, Chair

Rick mentioned that he and Sallie had reviewed the draft which was going to be presented; however, section G is not correct regarding the dues and probably a little bit more review of other areas and also compare the proposed draft with the adopted master. Robert stated he had the master which was

adopted and would send it to Rick. Rick stated he would need to go "line by line" to ensure we have everything right before we move forward.

Robert inquired if there were any changes which we need to announce to the membership and Robert stated there were none. Therefore, it was determined the by-law recommendations would be tabled until our July board meeting since there were several areas which needed to be reviewed in depth. Rick stated there would be one meeting where all bylaw changes would be announced during the coming year so we are not continually modifying our bylaws at each meeting.

### **Nominating Committee: - James Norcom, Chair**

Jim announced he had forwarded all nominations to Sallie regarding nominations. He had one nomination for Vice-President and two nominations for board positions. Currently two board members terms expire in 2015. Sallie announced if Rick Lobato is elected as Vice-President then someone would need to be elected to fulfill Rick's remaining term of two years; therefore, we would be electing three directors instead of two.

Jim stated if he had not received any more nominations before Tuesday, March 31<sup>st</sup> then we would count on the body to nominate from the floor.

Robert stated he would give the floor to Bridget for a few moments as she had something to say. Bridget is going to be resigning from the board effective April 1<sup>st</sup>. There have been some major changes at her university and due to increase in responsibilities therefore, she feels that she could not be as committed to the board as she would like. She indicated she would be working a lot more hours than normal for some time. Bridget thanked everyone and stated she enjoyed working on the board this past year. Thus she wanted someone else to have the opportunity to serve on the board. With this announcement another board position becomes available.

Robert thanked Bridget for her considerable contribution this past year and the board also applauded her contributions. Robert did get a commitment from Bridget if things slowed down during the next several years, maybe we could get her back.

Sallie mentioned that we did have a nomination for Dee to serve again for a possible three year term and also Terry Pritchett for a possible three year term. With this being noted we have three open positions for a two year term.

### **Special Awards: Terry Pritchett, Chair**

Terry's Special Awards report was given earlier in the meeting and the awards will be distributed at the banquet on Tuesday, March 31<sup>st</sup>.

Sallie mentioned that Kelly Baxley will be accepting Jeff Murray's Posthumous Award at the banquet on behalf of Jeff's family.

### **Scholarship: - James Norcom, Co-Chair**

Robert noted since Marshall Lasswell was unable to attend the meeting and was serving as co-chair he asked if Jim had anything to report to the board relating to the Scholarship Committee. Jim stated he and Chris had talked since their arrival in Dallas and he is willing to "take the reins" of raising the scholarship funds. Everyone applauded Chris's commitment to serve as chair. Jim stated he would be willing to help Chris and provide some suggestions and tips to continue with obtaining scholarship donations in the future.

According to the minutes we currently have \$11,500 in commitment and he knows that AJ with Castro Roofing will be donating another \$500.00 as he did last year and Marcis will be bringing a check with him and he spoke with Steve and Patty Dumler will be donating their \$3,000 again. It looks like we are going to be back to the \$15,000 - \$16,000 range.

Jim wanted everyone to know where we were in 2009 going forward since he assumed the role as chair of this committee:

Scholarship donations by year:

2008 - under \$5,000  
2009 - \$8,880  
2010 - \$11,500  
2011 - \$12,500  
2012 - \$22,750  
2013 - \$16,000  
2014 – over \$21,000

Jim mentioned since 2009 we have raised more than \$94,000 and this is quite an accomplishment and a great tribute to our business partners. Jim handed Gloria another check which he picked up on his way to the airport from HC. Relationships are everything as noted by Jim. Jim provided a few techniques to the board for asking for scholarship donations. Jim also mentioned he thought Walter P. Moore was bringing a check with him also to the conference.

Jim stated on Tuesday he would give an update of actual funds to date. The request to participate in the scholarship drawings for institutions will cut off at noon on Tuesday. Whatever, we have collected at that point is what we will go with.

Robert thanked Jim for his good work and wished him good luck.

**Membership:** - Bettie Simpson-Weeks/Sallie Spotanski, Co-Chairs

Robert called on Bettie to give her report. Bettie announced we have the new membership certificate and the new process and will continue to look at the effectiveness and where to go from here.

Jim asked if everyone had a chance to look at their certificate and asked what we thought. A comment of "very nice" was mentioned and everyone applauded. Jim also thanked, Gloria and Sallie and Bettie stated it was a team effort.

**Old Business: (Conference Update)**

Robert acknowledged and welcomed our 2015 Host Guest, Genaro Lopez, Dave Kellner and Yana Stephens with SMU/Armark. Robert also acknowledged Miles Abernathy, TAPPA's photographer and stated Miles would be taking a picture of everyone following our meeting.

**2015 Conference Hosts Reports: - Gloria Fuller and Sallie Spotanski, Co-Chairs**

Sallie reported we had about 100 Business Partner participants with 95 booth spaces sold. We are down a little bit this year in attendance for our facilities and business partners attendees and sponsorships. There have been a lot of budget constraints and various conferences held within the past couple of months in the same area making it difficult for institutions and companies to determine which conferences to attend. Travel concerns and reorganizations within companies and institutions have also played a major factor this year.

Sallie stated a lot of training is being conducted on-line and possibly at our future board meetings we can discuss ways of increasing participation at our conferences and be more pro-active. If we don't have facilities attending our conferences we won't have business partners.

Robert wanted to know about the distance individuals traveled. Sallie stated the UNT System last year prohibited any overnight stay by employees in Metroplex. The Metroplex is considered to have the largest number of various colleges within their area and she noted we are failing to "reach out" to many in this area who do not attend our conferences.

Sallie stated facilities personnel wait to the last minute to register. Business partners register very quickly as they want to have a specific booth space. Those institutions who receive restricted scholarships should be sending their people to our conferences, especially if an institution receives a \$3,000 scholarship. If the institution receives a \$3,000 and only sends one person to TAPPA then in Sallie's opinion our business partners will begin looking at the amount they donate.

Bettie mentioned we also were up against CAPP Technology which was only a couple of weeks before our conference.

Overall we will make a profit on the 2015 Conference but probably not as much as we had anticipated due to the number of attendees and sponsorships. We did exceed our hotel room reservations. Gloria distributed an updated report to the board members regarding where we stand as far as conferences go. Gloria reviewed the product summary report and the room count was 531.

Gloria stated this venue was more expensive than our other venues. Terry inquired as to the facilities participation and Gloria stated we were a little low this year. On the Business Partner side we are down quite a few as the companies are not sending as many associates as before and also not participating at the previous levels. Downsizing and economy has affected the conference this year. Gloria stated the business partners are not going for the "big ticket" items as before.

Sallie announced free Wi-Fi was available along with free "in and out" parking as noted when we checked in, before Wi-Fi was going to be \$9.95 a day.

Gloria mentioned again this was a very expensive venue and that the 2016 Conference should be more profitable.

Terry inquired about the comparison between El Paso and this conference facilities attendance. Gloria indicated it should be very close. Sallie pointed out that Rick's institution sent numerous attendees since he received a scholarship.

Terry's concern is how many facilities personnel are we attracting year after year. A brief discussion was held about the El Paso Conference and attendees. Gloria noted a lot of the attendees was due to "Day Passes".

Rick stated we must track facilities attendance. Bettie stated as we increase the number of facilities the business partners will follow. Rick stated what the Business Partners like about TAPPA is they feel they have more interaction with Facilities personnel.

Dee suggested that we offered an institution who is not attending our conference a scholarship to participate. Robert indicated this suggestion would fall under the scholarship committee.

Jim briefly discussed his reaching out to the President of TCUF at the 2014 TCUF Conference in Dallas. Jim also spoke with another individual at another conference and one of the individuals he spoke with stated they will be attending our next conference.

One of Jim's goals this next year will be communicating with the various campuses throughout this next year, either by media, letter or whatever it takes to for those executive directors to their managers to our conferences and to improve the employees professional development. Jim stated if he could do this "one thing" he would be happy.

Mike brought up the matter of those individuals who did not participate at the conference as to how they would pay their dues. Sallie stated the dues should be sent directly to her and the cost would be \$25.00 per person as this was the amount stipulated in our by-laws which is collected at the time a person registers for the conference.

Sallie stated some type of announcement should be placed on the website stating if unable to attend the TAPPA Conference what the process is for payment of dues. Sallie stated Abilene just received payment of dues. Jim stated we must communicate and we will see membership rise. Jim stated Gloria's Flyer on "Why TAPPA" could be pushed as a "sales tool". We must show what value we get out of membership. Communicate like never before.

Several comments were made by Bettie, Robert and Rick regarding marketing TAPPA as a whole and this topic will be discussed later.

#### **SOG Committee: Bridget, Blizzard and Dee Littlejohn (Co-Chairs)**

Robert stated he knew this committee had been working diligently on the guidelines and asked for their report.

Bridgett stated at this time she did not have an update on the SOG (Standing Operating Guidelines) but she will be getting with Dee and will be getting with her after the April meeting. She and Dee have been meeting.

Genaro Lopez wanted to thank everyone's support especially Yana who did an exceptional job of pulling everything together along with Sallie and Gloria's help. David Kellner stated since he was "new" and took Keith Gardner's place, the reports each week by Gloria and Sallie proved very beneficial. Everything has been covered for the conference.

#### **Website Committee: Mike Billingsley, Chair**

Mike's recommendation is to do away with MembersClick. He reported he was very limited as to what he could do with their software and cost. A question arose as whether or not whether the board had stipulated what was needed Mike gave an example of one of the issue stating our home page consists of seven different pages in MemberClicks. MemberClicks has limited templates and photos.

Mike's suggestion that we look at another vendor this coming year regarding their website. Terry requested that Mike provide a list of the issues and Jim stated he had no objection for seeking future RFP's regarding enhancing our website.

Bridget read some brief notes from the last board meeting and Mike will present his report at the July Board Meeting. Bettie recommended a team get together to resolve issues. . After a lengthy discussion it was determined the following individuals would serve on the Website Committee and evaluate the issues and report their recommendation to the board at the July Board Meeting: Mike, Gloria and Dee. Robert reminded everyone what the goal is which is to make it easier.

Sallie will email a copy of the signed contract and documentation to Robert, Jim and Mike, Dee and Gloria following the conference for their review with report to be given at Mike at the July 18<sup>th</sup> board meeting.

### **Conference 2016 – (Gloria Fuller and Bob Casagrande)**

Gloria did not have any updates to report. Bob stated he had contacted Lander and she will be attending the 2016 Conference. A video which was put together by Bob and others was presented to the board regarding the conference. A talent show will be held and a 65" TV will be awarded to the winners. To enter a 90 second video must be sent to Bob and the top three contestants will be voted upon at the conference. The contest will include Business Partners and Facilities.

Curtis King will be the 4<sup>th</sup> judge and Curtis will be awarding a golf cart to an institution. The video will be placed on the website.

### **Conference 2017:**

Gloria stated the 2017 Conference will be held in Fort Worth at the Hilton Hotel in Fort Worth.

### **Conference 2018:**

The 2018 Conference will be held at the AT&T Executive Center in Austin.

Mike came up with a suggestion of having a video for our website regarding the conference. Robert recommended Mike take the lead on this matter.

**Scholarship Notices and Disclaimers:** Terry stated the scholarship section is turning into more than one person can handle and would like to help out on this committee and this will be revisited at the next board meeting. Jim, Sallie and Chris will be on the scholarship committee. This will be revisited at our next meeting. Several comments were noted about restricted and non-restricted scholarship and process, someone stated a reminder should be given. Questions arose about those institutions who are "for profit". Scholarships was tabled until our July meeting.

**Newsletter, Brochures, Memberships:** Suggestions were to send out news blasts. Another topic discussed was how to get information into the website. Mike indicated the listserv will assist in obtaining newsworthy information. Rick stated the newsletter doesn't have to be long but informative. Bettie stated she and Sallie would make a draft on how to submit news and present at the next meeting.

**Shirt Sponsorships:** Rick brought up the issue of having difficulty in sponsorships for shirts and begin earlier possibly in July. Sallie stated the shirts are in the packets which was presented at the

2015 Conference. Rick stated as board members we all should start soliciting as quickly as possible to obtain sponsorships for our conferences.

### **New Business:**

**Brochures:** Jim stated brochures are great but he had an issue with listing of other organizations in the brochures. Jim suggested the brochures be tabled. Jim moved this item to be tabled and Rick seconded until the next meeting.

Terry proposed an incentive for Business Partners bringing in new folks. Bob stated the most important thing is getting in front of people. Bob thought this suggestion should be brought up during the business partner meeting and obtain feedback from them.

Dee stated at DFWAPPA provides gift cards to Business Partners that bring a new facilities personnel to the conference.

Terry requested that we announce at our meetings for anyone to serve on a committee. Robert suggested possibly listing committees available on website. Bettie stated one taking it a step further by having a sign up sheet at the conference for serving on a committee. Chairs of the committee must be available. Bettie said she could have something drawn up to have at the registration desk. Terry suggested we have something following the Tuesday Business Meeting, four people possible to "man" this desk.

### **Extension of President and Vice President Terms of Office:**

Bettie brought up the discussion of extending the office of the Vice President and President. Jim stated anyone nominated for the board there would be several years of continuity. The nominating and by-laws committee will be reviewing the terms. Robert stated the Nominating Committee will be tasked with the eligibility of the TAPPA Board and this matter will be discussed at the next meeting.

### **Future Meeting:**

Dee brought up the proposal of possibly looking into having our board meetings in another location, possibly in the DFW area or even Austin. After a brief discussion, Sallie stated she would investigate and obtain quotes and present the results at the July meeting which will be held on July 18<sup>th</sup>, at the Embassy Suite Hotel in San Antonio. Jim made a motion to table this discussion until July and second by Sallie. Motion carried unanimously.

A motion was made by Sallie and seconded by Jim meeting to adjourn.

### **Meeting adjourned at 5:49 p.m.**

Respectfully submitted

Sallie Spotanski  
Secretary/Treasurer