

TAPPA BOARD MEETING
Sunday, April 13, 2014

Meeting Location: Camino Real Hotel
Board Room – 2nd Floor
101 South El Paso St.
El Paso, Texas 79901

Meeting was called to order at 4:31 p.m. by President, Terry Pritchett. Roll was not called but the following attendees were present as a sign in sheet was prepared.

Board Officers: Mike Miller – Immediate Past President, President; Terry Pritchett, Vice President – Robert “Rob” Ramirez; Sallie Spotanski, Secretary/Treasurer and Mike Billingsley, Information Service Director

Directors: James Norcom, III, Marshall Lasswell, Bettie Simpson-Weeks, Chad Crocker and Richard “Rick” Lobato,

Guests: Gloria Fuller – Cvent Administrator, Miles Abernathy – TAPPA Photographer, Daria Paunovic, Keith Gardner, Genaro Lopez, Art Wernersbach and J.G. “Lalo” Gomez

Board Member - Absent: Gerry Rodriguez

Business Partner Representative – Absent – Curtis King

President, Terry Pritchett, welcomed everyone to the meeting and attending guests were also acknowledged. Terry stated due to the time constraints the meeting would not follow the normal agenda process and requested an update regarding the 2015 Conference.

Keith Gardner with Armark and on behalf of SMU introduced his staff and stated everything was progressing nicely as Gloria Fuller and Sallie Spotanski were working very close with his team regarding the conference.

The following arrangements are in place at this time:

- Conference to be held March 28-31st in Dallas at the Hyatt Hotel
- Theme: Trails to Success
- Room rates will be \$131.00 + tax, 3 days prior and 3 days post
- 95 Booth Spaces – 10' x 8'
- Early Registration Incentives
- Sunday – Golf Tournament at Texas Star in Euless
- Sunday –Tour of the Bush Library
- Already have a Presidential Sponsor and Golf Car Donation
- Speaker Forms have been sent out
- Sponsorship Opportunities have been determined and packages will be given to business partners during the conference.

Keith stated he and his staff is looking forward to a great conference. Gloria will be providing more information as time goes on regarding additional tours, educational sessions, meals, etc.

Sallie Spotanski, Secretary/Treasurer, had previously mailed to the board the minutes from the February 8th. A motion was made by Gloria Fuller and seconded by Robert Ramirez to approve the minutes and the motion carried unanimously.

Sallie reviewed the following regarding the treasurers report as a detailed spreadsheet was emailed earlier in the week to all board members. The balances in each of these accounts was through March 31, 2014

- Main Account (0525) - \$33,248.47
- Savings Account (4750) -\$17,407.05
- Merchant Account (1837) - \$198,049.28
- Scholarship Account (1639) - \$1,522.31
- Combined total for these accounts is \$250,227.08

Conference Accounts:

- 2014 – Conference Account - \$80,121.70
- 2015 – Conference Account - \$13,715.33
- Combined total for Conference Accounts - \$93,837.03

Total Monies for all accounts is \$344,064.11.

A motion was made by Gloria Fuller and seconded by Chad Crocker to accept the treasurer's report. The motion carried unanimously.

Information Service Director's Report – Mike Billingsley

Mike Billingsley had nothing new to report at this time

President's Report: Terry stated he had recovered the documents he had been working on regarding board responsibilities and duties and would be presenting these documents to the board at the next board meeting. He was also concerned about board attendance and expressed his opinion that serving on the board did require a long term commitment. Also, he recommended we might look into the possibility of having conference calls for those who could not attend the board meetings and also committee conference calls. Establishing budgets for various committees is something else he would like for the future board to look at.

Vice President- Robert Ramirez – had nothing to report at this time.

At 5:13 the President called a break and the meeting was resumed at 5:19 p.m.

Committee Reports:

Membership: - Bettie Simpson-Weeks, Chairperson, gave a brief review her team's efforts on the membership drive, paying special attention to the Post Card. At this time only one card had been turned in and she believes TAPPA needs to focus on a more "one on one" effort. However, she believes "great things are in store" for TAPPA's future.

Nomination: - Mike Miller, Chairperson,

Mike Miller presented the following names for officers:

Vice – President: James Norcom, III

Secretary/Treasurer – Sallie Spotanski

Directors: Richard "Rick" Lobato, Dee Littlejohn, Bridgett Blizzard, Chad Crocker. After a brief discussion Chad Crocker asked that his name be withdrawn and nominated Chris Campbell to take his place as a nominee.

The above names will be presented to the voting members at the business luncheon on Tuesday, April 15th. Mike also stated nominations can also be made from the floor.

By-Laws: - Robert Ramirez – Acting Chair

Robert emphasized that more time needed to be spent on the by-laws and suggested that the board concentrate only on a few changes at this time since new requirements for IRS reporting, organizational changes within the various universities as to downsizing, etc. has been brought to his attention. Therefore, the only changes his committee is recommending are the following:

- Changing the years of the Information Service Director from 2 to 3 years and also that of the Secretary/Treasurer.
- Vice President – Will be the Chair of the Nominating Committee
- Immediate Past President will be the Chair of the Special Awards

Special Awards Report: - Gloria Fuller, Chair

Gloria reported she had received nominations for the Business Partner and Facilities Awards but the winners will be announced at the closing banquet on Tuesday Evening, April 15th.

Scholarship Committee – James Norcom III, Chair

James thanked everyone who had helped this past year with obtaining scholarships and expressed he is hopefully that we will at least match what we collected last year.

Old Business:

Web-Hosting – James Norcom III, Chair

After a brief discussion the board voted to proceed with MemberClicks to revamp our website. Sallie is to send the initial payment and sign the contract at the request of Terry Pritchett.

APPA – Initiative:

Lalo Gomez gave a brief statement regarding the APPA/Mexico Initiative and stated he was working with APPA very closely. Progress is being made and there should be more to report in the near future.

Lalo also announced the 100 year anniversary will be coming up at the APPA Conference, San Diego, during July 21-23, 2014. He requested Terry to make this announcement sometime during the conference.

New Business:

Dues:

After a brief discussion regarding the dues for 2014-2015 it was determined the 2014 dues would be collected as each facilities person registers for the 2015 Conference. A fee of \$25.00 per each registrant will be included in the registration process and Gloria Fuller will provide a report to the Secretary/Treasurer.

Emeritus member's dues will not change as no dues are paid at this time.

Terry reminded everyone about the First Time Attendee Reception and asked for everyone to attend.

A motion was made by James Norcom and seconded by Mike Miller to adjourn the meeting. The motion carried unanimously.

Meeting was adjourned at 6:35 p.m.

Respectfully submitted,

Sallie Spotanski, Secretary/Treasurer

