

## TAPPA BOARD MEETING

**Meeting Date: Saturday, April 16, 2016**

**Meeting Location: Hilton College Station  
North/South Forty Rooms**

The meeting was called to order at 3:34 p.m. by President, James G. Norcom III and asked if the sign in sheets were complete. Sallie replied they were and Jim said he would not call everyone's name out.

### **Board Members Present:**

- Roberto "Rob" Ramirez – Immediate Past President
- James "Jim" G. Norcom III - President
- Bettie Simpson Weeks– Interim Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- Michael Brantley – Director
- Yana Stephens – Director
- Terry Pritchett - Director
- Mike Feyen– Director
- Robert "Bob" Casagrande, Jr. – Sr. Business Partner Liaison

### **Board Members Absent:**

- Two Director Positions are vacant – 2017 and 2016
- Rhonna Endres – Jr. Business Partner Liaison

### **Guests:**

Gloria Fuller – TAPPA Event Administrator  
Miles Abernathy – TAPPA's Official Photographer

Jim announced we have a condensed agenda today and would be focusing on the conference since registration has already started.

A general statement was made by Jim first. His statement was to thank each and every one for their service this year as it has been a challenging and rewarding year. He expressed his appreciation for everyone's time and volunteer efforts to assist TAPPA and the association this year and a round of applause followed.

Before going into the officer's report Jim called for a review of the minutes from the last meeting. There were two corrections which needed to be made regarding the February meeting as Sallie stated Bettie had emailed her with a couple of corrections.

- (1) Adding although Rhonna wasn't present at the meeting she did call in during the Business Partner Report and provided some suggestions and input.
- (2) Correct the sentence in the minutes that Rob Ramirez in the paragraph which stated "no report" as he wasn't present to "No report at this time."

Following a brief discussion between Sallie, Bettie and Robert, Jim asked for a motion to be made regarding the corrected minutes. Bettie made a motion to accept the February minutes with the corrections noted and Mike Feyen seconded. The motion carried unanimously.

Officers Reports followed as:

**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 serves as chair later on in the meeting.

**President:**

Jim mentioned he wanted to review the format which he used during the first couple of board meetings we had and to present the format at the Tuesday Business Luncheon Meeting. With this in mind he could state what his goals, mission and visions were for the year. The speech he would give at the Tuesday meeting would be short and brief and hopefully the membership would appreciate his efforts.

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

The slide presentation included 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 Cook, Virginia Tech and Columbine, Co.)
- Photos of the APPA Conference in Chicago
- Social Media
- Revamping of website
- Guidebook
- Brochures
- New TAPPA Logo

Next Year Goals: Establish association operational budget. Steps have been taken to do this as he formed a Finance Committee to structure our budget and financial outlook. Association audit will be scheduled, work in progress.

Stars Across Texas Recognition Program is something else he presented to the board this year and hopefully this program can be launched next year. The program is all about our Higher Ed Campuses submitting to us (TAPPA) a star on their campus and what they did to improve their campus life as a facilities member. Recognitions will be presented with either a plaque or award of some type at the annual conference and to be determine is the number awarded. It was suggested at least five (5) be selected. Terry suggested once TAPPA is solvent their names could be placed in a scholarship drawing. Details of the program will need to be worked out.

This concluded Jim's report and he asked if there were any objections, comments, suggestions. Bettie stated he had something under the media/ web, but there was nothing under the web. Jim stated he would fix this.

A list of accomplishments was also on the slide presentation and Jim will review and update the information on the thumb drive before his presentation is presented on Tuesday.

## **Interim Vice – President: Bettie Simpson-Weeks**

Bettie stated that she wore many hats this year as chair of various committees, Membership, By-laws, Newsletter, etc. and was thrilled so much had been accomplished.

Bettie gave an update on the revised website; TAPPA.net (new look, much cleaner and easier to navigate). She also gave a special thanks to Yana Stephens for her dedication, creativity and perseverance and also taking the lead regarding the social media (Twitter, LinkedIn, and Facebook) and the design of TAPPA's new brochure. Bettie also acknowledged Mike Billingsley's assistance on these projects and so much was accomplished in such a short period of time.

Bettie thanked those who contributed articles for the newsletter. These articles are on the website at this time. Bettie encouraged everyone to write something about what is happening at their institution.

Bettie announced Rhonna and Mike Billingsley worked together to develop the new TAPPA logo which now has the APPA symbol embedded in our logo. Applause followed.

It was determined a new brochure named "Why TAPPA" needed to be created and again Yana took the lead and developed a new brochure with input from a few. Bettie showed the board the finished brochure. Applause followed.

Throughout the year Bettie worked on the by-laws with input from several as this was a transition due to Rick Lobato's resignation. Due to the extensive details Bettie announced Mike Feyen will assume the lead as chair of the By-Laws Committee.

Bettie also gave recognition to Bridget Blizzard and Dee Littlejohn for the extensive work they did on the SOG manual and she and her committee were able to review these manuals. Standard Operating Guidelines will be used in the future for training and new members and will also integrate the new social media sites and proper use for posting.

Bettie stated at the Oct. Board Meeting she announced her retirement on March 31<sup>st</sup> from the UT. She is offering to be a support to the board and organization in any way necessary to see its improvement and progress.

Jim commented in the past he didn't believe the President gave a report of the accomplishments but he feels it is important to do so.

Terry stated what Jim just did (slide presentation) is more important than the individual committees giving a report.

Sallie mentioned the current By-laws has an agenda which we must follow; however, she thought an overview was great so maybe in the future the by-laws can be changed to allow modifications of some type.

Terry asked if an agenda was sent out and Jim said it was. However, after looking in his emails he discovered he had only email the agenda to Sallie. Terry said it wasn't a big deal.

**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, 2016 was the ending balance date for all accounts.

- Account 0525 (Main) - \$26,513.54
- Account 4750 (Savings) - \$12,414.78
- Account 1639 (Scholarship) - \$14,165.24
- Account 1837 (Merchant) - \$217,901.16
- **Sub Total - \$270,994.72**

#### **Conference Accounts:**

- Account 8127 (2016 Conference) - \$77,535.94
- Account 9649 (2017 Conference) - \$17,360.00
- **Sub Total - \$94,895.94**
  
- **Combined Total - \$365,890.66**

Jim asked for a motion to accept the treasurer's report as stated and submitted. Terry made the motion to accept the report as given and Rob, seconded. Jim asked if there were any questions or objections, there being none the motion carried unanimously.

#### **IT Director: Mike Billingsley**

Mike had a couple of things to discuss:

Do we want to stay with the same background after May 1<sup>st</sup>. As the United States Flag was tied into "TAPPA's Got Talent" Theme. The new logo for 2017 will replace the current theme. Bettie asked what we had previously and Mike stated it was a "white page". Mike stated a decision did not need to be made at this time about the background but he thought he would ask the question.

A Career Opportunities page has been added at this time. Mike has posting dates listed on the pages and after 3 months he will go back and check to see if the positions still exist, if not the position will be removed.

Mike provided a copy of the Power Point Presentation which will be presented throughout the conference. Gloria and Mike did something different this year regarding the rolling banner as those who sponsored meals or breaks will have additional advertisement as before all the Business Partner received was signage at the meals. Gloria is trying to encourage more sponsorship from the Business Partners by increasing special perks at different levels.

In addition the board's new emails addresses will all end in "tappa.net" Mike has not distributed the emails out until May 1<sup>st</sup> as:

President, Past President, Vice President, Secretary/Treasurer, IT Director ([Info@tappa.net](mailto:Info@tappa.net)), Directors as they currently are now example, dir1; dir2, etc. Mike will provide all information after May 1<sup>st</sup>. Mike stated if you wanted to have your new email go to your schools email instead of having two separate emails to please let him know and he can set it up this way. Mike can set up a forward email, an example is the Secretary/Treasurer's email will go to her institution. Sallie asked how many forwarding emails could we have and Mike stated 99. Twelve email addresses were purchased originally.

Bettie asked what happens to the reply like in Sallie's case of forwarding. Mike stated it would have Sallie's schools information. However, in Sallie's case she has changed her reply to reflect TAPPA's

logo and information. This process can be done under the signature in Outlook which her institution uses.

We do have a Gmail account for the scholarship submissions as this was the only way Mike could get multiple email addresses for notifications of applications. Once this conference is over Mike will use this email address as a forwarding email address.

Jim inquired if he was to use the [President@tappa.net](mailto:President@tappa.net) at this time would he have to log into that account with a user name and password and Mike replied "yes". Mike responded once the generic password is given to Jim, then Jim could establish his own password. Mike stated he would email everyone after the conference their generic password and directions on how to access [email@tappa.net](mailto:email@tappa.net). Yana will also have a forwarding email since she maintains the social media.

Mike had nothing else to report and Jim expressed his appreciation.

### **Committee Reports:**

#### **By-Laws: - Bettie Simpson Weeks, Chair**

Bettie stated Mike Feyen would continue to work on the By-Laws but she will continue to support the board in that area.

#### **Nominating Committee: - Bettie Simpson Weeks, Chair**

At this time there are two nominations: Mike Feyen and Mike Wheeler both are for director positions. Bettie said we really need to talk up nominees before Tuesday's Business Meeting. She asked Sallie how many vacancies we had and Sallie responded four positions:

- a. 2- Directors whose terms are expiring at this conference (2016). These will be a 3 year term
- b. 1- Directors position vacated by Dee Littlejohn whose term would have expired in 2017
- c. Vice President's position

Terry asked if Bettie was to receive the nominations and she replied yes but Sallie also needs a copy of the nomination provided to her as well since these become a part of the official records. Bettie said to please make sure the person has accepted the nomination before presenting their names for positions.

#### **Special Awards: Rob Ramirez, Chair**

Rob stated the winners for the Facilities Award, Business Partner Award and Emeritus Awards will be announced at the banquet.

#### **Scholarship: - Jim Norcom, Chair**

Jim stated that he had not done what he normally does relating to scholarships for many reasons which the board was aware of this year. Jim is looking for anyone to take over the responsibility of the scholarship committee and being chair going forward. Jim had to assume the scholarship chair due to several resignations this past year relating to the scholarship chair.

Sallie said she has a list of those institutions who had applied for scholarships and would get with Jim prior to Tuesday's banquet to ensure the records match due to so many changes in the scholarship committee this past year and the possibility of emails not being received and forwarded when applications were submitted. The scholarship chair and secretary/treasurer were sent emails when

applications were received. Sallie's list also includes those institutions who have attendees at the conference and would eliminate calling names of those institutions who have no representation.

Jim will announce under the housekeeping rules during the conference that it isn't too late to apply for a scholarship and applications can be submitted until the business luncheon on Tuesday.

Terry mentioned that Mike should remove the statement of matching funds from the website so that those recipients who receive a scholarship at the 2016 conference will not be expecting matching funds.

After a brief discussion by several members of the board regarding Terry's comment it was determined the wording on the website does not need to be changed.

Terry asked how much has been collected for scholarships this year and Gloria responded \$7,500. Additional comments were made about past contributors who may or may not provide scholarships this year. Gloria said normally they wait until Tuesday to contribute and she mentioned that some of the past contributors changed their donations this year to sponsorships.

Jim said he had asked some of the folks in Houston to divert their funds to sponsorships instead of scholarships this year as we needed help in this area of sponsorships.

Jim stated he would announce at Tuesday's luncheon what funds we have collected in Cvent.

There be no further comments or suggestions Jim stated we would move "right along".

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

Bettie mentioned she had already consolidated her membership report previously in the meeting for brevity.

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

#### **Conference 2016:**

Gloria said she had emailed everyone a copy of the Product Summary Report which shows what we have actually taken in so far. Registration attendance and there has not been any additional sponsorships received since she had sent out her report; therefore, the report is pretty close taken in so far.

Everything seems to be going very well with the conference. Bob's group is doing a great job with the decorations and everything they have been doing is really outstanding. Jim said "Way to go Bob". Applause followed.

Gloria stated the registration is at 399 right now; however, she stated that some of the people who registered as sponsors only will not be attended thus she stated she believe the actual attendees would be around 380-385. The only issue which might occur is on Monday Night as additional tables may have to be put on the dance floor to accommodate attendees if everyone shows up but other than this, we have a good turnout.

Rob asked if we were going to play this by ear and Gloria responded "yes". The plan is to have tables set up at the back of the room which just has silverware on them and then pull them out quickly if they

are needed. As there was something planned for the dance floor. The original set up was changed by Bob's group just prior to the conference as Gloria found out. Gloria had originally had a riser set up so the dance floor could be used for tables.

Again, other than the change of the set-up, everything seems to be going very well. Gloria asked if there was an issues anyone had heard about. Rob wanted to know if there would be popcorn at the carnival and Bob said "yes".

Jim passed the gavel to Bettie as he has a lot of questions. Jim stated this was the first conference that he would be President and he didn't want to mess it.

Talent Show: Jim inquired as to who would be the other two judges and Bob responded Lander and Glen Haubold. Jim wanted to know if Lander was coming and Sallie responded she is register and so is Christina Hills and Kelly Ostergrant was also coming from APPA. Jim was glad everything was set as he hadn't heard anything recently and at one time he had heard Lander might not make it. Bob said if for some reason she or Glen doesn't show up he would have a substitute.

Jim thanked Gloria for sending the announcement format to him but he had a question about the breakfast on Monday. Bob had made a suggestion to Jim previously and Jim wanted to bring the suggestion before the board. Jim liked the idea of thanking and recognizing any veterans that we may have in the audience but he has a concern about singing America the Beautiful or saying the Pledge of Allegiance. After some discussion it was determined, Bob will have a sing a – long of the Star Spangled Banner played at the opening breakfast. The reason Bob brought this suggest up was he attended a Structural Engineer Conference and this is the way they started their meeting. He was really impressed.

Bettie brought up the matter of doing the pledge as our affiliation with APPA since it was an international organization and don't want to offend people who are not Americans.

Jim stated he would welcome everyone and recognize veterans of all service, ask that everyone to stand and just sign the national anthem. Words will be on the screen for the national anthem as this question was raised by Terry. Terry commented as long as this was done well, it could be an interesting way to start the conference.

Bob confirmed he would have music ready and everything lined up after he acknowledge the military guys.

Jim thanked Bob for his suggestion and he asked Bettie to be flexible with him as there may one or two things which may need to be addressed or changed and to share some of the podium responsibilities at the conference.

Next question was concerning at what time would the keynote speaker give his presentation at the opening ceremony and Gloria stated this was what needed to be decided. The presentation will be approximately 30 minutes. Gloria said normally they get everyone in, seated and then start eating and make some announcements and by that time, the key note speaker does his presentation as most people are through eating at that time.

Jim asked if anyone had any other request from him and Terry wanted to know if there was a schedule of these things. Gloria stated the agenda is listed in the program brochure and will be in the registration bag.

Bettie asked if anything was scheduled during the 1<sup>st</sup> time attendee reception and Bob stated he thought there would be singers performing but it would not interfere with the 1<sup>st</sup> time attendee and a video of the talent show would also be played.

There was some discussions to when the dancers were going to perform and it was determined the dancers would perform on Monday night.

That was all the questions Jim had and he gave the floor back to Gloria. Gloria wanted to "test" out the live polling for the election of officers/directors. Signage regarding Guidebook is at the registration desk and Gloria stated we really needed encourage and talk up using the Guidebook App. Scavenger Hunt is also on Guidebook and has been tested. QR Codes have been placed at the various booths and one phrase has been completed, the individual will take the completed phrase to the registration area and will receive a ticket so they can be entered into the drawing. Individuals who don't have smart phones there is a sheet in the registration bag with a number of the QR code so they can fill out the sheet and take that to the registration desk.

### **Conference 2017:**

Gloria stated the 2017 Conference exhibitor packets were sent out to the board so we have those to look through. Everything is pretty much set up and the only thing needed to be finalized are the tours. Plans are in place for having the Casino Night at Rodeo Exchange with either a Crawfish Boil or BBQ, there will also be shoe shine person available and a DJ. Sallie is attempting to get in touch with the magician which performed at the 2009 Conference. The conference will be held at the Hilton Hotel in Fort Worth.

Jim inquired if Hollis or Shelton were present and Gloria stated they were off campus when she called them. The Golf Tournament will be at Hidden Creek Golf Course in Burleson and Hollis already has a Golf Tournament Sponsor and two or three other golf sponsors committed.

Jim asked if there were any other questions about the 2016 Conference and Sallie spoke up and stated she had spoken with Autumn yesterday and that a 65" screen TV would not be given away as advertised and was informed that Grainger wanted to speak at the opening breakfast. Bob stated the TV size was changed because he would have to "capitalize" the purchase and this would be hard to do.

Bob thanked Sallie for bringing up the Grainger request as they were invited at the last minute to participate in the conference and since there were no booths left they asked if they could have 5 minutes to speak to everyone. After some discussion the board determined it was not in the best interest of the association to grant their request. Bob would relay the decision of the board to Grainger. Jim expressed his appreciation for their generous participation and asked that Bob tell them how much they were appreciated and hopefully next year they would be able to have a booth space.

Bob remarked if anyone saw something which needed to be addressed to please let him know. Sallie commented on Bob's staff as to the great job they did yesterday in the assembling of the conference material and a great time was had by all.

**SOG Committee Report:** Waived by Jim.

**Website Committee Report:** Mike Billingsley

Mike had nothing else to report and Jim mentioned the website committee report was covered under Mike's IT Report.

**Business Partner Report:** Bob Casagrande, Senior BP Liaison  
Nothing additional to report at this time.

Jim wanted Bob to let him know how the Business Partner Meeting turns out. Rob asked who was taking minutes at the Business Partner Meeting and Terry stated he was taking minutes at the Facilities Meeting.

Sallie stated she had the listing of all the business partners and sign in sheet. Also, a ticket would be given to one business partner representative for the gold booth drawing for the 2017 Conference. Jim asked Bob to have someone take good notes so we could have the report in a timely manner.

The 2017 Conference Hosts were unavailable so no report from them. Jim mentioned a lot of the old business had been covered but he wanted to go through some of the following:

#### **OLD Business:**

- **New TAPPA Logo:** Next year we will have new lapel pins which will show the APPA symbol embedded.
- **TCUF Collaboration:** Jim still wants to work with Bob and TCUF as Jim stated he would be attending TCUF this year and representing U of H. Jim believes the conference will be in September and stated they do their conference every two years and it is in Houston. He just wanted to pass along this information.

Sallie mentioned she had obtained the cost of the new lapel pins as noted on the agenda and the cost would be \$650-\$750 based upon 500. Jim wanted to know if it would be just like our old one. Sallie's reply is whatever he or the board decides. Jim asked had an order been placed and she stated it hadn't. Sallie said a proof could be given but Jim would like to have some sort of sample by the next meeting.

This brought up the issue of the next meeting. Terry commented in February of this year the board approved a budget which was to have only two meetings this year. Thus, if we meet in June then we would have to skip either the normal October meeting or the February meeting.

Jim stated we had moved from the pin discussion to the next meeting. Gloria made the statement if we were going to skip a meeting it should be the October meeting because it will be real important. Bettie added to Gloria's comment that this would allow us to wrap up some of the initiatives so we know where we will be for the next conference.

Sallie stated she had taken the date of June 16<sup>th</sup> which was on the agenda and tentatively had the hotel to pencil in this date. Jim asked everyone to please check their calendar's to see if this is a good date. Jim noted this was right after graduation and summer vacations have started. Terry confirmed June 19<sup>th</sup> was Father's Day. Terry pointed out the 16<sup>th</sup> was on a Thursday. Jim asked about the previous weekend which would be the 10<sup>th</sup> and 11<sup>th</sup>. Jim also didn't want to get into people's vacation which typically occur in July. Everyone seemed to agree the 10<sup>th</sup> would be fine and Sallie will check with the hotel and confirm that this date is available and Jim stated we would be communicating between now and then. Jim stated there was a lot to look at after this conference.

Other old business, the brochures were completed and Jim thanked Yana.

Other items he had listed are ongoing (Possibility of doing an RFQ for Association Counsel and Sales Tax Exempt Cards).

Jim moved on to new business:

### **New Business:**

Guidebook: Jim stated Gloria had already gone over the Guidebook.

Gloria announced she had sent everyone a push message today and wanted to know if everyone had received it. She explained a number would appear next to a person's envelope in Guidebook and then they could view the message by clicking on the envelope. However, only 15 messages are allowed per event. Gloria will be responsible for sending out important messages during the conference. Gloria stated the "Live Polling" will be tested while we are here.

Jim wants to target new members as well as old members and everyone at the table is aware of the importance of this item. Jim wants to look at our marketing this year and next as he is President and see what can be done to improve and increase our facilities members. Everything we are going to add to our operations is hinged on our finances.

Jim's new business item is: that he met a new event planner and her name is Cher Brinks and she voluntarily showed up yesterday and met with the Executive Committee and had a lot of good ideas and questions and is willing to work with Gloria over the next few weeks to see if they can come up with an overview of how the event planning would go forward. Last year, Jim mentioned that he, Robert and Gloria met and there are some personal things which Gloria has to take care of shortly, they wanted to do something to continue run the board and the activities which Gloria handles so there would be little disruption. Gloria stated that she was willing to work with the new prospective planner if everyone agrees with the plan they come up with in the next few weeks.

So one of the things accomplished was the website has a new face, new way to navigate and work with Gloria to see if we can enhance our event planning and with that there is a little extra item called marketing, so Jim is asking the prospective planner if she knows someone that could help us. This will help our business partners and TAPPA a lot more. If we solely depend on our website, who drives people to our website? We do only as Jim stated, so we need to look at how we get people in addition to our social media. The social media is where the younger generation communicate and this was a great start there.

Jim wanted to share his comments with the whole board as we are moving in this direction. We still need to look at manner of augmentation of what we do. Jim said he would stop taking at this time as Sallie had an announcement to make.

Sallie stated she provided everyone a copy of her note which stated she would not be seeking re-election next year as her term of office would be up in 2017. Any procedures which she has will come in a separate email which will be addressed and looked at.

Jim commented this is really a serious thing for the board and our association as the secretary/treasurer has always been an anchor for us and we have to look at a way find a person or entity to take her information and expunge and relocate. Whoever, we get to accept her position is a big move and we have to help that person.

Robert inquired if that position would not go up to vote until next year. Sallie said that the board voted previously to have the outgoing secretary/treasurer remain on the board in a supportive role for one year following her term of office and that she would give the board a year's notice if she wasn't going to seek re-election.

Sallie stated she would complete the close out of the 2017 Conference and she and Gloria will work with our CPA for the IRS filings. Sallie will be available through 2018 and Sallie mentioned we would need to keep the current PO Box open as it closes in April and also the storage unit. Instead of paying a year's rental we can pay only six months and also the 2018 Conference Account will need to be opened. Sallie pointed out that Terry is already on the bank accounts even though his current term will expire in 2017, except for the conference accounts.

Terry asked Sallie if she had any recommendations or does anyone come to mind to fill the position and she stated not at this time. However, she did state that the Secretary/Treasurer's position has always been together and her thoughts are to split this position and the board. But doing so would add one additional person to the board and doing so would have an additional impact on the finances.

Jim stated that he agreed with Sallie's suggestion but this could only be done only after the board determined they would no longer be a working board but a governing board. When this happens the transition in place we will have hired staff, event planner, or a management company handles day to day finances. If we have a working board, how many people in key positions at universities/colleges would have the time to do what Sallie has done? Jim, gave some complimentary remarks about Sallie's work ethics over the years and dedication. Sallie remarked she has been very blessed that her manager and upper management has been so supportive throughout the years she has served as Secretary/Treasurer. Sallie stated being single and not having small children at home she didn't have to worry about how much time she dedicated to TAPPA as this association has meant so much to her. Whoever is elected, must be willing to make a commitment and should know that the position is very time consuming and very intent. With this being said it is time for her to step down but she will still be very supportive and will help anyway possible. Sallie reaffirmed that she did not know of anyone currently working at their institution being allowed to spend the time she has spent over the years working on TAPPA.

Bob commented that TAPPA has grown over the years and that the only reason the Secretary/Treasurer's position remain as one was because of Sallie's dedication.

Robert pointed out that looking for someone could done during the summer and we don't need membership approval. We just need to make sure the membership is aware of the change if he is reading the by-laws correctly. So the separation can be done as soon as we nail down what the transition is going to be like, whether it is an event planner and no management company or both or whatever it is. It definitely needs to be hashed out during the summer, it might be a long meeting and Terry commented this would be a huge process.

Sallie stated she informed the board she would give a year's notice and this was the intent of her notice today as she officially did it today.

Robert stated it was very hard to receive this letter but wanted to say "thanks". A round of applause followed.

This was the last item that Jim had to present and Jim asked if there were any other new business.

Mike suggested eliminating the Information Service position. Mike stated his position has become less and less and if the Secretary becomes a separate position then the Secretary would have all of the information.

Robert stated he disagreed and even though the role has changed the IT Director's position is still very important. After a brief discussion, Bettie thanked Mike for bringing this item to the table but thought it would be best to discuss at a later date.

Jim stated we are going to change a lot of things in the by-laws but at this time the IT's position is in there and in place.

Jim explained to Mike that he couldn't do what he does even though Mike stated anyone can perform his duties but Jim appreciated Mike's comments. Jim stated having Mike here and having the mindset is important and Bettie said Mike's knowledge is very important and doesn't want Mike to under-rate what he does. Bettie stated there would be other positions available if he choose to move into them.

Jim stated he wanted to bring the meeting under control and expressed his appreciation to Mike for what he does and to please hold on to that position. Jim stated that he would like to serve the next year with Mike and if he decided to resign after that than this would be fine, up until then, Jim will not accept Mike's resignation. Mike stated he was just suggestion a change and Jim said to keep that in mind and we would address this matter after this conference.

Sallie, read the following email from Miles Abernathy dated March 13, 2016

Hi Sallie,

I have enjoyed being TAPPA's photographer for the last 4 years.

I would like you to present to the TAPPA Board a request on my behalf to extend my contract for that role.

An extension of the current contract conditions for another 5 years would be fine by me, or whatever the Board desires.

Thank you so very much!  
Miles Abernathy

Miles requested he leave the room while the board discussed his proposal. A motion was made by Bettie and seconded by Sallie that his proposal be accepted for another 5 years. Jim asked if there were any objections or discussions and there being none the motion carried unanimously.

Bettie asked Terry to get Miles and Jim congratulated Miles and everyone applauded. Jim stated Miles wanted to take a picture following the board meeting.

Jim asked if there was any other new business and Terry wanted to know if Sallie needed to present to someone on the board her title, duties, and who should receive the information for review. Robert stated since we are looking at having a new event planner some of the duties might be overlapping and Bettie agreed. Gloria, Sallie and the proposed planner will be reviewing their duties over the next few weeks and this will be determined within the next week or so. Robert asked Gloria if she would have a scope or job duty form and Gloria replied yes.

Terry asked Jim what he was wanting to have presented to him in June. Bettie stated the intent was for Cher to get with Gloria and Sallie and get the tasks clearly identified and then come back with a proposal what she was willing to do and what she wasn't going to do. Bettie stated there is a lot of overlap with what Sallie does.

Gloria stated the conversation which she had with Cher was that Gloria would stay on and do the Cvent and Registration and she would do the event planning and she does not want to be involved in the financial end of it and does not want anything to do with Cvent or Guidebook or any of that. All she wants to do is the event planning part of it, so from that Gloria stated she had sent Cher the scope and the same one she had sent to Terry and Jim and do the same with Sallie. By the meeting we should have something.

Sallie said after she and Gloria hold the conference call with Cher it would give the Executive Committee an opportunity to look at the draft and Gloria agreed that we should have something to present by the middle of May.

To answer Terry's question, Jim stated this is exactly what he wants to break the items down, title, function and who is going to do those 3 areas. If we have that base line, job duties and description, he thinks we have the baseline to move forward, whether we get individuals or get a company that augments that somehow.

A lot of this will fall under finance or secretary as deemed necessary by the discussions. Jim asked if this cleared the air. Terry stated yes, as he wanted to make sure he (Jim) gets everything he wants for the June meeting. After the conference the Executive Committee will focus on that report every two weeks until we meet again.

Bettie stated that she had one more thing to add to the communication and that was to congratulate Yana on her upcoming engagement. Everyone applauded and Yana stated the date would be July 8, 2017.

Jim asked if there were any other business either new or old and Sallie stated she had the new brochures with her if anyone wanted to take some back with them. Jim said they needed to be distributed at various places. Get them out to our membership.

Bob had one additional comment since he has been with TAPPA for a long time not to make the By-Laws so detail, keep them general. Bob stated to look at our business plan as we have almost \$400,000 dollars. Gloria asked if she could make a comment on that and it was Bob is looking at the total figure right now and this does not include any conference expenses. Bettie said Bob has a point as to what we announce as this is what our accounts are it should be stated that this is before expenses.

Robert commented that the composition of the board keeps changing and he appreciated Bob's input and the committee will definitely take his input into consideration. Bettie also expressed Bob's willingness to share his experiences and involvement has been very helpful.

There being no further business a motion was made by Bettie and Rob seconded to adjourn the meeting.

**Meeting adjourned at 5:45 p.m.**

Respectfully submitted

Sallie Spotanski  
Secretary/Treasurer