

## **TAPPA BOARD MEETING**

**Meeting Date: July 28, 2012**

Meeting Location: Embassy Suites San Antonio Airport Hotel  
Cedar Room

The meeting was called to order at 9:05 a.m. by President, Mike Miller and the following board members were present:

**Board Members Present:**

- Mike Miller
- Sallie Spotanski
- Mike Billingsley
- Gerry Rodriguez, Jr.
- James Norcom, III
- Terry Pritchett
- Robert Taylor
- Marshall Lasswell
- Roberto "Robert" Ramirez

**Board Members Absent:**

- Sally Moore

**Guests:**

Gloria Fuller – TAPPA Event Administrator  
Raymond Martin  
Lalo Gomez

**Presidents Report:** Mike Miller

Welcomed and introduced new directors Marshall Lasswell and Robert Ramirez to the board. Mike gave a brief overview of the recent APPA Conference which was held in Denver Colorado. Mike stated there were approximately 600 people in attendance and there were some international attendees from Austria, South Africa and Canada. Mike mentioned a lot of good sessions and networking was held at the conference.

A Conference Guide Application was also mentioned by Mike that might be of interest for all future conferences. Gloria will check into the Application and see if this is something which might be of interest to TAPPA. Gloria stated "draft" guidelines have been established for our conferences.

Mike announced TAPPA's director Sally Moore from UT- Austin was given an award at the APPA conference for the application submitted to the APPA Effective and Innovative Practices" titled "Warm Up Program for Custodial Services."

Mike announced he was also presented with an award at the APPA Conference on behalf of CAPP the Unsung Heroes Award for 2012. This award was established in 2009. Annually, regional presidents are asked to suggest a worthy individual(s) who work tirelessly for their region, chapter, and/or the profession, but whom have gone unnoticed to date and are worthy of receiving an award from the president of International APPA. These individuals are recognized as "unsung heroes" during the

Awards Ceremony at the APPA annual conference and further recognized at their regional or state conference the following fall.

Mike mentioned APPA is seeking Lalo Gomez's assistance with possibly being a liaison with those universities in Mexico. APPA is seeking participation from the vast majority of universities that are located in Mexico and Lalo's expertise and relationship with various colleagues would be very beneficial.

Mike announced CAPPA 2012 would be held in Dallas, Texas in October and encouraged everyone to attend. The Fairmount Hotel will be the conference hotel and the date for the conference is October 14-17<sup>th</sup>.

The 2013 CAPPA Conference will be hosted by Arkansas State in Galveston, Texas, September 29-October 3<sup>rd</sup>.

The 2014 CAPPA Conference will be held in El Paso, Texas and he announced Glen Haubold, is in the process of forming a new chapter with APPA to include New Mexico. CAPPA is hoping to draw attendees from New Mexico for this conference.

Gloria mentioned she and Shelton were working with others Lander Medlin (APPA) and Teresa (TCUF) to coordinate schedules of conferences.

Mike mentioned sometime in the future there might be a possible co-location to host a regional meeting for TAPPA, APPA and CAPPA.

**Vice President:** Terry Pritchett - Thanked those who helped with the 2012 Conference and making it a great success. He also stated the Business Partner Meeting allowed the business partners to leave the conference with some positive feedback as Business Partner Meeting which was held for the first time seemed to benefit everyone that attended.

Terry suggested the board might want to consider sending a representative to the APPA and CAPPA conferences.

Terry thanked everyone who served on the Membership Committee this past year and mentioned a "special thank you" goes to Bettie Simpson-Weeks for getting CEU's classes offered for the 2013 Conference. Bettie did an exceptional job on the committee.

The committee members who served on this committee last term desire to continue with the progress they have made and would like for Terry remaining as the chair. Terry encouraged others to participate on this committee.

**Immediate Past President:** Vacant Position – No Report Given

**Secretary/Treasurer:**

Draft minutes for the April Conference and Board Meeting were emailed earlier to all board members. Gerry Rodriguez made a motion to approve both minutes and James Norcom, seconded. The minutes were approved unanimously.

Sallie Spotanski reported the following bank balances as of June 30, 2012:

- Main Account – (0525) – \$50,134.14
- Savings Account (4750) – \$47,360.71
- Merchant – (1837) -99,140.14
- **Total Funds: \$196,634.99**

Sallie Spotanski mentioned the balances do not include any information pertaining to the 2012 Conference Account.

Gloria Fuller made a motion to accept the treasurer's report as read by Sallie Spotanski and Marshall Lasswell seconded. The motion carried unanimously.

**Information Services Director:**

Mike Billingsley stated he had nothing to report regarding the website.

**Old Business:**

**2012 Conference Report – Raymond Martin**

Raymond reported the 2012 Conference was ninety- eight (98%) complete.

The conference account was opened as follows:

- \$15,000 seed money
- \$23,000 Initiative #1
- \$23,000 Initiative #2

To date an estimated amount of \$234,200 has been confirmed and approximately \$133,000 monies have been received offline.

Raymond mentioned the following statistics for the conference:

- 1845 invitations sent out
- 404 in attendance (315 members and 89 guests)
- 41 people declined
- 1,463 indicated undecided
- Four (4) school districts attended
- Eleven (11) new members attended this year.

Curtis King with Shoppa's shared his data base with Raymond for the 2012 Conference.

Raymond acknowledged they were four people that were instrumental in helping with the conference. These individuals included Darrell Maatsch, Kristina Chavez, Helen Garlitz from UT Health Science Center San Antonio and Lalo Gomez with Alamo College.

The guidelines which were given to Raymond by Gloria Fuller and Sallie Spotanski were very beneficial. The numerous emails from Business Partners were also very successful and they reported the value of contacts obtained at the conference were very beneficial to them.

Raymond estimated approximately \$38,000 would be the profit from the conference as they gave away a lot of "free" items and sponsorships were very limited.

Raymond recommended the board take into consideration for future conferences the following:

- Retain the Scholarship Initiatives #1 and #2.
- Continue expansion of Day Passes
- Continue New Member Program
- Continue give away of "Gold" Exhibitor Space at the Business Partner Meeting for the next conference
- Possibly plaques for Business Partners who exhibit at a higher level – (To be discussed late by BP committee)
- Having all events in exhibit area
- Initiative to extend conferences into Mexico

Raymond concluded his report by turning over the remaining time to Lalo Gomez.

Lalo spoke briefly regarding the desire of some individuals from Mexico to have their own association and becoming a part of APPA. They are in the process of providing an action plan at this time as there are numerous universities and colleges throughout Mexico. Mexico will possibly be divided into the various regions such as Yucatan, Central, Mountain and etc. Lalo reported there are currently over two thousand (2,000) universities and colleges in Mexico which include both public and private institutions. Lalo has requested APPA books be available in Spanish.

The 2014 APPA Conference will be in San Diego as announced by Lalo.

### **2013 Conference Report – Gerry Rodriguez**

Gerry Rodriguez confirmed Gloria Fuller as TAPPA's Event Administrator will handle all finances relating to the 2013 Conference.

Gerry briefly went through the timeline which was given to him by Gloria Fuller and stated everything is going very well and they were on schedule.

The 2013 Conference will be April 13-16 at the Pearl Hotel at South Padre Island.

The Golf Tournament will be held on Sunday, April 14<sup>th</sup>.

Gerry mentioned George McCaleb has done an outstanding job on arranging various tours and more information will be on the website.

Casino Night will be at Louie's Backyard on Monday Night, April 15<sup>th</sup>.

The Scholarship link will be added to the website for the 2013 Conference and registration is expected to be open before September 1<sup>st</sup>.

Selections of speakers are well underway and Gerry and his staff are working very closely with Gloria to ensure information is in CVent. Logos and the majority of the bios have been received. Gloria will be contacting those who have not provided their information.

A budget has been prepared for the conference and a report will be forth coming at the fall board meeting.

Gerry stated he had nothing else to report regarding the 2013 Conference. However, Gloria announced she already has contracted the hotel for the 2014 Conference which will be in El Paso and reconfirmed the cities for the 2015 Conference (Dallas) and the 2016 Conference (Fort Worth). She will begin working on the RFP's for these conferences in the near future.

A brief discussion was brought up by Raymond Martin regarding some concerns some of the Business Partners had in having someone serving on the board and being employed by a Business Partner. They were curious if there would be some sort of manipulation involved.

Sallie Spotanski stated TAPPA's current by-laws state there are eleven (11) members. However, she reminded everyone that the Immediate Past President's slot is vacant this year due the way the by-laws are written.

A suggestion was made to possibly have one (1) business partner selected by the business partners at the conference business partner meeting. This new position on the board might possibly become a non-voting position. If the facilities department is out-sourced then that representative must represent an institution and they could serve on the board as a voting member.

The question regarding board membership for members working for contractors was tabled.

The meeting was adjourned at 12:05 p.m. for lunch.

The meeting was resumed at 1:01 p.m.

James Norcom made a friendly amendment to a motion to provide a temporary exemption for the director's position which is currently held by Robert Taylor as a facilities member to remain in that position until such time the Bylaws Committee can provide a recommendation for this type of situation and be approved by the members. Roberto Ramirez seconded the motion. The motion carried unanimously.

- **New Business**

Mike Miller, President, appointed Lalo Gomez as the chair of the Nominating Committee since the position of Immediate Past President is vacant this year. Under normal circumstances the Immediate Past President serves as chair of this committee according to the bylaws. Mike also appointed the following individuals to serve with Lalo on this committee.

**Nominating Committee – Lalo Gomez (Past President), Chair  
(to include 3 members not on board)**

- Terry Pritchett – Vice President, Tarleton State University
- Ron Tarbutton – Texas Women's University
- Dan Costello – UT Austin

Mike Miller appointed Roberto Ramirez to be the By-Laws Committee Chair and also appointed Sally Moore and Sallie Spotanski to serve on this committee. Suggestions of By-law changes should be sent to Mike and the entire board for their review.

Webhosting was again discussed at great length with another quote being provided by Element 74. Gerry Rodriguez proposed criteria be established for finding a hosting company and to get this ongoing matter resolved.

Mike Billingsley indicated he thought the webmaster position should be eliminated and the website outsourced completely. He stated Element 74 did not provide him with the "freedom" of doing things as the Web Expressions Software Application he currently uses does. James Norcom stated the board wasn't trying to eliminate Mike's position but only ensure there was a back-up in case something happened. The website must be maintained at all times and kept current. Questions arose from several members wanting to know if TAPPA actually owned the website or if it was in Mike's name.

Mike Billingsley stated TAPPA's domain is with Network Solutions and Go Daddy is the service provider. Passwords have been provided to Mike Miller and Sallie Spotanski. Sallie will now be able to contact the provider and obtain invoices, etc. Mike Billingsley is the only one who can update the website at this time.

The board agreed to allow the Website Committee; chaired by James Norcom, to find the best value and make their recommendation to the President and authorize the President the right to make a final decision regarding who will be hosting the website. Gerry made the motion as noted above and it was seconded by Robert Taylor. The criteria will include, initial cost, web cost, listserv, and mail list (large vs. extra-large). However, James Norcom made a friendly amendment to allow himself and Mike Billingsley twenty-one (21) days before reporting their findings to President, Mike Miller. The motion carried unanimously.

Terry Pritchett made a motion to allow Marshall Lasswell to pick up the boxes pertaining to the office of the previous Secretary/Treasurer (Aggie Armstrong) which Richard Gentry obtained in October, 2010. Marshall's travel expenses and meals will be reimbursed by TAPPA. Marshall will send the boxes to Sallie Spotanski to be scanned.

Sallie Spotanski announced she now has possession of a TAPPA seal.

James Norcom made a motion to write off the 2012 past due balance for Mindstream in the amount of \$3,000 for the NSF check which was written and to ban the person participating again at any future conference. Robert Taylor seconded the motion and the motion carried unanimously.

**Break was called at 2:45 p.m.**  
**Meeting resumed at 2:55 p.m.**

- **Scholarships** – James Norcom

It was recommended to limit what funds can be used for regarding scholarships. Possibly have restricted and unrestricted scholarships; however, this might be redefined by the By-laws committee. The application process went very smooth at the 2012 Conference and it was suggested that we have a laptop available for processing scholarship applications at the 2013 conference.

Mike Miller, President, read the following statement to the board "At the end of each fiscal year, all Standing Committees cease to exist and must be re-established by the Board. The President may, with the consent of the Board, appoint members to these committees and shall fill vacancies as they occur prior to the next Board meeting.

Mike appointed three (3) new Ad Hoc Committees and recommended the By-laws Committee become a "Standing Committee" as the bylaws need to be reviewed every year.

**By-Laws: Roberto Ramirez (Texas A&M Kingsville) – Chair**

- Sally Moore – UT Austin
- Sallie Spotanski – Secretary/Treasurer

The bylaws committee will be determining the following recommended changes to include:

- 1) Number of chairs allowed by contracted employees and business partners
- 2) Who votes for chair openings when the chair is identified as a contracted employees and/or business partner
- 3) What should the duration be for special chairs
- 4) Will special chairs be voting or non-voting
- 5) For contracted employee chair, is their role to represent the institution or the contractor
- 6) For contracted employee and business partner chair, no solicitation will be allowed
- 7) Scholarships are to be redefined to allow for a better understanding of how funds are to be used
- 8) Scholarships shall contain two categories, Restricted and Non-restricted
- 9) Bylaws Committee will be written back in as a Standing Committee.

**Membership Committee: Terry Pritchett – Chair**

- Bettie Simpson-Weeks – UT Austin
- Kevin Jones – Tyler Junior College
- Sallie Spotanski – Secretary/Treasurer
- Chris McCall – UH – Downtown
- Miles Aberthany – Emeritus Member
- Marshall Lasswell – Texas A&M San Antonio

**The Ad Hoc Committees are as follows:**

**Special Awards: - Gloria Fuller (Past President), Chair  
(Includes 4 members, at least 2 not on the Board)**

- Gerry Rodriguez – South Texas College
- Marshall Lasswell – Texas A&M San Antonio
- Roberto Ramirez – Texas A&M Kingsville
- Monica Thomas – UNT

**Scholarship Committee: - James Norcom (UH), Chair  
(Includes 3 members not on the Board)**

- Carlo Vazquez – UTEP
- JJorge A. Villalobos - UTEP
- Kim Graves – Texas State
- Julio Cisneros – Marcis
- Kelly Baxley – Siemens
- Sallie Spotanski – Secretary/Treasurer

**Business Partner: - Raymond Martin (UT Health Science Center SA), Chair**

- o Gerry Rodriguez – South Texas College
- o Gloria Fuller – Past President & Event Administrator
- o Curtis King – Shoppa's
- o Robert Taylor – SMU (Aramark)
- o Rhonna Endres - Centennial

**Conference Committee: - Sallie Spotanski (Secretary/Treasurer), Chair**

- o Gerry Rodriguez – South Texas College
- o Roberto Ramirez – Texas A&M Kingsville
- o Mike Billingsley – IT Director
- o Robert Taylor – SMU (Aramark)
- o Gloria Fuller – Past President & Event Administrator

Sallie Spotanski made a motion to approve the Ad Hoc Committees and Gerry Rodriguez seconded, the motion carried unanimously.

Mike Miller stated Miles Aberthany would like to have a video conference with some board members and this met with some positive feedback from Terry Pritchett and others.

Sallie Spotanski proposed to give to the new attendees or possibly everyone TAPPA watches. Sallie stated the cost would be approximately \$4.00 and we could have men and women's watches with the TAPPA logo inside. Samples of the watches will be provided to the board by the next board meeting.

Sallie made a motion to increase the seed money from \$15,000 to \$20,000 for future conferences (2014 Conference and forward) since the cost of deposits were increasing. Gerry Rodriguez seconded the motion. The motion carried unanimously.

Mike Miller requested Rick Lobato be invited to the October board meeting on October the 27<sup>th</sup> and Sallie Spotanski stated she would notify him of this request and make the necessary travel arrangements.

There being no further business a motion was made by James Norcom and seconded by Robert Taylor to adjourn the meeting. The motion carried unanimously.

**Meeting adjourned 4:22 p.m.**

Respectfully submitted,



Sallie Spotanski,  
Secretary/Treasurer