

TAPPA BOARD MEETING

Meeting Date: Saturday, April 8, 2017

Meeting Location: Hilton Hotel – Metropolitan Room, 3rd Floor

President, James G. Norcom III called the board meeting to order at 3:30 p.m. Jim asked if the sign in sheet had been completed and Sallie replied it had therefore he would not call everyone's name out and it was deemed there was a quorum.

Board Members Present:

- Roberto "Rob" Ramirez – Immediate Past President
- James "Jim" G. Norcom III - President
- Rick Lobato - Vice President
- Sallie Spotanski – Secretary/Treasurer
- Michael Brantley – Director
- Terry Pritchett – Director
- Michael Wheeler - Director
- Mike Feyen– Director
- David Reynolds - Director

Board Members Absent:

- Mike Billingsley – IT Information Services Director
- One Director's position for FY 2018 is vacant
- Rhonna Endres – Sr. Business Partner Liaison
- Sherry Fricke – Jr. Business Partner Liaison

Guests:

Gloria Fuller – TAPPA Event Administrator
Miles Abernathy – TAPPA's Official Photographer
Shelton Riley – 2017 Host
Hollis Dyer – 2017 Host
Mark Taylor – CMP Management Company
Kersten Schofield – CMP Management Company

With the conference already being underway and time constraints, Jim stated the today's agenda would be brief, as a conference call would take place with Ian Haden, CAPPAs President since he is not able to attend our conference as previously anticipated.

Due to the video conference call with Ian, we did not be following the normal agenda.

Jim asked with there were any corrections or additions to the minutes from the previous meeting. All board members received a draft copy of the minutes earlier. David Reynolds made a motion and Rick Lobato seconded the motion to accept those minutes, and the motion carried unanimously.

Jim expressed his appreciation to everyone for the support, time and efforts this past year. Several of his goals are in place at this time and Rick will continue to go forward with the remaining ones during the next year.

Officers Reports:

Immediate Past President: Rob Ramirez

Rob had nothing to report at this time as Vice President but would provide a report under the Special Awards Committee, which he serves as chair of that committee later on in the meeting.

President:

Jim expressed his appreciation to the Board, for our support to him as President and CEO during the past two years.

Jim expressed his appreciation to Gloria for her dedication and recognized Sallie's efforts throughout the years and a round of applause.

Jim mentioned he wanted to review the format, which he used during the first couple of board meetings held this past year. He will be presenting the same format at the Tuesday Business Luncheon Meeting on a "thumb drive". With this in mind, he would state what his goals, mission and visions had been during his tenure. The speech he gives Tuesday meeting would be short and brief and he hopes the membership appreciates his efforts.

Jim presented the board with a presentation covering his letter to the board in May of 2015 and the format. Jim instructed the board to use this format throughout the year, which also pertains to all committees.

The slide presentation on Tuesday will contain several items such as:

- Newsletter was established and several articles written and posted.
- Jim's trip to APPA as TAPPA's representative last August
- APPA's Campus Safety Presentation (Sandy Book, Virginia Tech and Columbine, Co.)
- Increase Membership
- Maintain and Improve TAPPA's profile
- Photos of the APPA Conference in Chicago
- Social Media
- Revamping of website
- Guidebook
- Brochures
- New TAPPA Logo

Going forward TAPPA is moving from a "Working Board to a Governing Board" The next step Jim leaves to Rick is the Stars Across Texas Program and the very first award will be recognized at Tuesday's Banquet. The recipient of this award is UT - San Antonio (David Riker).

Jim mentioned David stepped up last week and graciously accepted to be the Keynote Speaker. Lander Medlin had to cancel as the original Keynote Speaker due to her husband's health.

Jim showed the board his "first" video which he made with the help of his IT department at the university was really nice. Jim will speak with Gloria on how to work in the video's during the conference as this is his present to TAPPA.

Finance Committee: Terry Pritchett – Chair

Terry expressed his appreciation to all for the opportunity to serve on the board for the past seven years and thanked everyone.

Video Conference Call – Ian Hadden, President of CAPP

Jim noted this was a "first" for TAPPA hosting a video conference and apologized for the technical issues incurred.

Ian Hadden expressed his regrets that he could not attend our conference. Ian mentioned that the 2017 CAPP Tech Event held last month was the last one as times have changed and institutional needs are different. Some refocusing in CAPP will take place in the months ahead. He also announced CAPP and MAPPA would be having a joint conference in Sept. 2017 in Saint Louis and plans were underway for APPA, CAPP and TAPPA hosting a joint conference in 2021.

Ian would like to have a CAPP joint board meeting in Austin, next year with TAPPA. It was also announced plans are underway for possibly hosting a CAPP Conference in Mexico. There were be a possible joint committee from each of the organizations to provide 70 scholarship to further professional development such as EFP and CFP over a two-year period. In order to eligible for a CAPP Scholarship, the institution must be an APPA member.

The 2018 CAPP Conference will take place in Spearfish South Dakota, hosted by Black Hills State University and 2019 will be in Manitoba, Canada.

Jim expressed his appreciation on behalf of the Board to Ian for taking time on a Saturday to call in and talk with us. Several board members and Mark Taylor following the video conferencing provided their opinions and comments regarding combining the previous CAPP Tech with TAPPA next year. Each association is currently facing membership attendance at the various conferences and this is an area, which each association will be working on this year.

CMP Management Company

Jim introduced Mark Taylor of CMP Management Company, which gave a brief overview of the company. The Board previously approved CMP handling administrative and conference duties for TAPPA going forward.

Mark expressed his appreciation to all for the opportunity to management TAPPA and stated that he and his staff had been working closely with Gloria Fuller, Event Planner and Sallie in previous months and was pleased with their efforts and support during the transition. More updates would be forthcoming in the next few months. He mentioned that CMP holds accreditation with AMCI and is very confident that CMP can increase membership and participation.

The 2018 Conference Planning is well underway and he and Kersten will be distributing brochures during the conference. CMP will be reaching out to all business partners during the next few days and will be working at the 2018 Conference Booth. Mark stated Jim and Rick had reviewed the Corporate Resolution thoroughly and made a few changes.

Some discussion was held regarding CMP's procedure regarding finances, etc. and Mark answered the various questions and it was noted that CMP uses Quick Books and would insurance policies would be in place. Mark wants to attend the golf tournament tomorrow to see how the tournament is conducted.

Rick Lobato made a motion and Rob Ramirez seconded the motion to accept the Corporate Resolution, which CMP provided earlier to TAPPA signed by the President and Vice President. The motion carried unanimously.

Nominating Committee: - Rob Ramirez – Previous Immediate Past President

Rob announced the following names and positions:

Vice President – David Reynolds – UNT - Denton

Director – 3 - year term - Mike Wheeler – University of Houston

Director – 3 - year term – David Ortega - Alamo College

Sallie made a motion and Terry Pritchett seconded the motion to present these names at the Tuesday Business Meeting. The motion carried unanimously.

Jim asked the Board to seek additional nominations for the remaining vacant positions during the next few years.

Special Awards: Rob Ramirez, Chair

Rob stated the winners for the Facilities Award (Gloria and Sallie), Business Partner Award and Emeritus Awards (Steve Dumler and Sallie) and Business Partner Award (Tandus) these awards would be presented at the Tuesday Banquet. UT-San Antonio will be receive the Inaugural Stars Across Texas Plaque.

Jim mentioned UT- San Antonio's video that was submitted to APPA would be shown at the banquet on Tuesday night.

Scholarship: - Michael Brantley, Chair

The scholarship fund has received \$7,000 at this time and TAPPA has given nine (9) day pass scholarship passes so far. Michael said he reached out to several ISD's and hopefully there will be more scholarships given out on Tuesday. There will be no matching funds this year.

Terry inquired if all funds received last year for scholarships had been used and Sallie stated they had.

Membership: - David Reynolds

David will continue working on improving Membership and will attempt to encourage institutions to become members of APPA.

IT – Report – None (Mike is absent)

Business Partner – Rhonna Endres, Sr. Business Partner: (No report as she is absent):

Jim stated he would be running the Business Partner Meeting on Monday because both business partners are unable to participate. Sallie stated she had the sign in sheet for the BP Meeting. A Gold Booth Space will awarded at the 2018 Conference.

2017 Conference Report – Hollis Dyer

Hollis stated the conference should be great again this year and well attended. The Golf Tournament will be in Burlleson and is a very nice course. Currently there are about 369 attendees with about 140 facilities in attendance. There will be a very nice tour on Tuesday at TCU. Casino Night will be held at the Stockyards, which should be a lot of fun. A brief discussion was held between Hollis and Jim regarding who would "lead" the opening ceremony.

2018 Conference Report – Mark Taylor

Mark has been in contact with Juan Ontiveros at UT-Austin who will be the host and their logo has been selected. Mark distributed the 2018 lapel pins to everyone and there theme is "Building a Legacy of Excellence." As of May 1st, a new phone number will be posted on the website along with the new mailing address.

Secretary/Treasurer: - Sallie Spotanski

Sallie stated she had brought copies of all bank statements for anyone to review. She also mentioned board members had been sent a copy of her detail spreadsheets earlier in the week for each account. March 31, 2017 was the ending balance date for all accounts.

- Account 1837 (Merchant) – \$235,902.87
- Account 0525 (Main) -\$102,922.84
- Account 4750 (Savings) - \$12,418.57
- Account 1837 (Scholarship) – 7,946.75
- **Sub Total - \$359,191.03**

Conference Account:

- Account 9649 (2017 Conference) - \$86,177.62

CMP Management Holding Account – \$20,000.00 (No information provided as to last four numbers of this account)

- **Sub Total of 9469 and CMP Accounts- \$106,177.61**
- **Total Funds - \$465,368.64**

Jim asked for a motion to accept the treasurer's report as stated and submitted for information purposes only. Rick Lobato made the motion to accept the report as given and David Reynolds, seconded. Jim asked if there were any questions or objections, there being none the motion carried unanimously.

Jim asked if the spreadsheets would be posted on the website and Sallie responded in the past hard copies had been distributed at each table and only a very few attendees picked up the copies. Therefore, Sallie stated if anyone wanted copies of the spreadsheets for each of the bank accounts, she would email them a copy. Only two individuals requested copies at the 2016 Conference

Since dues for facility personnel are collected at time of conference registration; no discussion about increasing the dues amount for 2018 was held during this meeting.

Social Network: Jim said he wanted to ensure we keep the social media active, as Yana Stephens had spent a lot of time and efforts in getting this feature in place prior to her resignation several months ago.

Jim stated he would briefly go over some housekeeping notes such as reminding everyone to be sure and wear their badges at all time. Also, inform everyone about Guidebook since this application will be used for election of officers/directors again this year. Gloria stated the application was already on the website.

Due to time constraints, Jim asked for a motion to dismiss any new business under the next board meeting. Rick made the motion based Jim's request and Sallie seconded. The motion carried unanimously.

Respectfully submitted

Sallie Spotanski
Secretary/Treasurer