

TAPPA BOARD MEETING

Called Meeting Date: April 16, 2011

Meeting Location: Hyatt Regency Houston Hotel
Arboretum 5
1200 Louisiana Street
Houston, Texas 77002

Meeting was called to order at 5:10 p.m. by Richard Gentry. Richard stated he did not prepare an agenda for the meeting. Roll not called but Sign-In Sheet was filled out as follows:

Board Members Present:

- Richard Gentry
- Dave Irvin
- Sallie Spotanski
- Mike Billingsley
- Lalo Gomez
- Raymond Martin
- Terry Pritchett
- Robert Taylor

Board Members Absent: Dalton Smith and Gerry Rodriguez, Jr.

Guests:

Gloria Fuller – Emeritus – Past President
James Norcom, III - University of Houston
Jacquie Vargas – Event Planner – University of Houston
Kristina Chavez - UT Health Science Center San Antonio
Mary Helen Garlitz - UT Health Science Center San Antonio
Miles Aberthany - Emeritus - TAPPA Official Photographer

Richard asked for a recap from Dave Irvin regarding the 2011 Conference.

Vice President's Report:

Dave announced a power point presentation would be presented by Jacquie Vargas and James Norcom III following his brief comments. David stated approximately 450 people in attendance and this total included business partners, volunteers and facilities personnel. Dave also announced several new facilities attendees for this year's conference especially from those institutions surrounding the Houston Area. In addition, some of these institutions who had not attended in several years had several individuals registered for this year's conference.

Dave turned over the meeting to James Norcom, III and Jacquie Vargas which provided a brief presentation.

James gave a review of the core committee members and expressed his appreciation to Jacquie for her help with the conference as Event Planner.

Jacquie gave a favorable report of the committees and that a CAPPA tool kit was added this year to the conference. Jacquie briefly reviewed the conference agenda and announced the bus for the golf tournament would leave at 6:00 a.m. on Sunday morning, April 17th. Two fifty-five (55) passenger buses would be available for the golf tournament and indicated the pick-up would be right outside of The Einstein Brothers Bagel Shop on Dallas Street.

Jacquie also announced some last minute changes had been made to the program as some speakers weren't able to attend; however, replacement speakers were found. Terry Pritchett suggested it would be nice to let the attendees know about the additional cost for hotel parking due to budget constraints with travel expenses so the budget managers would not be surprised by the additional charges.

Dave distributed a revised proposed budget for the conference and indicated that over \$300,000.00 had been raised. Dave commented the conference could possibly net approximately \$150,000.00 based upon the strong support and contribution to the business partners.

Dave distributed a revised estimated expense from the Hyatt for the food expense and beverages in the amount of \$24,437.36. Dave and Jacquie did not know about additional expense until late yesterday afternoon and the hotel wanted their payment immediately. Sallie stated she didn't think she had brought the merchant check book with her but could go to the bank on Monday, April 18th to sign for the wire transfer. Dave stated the request for additional funds was from the corporate office as they wanted their money up front. Dave advised the board the local hotel staff have provided excellent customer service.

Richard asked for a motion to pay the additional \$24,437.36. Raymond Martin made the motion and Robert Taylor seconded. The motion carried unanimously.

Secretary Report:

Richard asked the board to review the minutes from the previous meeting, held on February 19, 2011 as he had failed to send out the draft minutes in earlier. Terry Pritchett indicated he had several items that he wanted to address regarding the February meeting, but would wait until later on during the meeting.

Richard asked for a motion be made regarding the February minutes. Robert Taylor made the motion to accept the minutes and Terry Pritchett seconded. The motion carried unanimously.

Treasurer's Report:

Sallie distributed a detailed spreadsheet and reported TAPPA's balances for these accounts as of March 31, 2011 were:

- **0525 - \$37,440.46**
 - **1837 - \$175,778.53**
 - **4750 - 47,214.67 (Savings)**
- Total: \$260,433.66**

Sallie stated that she had received the required receipt from Mike Billingsley for the laptop/software purchase of \$2,995.00; however, the purchase included taxes charged in the amount of \$225.06 and that Mike would need to obtain a refund from Best Buy since we are tax exempt.

Sallie Spotanski distributed the original list of past due balances from the Abilene Conference and the latest Balance Due Report List dated 4-13-11. Originally \$13,805.00 was outstanding and currently \$3,890.00 was remaining.

However, \$1,500.00 was from EV Autos of Texas and Sallie stated four (4) past due invoices had been sent to him. Sallie also stated \$140.00 of the outstanding balance was related to tours/golf fees, \$300.00 for a golf sponsor hole. There were several incorrect registrations relating to the 2010 conference in the amount of \$225.00 each. Dee Littlejohn stated she would be bringing a check to the conference for her past due amount of \$170. Dave stated he had a check for \$225.00; but Sallie stated TAPPA was supposed to have paid this amount last year. The amount due of \$225.00 from Dave will be applied before the close of this conference.

Sallie requested the board to act on the following recommendation pertaining to the 2010 Conference reports:

- Remove balance due for \$140.00 relating to tours/golf
- Remove the six (6) incorrect registration paths for \$225.00 each (\$1,350.00) since these amounts should not have been charged originally.
- Notify the golf hole sponsor he would need to pay \$150.00 of the \$300.00.

Lalo made a motion to accept Sallie's proposal and Raymond Martin, seconded. The vote was unanimously.

A motion was made by Dave Irvin and seconded by Raymond Martin to send a certified letter to EV Autos advising the past due balance must be paid within 30 days or else the company would not be allowed to participate at any future TAPPA Conferences.

Richard asked Sallie to check on the requirements with our CPA regarding the amount of money for us to comply with the IRS and keep our nonprofit status. Sallie will report back to the board her findings by e-mail.

Scholarship Committee:

James Norcom, III announced he had received twelve thousand (\$12,000.00) in scholarships. James stated he had received One Thousand Dollars (\$1,000.00) more than last year and that a bank of computers would be available at the registration area. Only one scholarship per campus would be awarded and a representative from that university must be present to win. Announcements would be made at all meetings mentioning the scholarships.

Old Business:

Terry Pritchett asked about UT-Austin Issue regarding the 1099 Form as noted on the February 16th board minutes relating to the Event Planner for the 2008 Conference. Terry stated he would like to see issues resolved in a more timely manner instead of going from meeting to meeting. Terry asked if the issue is to remain with Richard since he will not be the President this coming year.

Dave stated as incoming President he will have an update to the board by Wednesday morning as Mike Miller, Past President will be attending the conference and he and Richard will meet with Mike and have a resolution at the after conference meeting on Wednesday.

Terry also brought up another issue from the February Board Meeting concerning the website account. After a brief discussion was conducted regarding the on-going issue of the website domain with GoDaddy; Terry made a motion that the website issues be resolved by April 30, 2011. Raymond seconded the motion and the vote was unanimously. TAPPA must be listed as owner on the account and all invoices be sent directly to the treasurer.

Lalo would like to see target dates set on items presented at the board meeting so we could have these items resolved in a timely manner.

Terry Pritchett requested an update from Richard regarding the boxes which were to be scanned and would like a time frame on when this task would be done so the item would not keep appearing on the boards agenda. Richard stated he was making progress as he was in the process of compiling the records and he would have students scan the documents this summer and hopefully have the items scanned by the end of the summer.

A motion was made by Terry Pritchett and seconded by Raymond Martin that an inventory report be provided to the board via e-mail for any equipment, software, etc. which belongs to TAPPA. The motion passed unanimously.

New Business:

A proposal was made by Dave Irvin to have a strategic meeting in June or July to discuss TAPPA's future since we have a healthy bank balance and also what direction we need to take regarding scholarships and future conferences. Since our finances are solid we need to move from a management role to a strategic role as CAPP and APPA has in place. Richard mentioned something like having a work shop in May. Dave wanted some key folks to attend the strategic meeting.

Lalo thought it would be wise to include invite some of the business partners to attend the meeting. He also thought we need to engage more people. James Norcom suggest we possibly fund a student in facilities management based upon the scholarships received.

Jacque stated she wanted to sent out an email to attendees following the conference to get their input. Raymond stated the CVent program already had this in place. Any e-mails conducted needs to be via the CVent program.

A brief discussion was held regarding scholarships and was tabled until after the special called meeting. Dave will send out an e-mail next week as to a proposed date. Terry mentioned we send our suggestions to Dave so this information can be included in the email next week.

Since there was not an official By-laws Committee this year and after a brief discussion a motion was made by Raymond Martin and seconded by Terry Pritchett to permit the President and/or Secretary/Treasurer to approve any routine purchases up to \$5,000.00 and that a vote of the majority of officers would approve purchases up to \$10,000.00 with the board being notified via e-mail within 48 hours of such expenditure. The motion carried unanimously.

Raymond Martin presented a slide presentation for the 2012 Conference to be held April 15 -18, 2012 in San Antonio, Texas. The conference would be held at the Crowne Plaza Hotel on the Riverwalk. A bank account has already been opened with Bank of America.

Lalo Gomez will be in charge of the food and entertainment. Raymond introduced two of the guest in attendance; Kristina Chavez and Helen Garlitz as admin assistants for the conference. Raymond also announced the following committee chairs:

- o Darrell Maatsch, Sponsorship and Exhibitor
- o David Oliver and Dave Brougham, Golf Tournament
- o Raymond Martin, Conference Chair and Speakers

The hotel is providing state rates and the exhibits will be at the hotel. The Golf Tournament will be at the Quarry Golf Course and arrangements and contracts are already in place. Also there will be a social on the Riverwalk and rides on the river with a mariachi band and a margarita

social. The social at the Riverwalk will be held on Sunday night and tours will be held on Wednesday. Raymond is in the process of modifying the 2012 CVent Program. The theme of the conference is "Back To The Basics" and he stated he found the software program very easy to follow.

The hotel has given four (4) penthouse suites for the conference. Pictures of the hotel and golf course were displayed in the presentation. Back by popular demand will be a Casino Night.

Raymond Martin mentioned he has already set up a mailbox separate from the university. There will be no comingling of correspondence or funds relating to the 2012 Conference. All correspondence relating to the conference will be sent to :

TAPPA 2012
4319 Medical Drive, Suite 131
San Antonio, Texas 78229

Raymond proposed an estimated budget of \$185,000.00 for the 2012 conference. A motion was made by Dave Irvin and seconded by Sallie Spotanski to accept the proposed budget with the amendment to remove the scholarships line and replace with miscellaneous . The motion carried unanimously.

Richard announced that several board positions have expired and nominations have been received at this time for the following board positions:

- o Vice President: Raymond Martin and Mike Miller
- o Information Service Director: Mike Billingsley
- o Board Members: James Norcom, III; Robert Taylor; Hollis Dyer and Mike Newton

Dave will ask for nominations from the floor at the annual business meeting on Tuesday In addition he will also announce the vacant board positions to the attendees at the breakfast and luncheons prior to the business meeting.

Lalo Gomez announced he had received another Emeritus Award Nominee other than Les Swick and Richard "Dick" Williams The person's name is Tom Dodgen, with Texas Luthern who retired in September of last year. Lalo Gomez made a motion to present an Emeritus Award to Tom. Dave Irvin seconded the motion. The motion carried unanimously.

Gloria presented a power point presentation as requested by Raymond Martin regarding her previous proposal at the February Board Meeting to serve as the TAPPA Event Planner. Gloria distributed several reports to the board relating to the CVent Program.

Following Gloria's presentation and a brief discussion by members of the board. Terry Pritchett made a motion to have Gloria Fuller designated as the TAPPA Event Planner for 2012/2013 at \$750.00 a month with a revision to her original contract which be e-mailed to the board when she returns home immediately following the conference indicating an option to re-evaluate after one year and adding a renewal clause. Gloria stated she would assist with the 2012 and 2013 conferences with no additional charges.

The board dinner will be held at Shula's restaurant which is located inside the hotel directly following the board meeting.

A motion was made by Lalo Gomez to adjourn the meeting and Raymond Martin seconded. The meeting was adjourned at 7:39 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sallie Spotanski".

Sallie Spotanski,
Secretary/Treasurer