

TAPPA BOARD OF DIRECTORS MEETING

Meeting Date: July 26, 2018

1. Call to Order

President, Richard Lobato called the meeting to order at 12:03pm.

Board Members Present

- Richard “Rick” Lobato – President
- David L. Reynolds – Vice President
- James “Jim” G. Norcom III – Past President
- (William) Shorty Schwartz – Director
- Michael Brantley – Director
- Mike Feyen – Director
- Max Davis – Director
- Laura Duncan – Sr. Business Partner Liaison
- Bruce McNabb – Jr. Business Partner Liaison

Board Members Absent

- Mike Billingsley – IT Information Services Director
- Steve Arnold – Director
- Mike Wheeler – Director
- Lisa Flores – Secretary/Treasurer

Guests

- Mark Taylor – CMP Management Company
- Rene Firsing – CMP Management Company

2. Review of the June minutes

Richard Lobato requested the board to review the draft minutes of the June Board meeting for 2018.

Motion: Mike Feyen made a motion to accept the June meeting minutes. Michael Brantley seconded the motion and it passed unanimously.

3. Financial Reports

- a. Mark Taylor reviewed the TAPPA financial position of TAPPA:
 - The Operational Cash position as of June 2018 is \$285,352.90
 - The total assets are: \$302,817.90

Motion: David Reynolds made a motion to approve the June 2018 Financial Reports as presented. Max Davis seconded the motion and it passed unanimously.

ACTION ITEM: Mark Taylor to work with Lisa Flores on the FY19 preliminary budget to bring to the board for review.

4. Goals/Rocks

Mark Taylor reviewed the BHAG, 5-year goals, 3-year goals, the annual goals as well as the Rocks for the year.

- a. Website

Shorty Schwartz reported the initial start point meeting was had with Beverly Carter and Rene Firsing to discuss the steps in moving forward with the new website design process. Shorty has received the design package and will be reaching out to the Board members for feedback. Mark Taylor advised the timeframe for the new website is toward the end of September. Mark also advised the current contract with CVENT runs till the end of 2019 and contains a cancellation fee of \$5000. Mark will work with YM to see how best they could assist in lowering their fees to accommodate the added expense and will follow up with the Board members via email.
- b. Marketing

Shorty Schwartz discussed the marketing plan and working on ideas to incorporate this to the website. The Board discussed APPA's email blast strategy and if this has been effective. The first step is to work on and complete the website before planning our Marketing initiatives.
- c. Tool Kit APPA

Shorty Schwartz reported the first supervisor tool kit is scheduled for November 5, 2018 located at Southwestern University. The event will run Monday through Thursday with Thursday being a half day. Shorty is working on the final details. David Reynolds advised this is a cost neutral event for TAPPA and the Universities take on most of the work load. TAPPA may need to assist with sponsorship. Mike Wheeler is working on a tool kit for early 2019.

ACTION ITEM: CMP to assist with email blasts and marketing the November 5th tool kit via a link on the website.

d. Conference improvements

David Reynolds is currently working on the items listed to improve the 2019 conference. Mark Taylor advised the timeline for the sponsorship section to be available on the website is around the end of September and to start advertising the event and registration in October. Richard Lobato and Dave Reynolds to further discuss a few ideas on Round tables and Best practices in procurement.

e. Income Revenue

ACTION ITEM: CMP to set up a meeting with Richard Lobato and David Reynolds to discuss sponsorship categories as well as one-on-one meetings between facility members and Business Partners, for the 2019 Annual conference.

Bruce McNabb has submitted a pro-forma document to CMP to use as a plan for the golf event. The Board discussed the target goal for the golf day and agreed on \$25,000.

f. Scholarship fund

Michael Brantley reminded everyone of the \$2000 per Board member goal.

5. New Business

a. APPA/CAPPA/TAPPA MOU

Richard Lobato reported APPA has not yet set a meeting date. Richard Lobato, David Reynolds and Jim Norcom III to further discuss before the upcoming APPA Conference.

b. The next in person board meeting is set for October 20, 2018 in San Antonio.

6. Adjourn

Motion: James G. Norcom III made a motion to adjourn the meeting at 12:58pm.