

## TAPPA BOARD MEETING

**Meeting Date: 8-20-11**

Meeting Location: Conference Call Meeting

The conference call meeting was scheduled for 9:00 a.m. on August 20, 2011. The meeting was called to order at 9:01 a.m. by President, Dave Irvin. The following board members participated:

**Board Members Present:**

- Dave Irvin
- Mike Miller
- Sallie Spotanski
- Mike Billingsley
- Lalo Gomez
- Raymond Martin
- James Norcom, III
- Sally Moore
- Terry Pritchett
- Gerry Rodriguez, Jr.
- Richard Gentry
- Robert Taylor

**Guests:**

Gloria Fuller – Emeritus – Past President

**Presidents Report:**

Dave stated the conference call today was for an update from the various committees regarding the long range goals. Dave also announced he must resign as President of TAPPA effective September 10, 2011 as he has taken another position as Associate Vice chancellor for Facilities Services at the University of Tennessee-Knoxville. Mike Miller will assume the roll of Interim President. Sallie Spotanski made a motion for Mike Miller to assume the Presidents position and Raymond Martin seconded. The motion carried unanimously.

**Vice President:**

Mike Miller stated he had nothing to report at this time.

**Immediate Past President:**

Richard Gentry: Nothing to report at this time.

**Secretary/Treasurer:**

Sallie Spotanski had provided draft minutes by e-mail to all board members from the July 9, 2011 board meeting. Gerry Rodriguez made a motion to accept the minutes as sent and Robert Taylor seconded. The motion carried unanimously.

Sallie reported the following bank balances as of July 31, 2011:

- Savings Account (4750) – \$47,262.03
- Main Account – (0525) – \$22,685.09
- Merchant – (1837) - \$57,520.69
- **Total Funds: \$150,584.93**

Gerry Rodriguez made a motion to accept the report as read by Sallie Spotanski and Robert Taylor seconded. The motion carried unanimously.

Sallie announced \$170.00 had been received from Dee Littlejohn relating to the 2010 Conference and another extension had been filed with the IRS for the 2011 Filing.

### **Information Services Director:**

Mike Billingsley gave a brief overview of TAPPA's website and stated changes would be made to the website by September 15, 2011.

### **Old Business:**

**James Norcom, III, Director** stated the 2011 Final Accounting, check and document had been sent to the treasurer. James indicated he was on the road and didn't have the exact amount of the check. However, Sallie stated the packet had been received along with a check for \$125,341.99. Sallie stated she would be contacting the necessary people regarding some additional information needed for as required by our CPA and some corrections were needed. James also mentioned we had the largest number of donations for scholarships in TAPPA's history.

### **New Business:**

**Raymond Martin, Director** gave a brief recap of the 2012 Conference. Some Educational Speakers requests have been received. Major contracts are completed and exhibit drawings will be sent in jpeg file being no larger than 150KB. Cvent information is underway and Raymond indicates Sept. 15<sup>th</sup> as a tentative date on going live; however, he will be working with Gloria on this task. Mike Billingsley requested the exhibit hall plans be sent to him also so the information can be placed on the website. Raymond will provide more updates at our October board meeting.

**Gerry Rodriguez, Director** gave a brief recap of the 2013 Conference. He stated the preparation was well underway. The 2013 bank account is set-up and contracts with the Pearl Hotel, South Padre Island Golf Course and Convention Center are signed. Tentative plans are underway with Louie's Backyard for Casino Night and transportation from the hotel to the Convention Center. However, transportation to and from the airport will be the attendees responsibility.

The Pearl Hotel will host and sponsor the board dinner on Saturday, April 13, 2013. The 2012 board dinner is being sponsored by South Padre Island Convention & Visitors Bureau in San Antonio. Promotional items from Gloria Fuller were received by him for his review. Gerry stated the Cvent procedures which were provided earlier have been a great help. Gerry and Gloria will provide more details of the 2013 progress at our future board meetings.



**Robert Taylor, Director**, announced SMU had outsourced their Facilities Department; therefore, he wanted to know his position as a Board Member. Robert will remain on the board since he is still working at SMU but through Armark.

After the conclusion of our regular business, Dave asked for the chairperson of the various 2011-2012 Strategic Goal Committees for their reports. Dave also requested Sallie to keep notes of those volunteers who will be serving on all committees.

## **Committee Reports: -**

### **1. Grow TAPPA-Membership Committee:**

**Terry Pritchett, Chair** confirmed all board members had received a copy of the TAPPA 2012 Special Scholarship Initiative which had been sent earlier to them. After some discussion by various board members and guest Gloria Fuller a motion was made by Raymond Martin and seconded by Lalo Gomez to accept this committee's recommendation. The motion carried unanimously. Dave expressed his appreciation to Terry and the committee for a job well done. A copy of the committee's approved recommendation will be included with today's minutes.

### **2. Enhance Business Partner Relationships-Business Affairs Committee:**

**Raymond Martin, Chair** stated he has spoken with several Business Partners. In addition a special meeting was held in May at the Crowne Plaza Hotel with numerous business partners, Gloria and some staff members. Raymond received some very positive feedback from the business partners. The business partners were also concerned about their own budget constraints because of the current economy and wanted to get the most benefit for their money. Rhonna Endres and Curtis King are the two business partners that will be on this committee for this year.

### **3. Develop Facilities Professionals –Professional Development Committee:**

**Sally Moore, Chair** stated she and Mike Miller had discussed several ways to increase and improve professional development within the organization but a definite plan had not been developed at this time since the committee members as a whole had not met or had a conference call. Les Swick and Bob Casagrande are the other two members on the committee. Sally stated she will have more information of this committee's progress in the near future.

### **4. Provide Collaborative Opportunities-Collaboration Committee:**

**Richard Gentry, Chair** stated he would defer his report until the next board meeting. Miles Aberthany name was added to this committee.

## **Standing Committees:**

### **Bylaws:**

**Lalo Gomez, Chair** stated he had nothing to report at this time due to his illness at the afternoon July board meeting when his committee met. Recommendations which Dave Irvin and Sallie Spotanski had previously discussed in April would be e-mailed to Lalo next week. Dave and Sallie agreed on each others



recommendations at that time. Lalo re-empathized our Bylaws were very outdated and the committee would be working on the revision in the near future. Mike Miller requested his name to be added to this committee. Lalo stated the By-laws committee would be facing new challenges due to IRS reporting, budget issues as more institutions are outsourcing.

### **President's (Temporary) Committees:**

#### **Communications and IT**

**Mike Billingsley, Chair** – Mike will be contacting those serving on his committee and present their recommendations in the near future. Mike Anthony's name was listed on Dave's committee list that was sent out earlier; however, the name should be Miles Aberthany.

#### **Scholarship Committee**

**James Norcom, III, Chair** – James is working on obtaining Business Partner donations for the 2012 Conference. His recommendation was also to re-think about issuing big checks for the winners among other suggestions. Julio Cisneros with Marcis and Kelly Baxley with Siemens will serve on this committee.

#### **TAPPA Conference Committee (for Guidelines/Planning Future Conferences Post 2012)**

**Mike Miller, Chair** – An update will be given at a later date once all documents which was presented at the February and April Board Meetings have been reviewed. Although, Dave's list indicated only one (1) business partner serves on this committee, the following Business Partners are to be included.

1. Doug Titus – Assa Abloy
2. Seb Clements – CHA
3. Blaine Nagao – ChemCal
4. Dwight Storie – Brandt Engineering

Dave announced due to the limited time any further issues or matters would be addressed at the next board meeting which would be held on Saturday, October 15<sup>th</sup> at the Embassy Suite Airport Hotel in San Antonio. Sallie Spotanski is making all arrangements for the board meeting and will notify everyone in the near future regarding their hotel confirmation numbers.

Mike Miller indicated there might be another brief board meeting on Sunday for a couple of hours if needed. The board meeting on Saturday will begin at 9:00 a.m. and conclude at 5:00 p.m.

There being no other business, Dave concluded the meeting at 10:13 a.m.

Respectfully submitted,



Sallie Spotanski,  
Secretary/Treasurer