

## TAPPA BOARD MEETING

**Meeting Date: October 15, 2011**

Meeting Location: Embassy Suites San Antonio Airport Hotel  
Willow Room

The meeting was called to order at 9:02 a.m. by President, Mike Miller and the following board members were present:

**Board Members Present:**

- Mike Miller
- Sallie Spotanski
- Lalo Gomez
- Raymond Martin
- James Norcom, III
- Sally Moore
- Terry Pritchett
- Robert Taylor

**Board Members Absent:**

- Richard Gentry
- Mike Billingsley
- Gerry Rodriguez, Jr.

**Guests:**

Gloria Fuller – Emeritus – Past President – TAPPA Event Administrator

**Presidents Report:**

Mike Miller stated he will continue with Dave Irvin's Strategic Plan and Committees and would like to present to the membership at the annual meeting in April, 2012 a written report of goals and strategic plans from the committees. Mike requested the chair of each of the committee to have a brief status report.

A brief overview was given by Mike regarding the CAPPa Conference which he attended several weeks ago. He announced The APPa Tool Kit will not be available at the CAPPa Technology Conference in February. CAPPa may start moving technology transitioning to innovation and education sessions. CAPPa may start moving technology conference around Texas. CAPPa is also thinking about the possibility of having Franklin Covey's Seven Habits in the near future.

Mike would like for the board to consider having some TAPPA members attend a CAPPa Technology in the future and possibly be awarded some type of scholarship. Various members of the board agreed that we should be focusing on increasing TAPPA attendance at our conferences. Jim Norcom, Chair of the Scholarship Committee was asked by Mike to present some recommendations of his committee at the next board meeting.

CAPPa has numerous scholarships available and Mike suggested that TAPPA needs to make our members aware of these opportunities. CAPPa needs more scholarship applications. In addition, some thoughts are being given to partnering with TAPPA in the future on some events.

## **Old Business:**

Raymond Martin gave an update on the conference. He is creating brochures to send out electronically for proposed agenda and bios and pictures for the presenters. After a brief discussion by various members of the board regarding so many tech sessions on Monday and Tuesday Ray stated he would revise some of the times to allow the business partners more time with the attendees. There are 65 booth spaces this year.

Raymond announced the following for the April Conference which will be held April 14-18, in San Antonio:

### **Friday, April 13<sup>th</sup>**

A meeting will be held with all volunteers to review where and when they will be working. Lunch will be provided and tee shirts will be given to all volunteers.

### **On Saturday, April 14<sup>th</sup>**

- 8:00 a.m. until noon Registration for Facilities and Business Partners will take place.
- 3:00 p.m. – 5:00 p.m. the board will hold their board meeting at the hotel.
- 5:00 – 8:00 p.m. Dinner will be at the Brazilian Steak House. Gloria requested board dinner location and cost involved as South Padre Island CVB will be paying for the board dinner.

### **Sunday, April 15<sup>th</sup>:**

- 8:00 a.m. – 4:00 p.m. Registration will be open for both Facilities and Business Partners
- 8:00 a.m. – 3:00 p.m. Golf Tournament and transportation will be provided. Raymond requested the Golf bags and pens donated by Brandt be given to Lalo since Raymond had to leave the meeting early.
- Noon to 5:00 p.m. – Business Partner set-up
- 5:00 – 6:00 p.m. – A Mariachi Social will be held at the hotel with Alamo College students participating; light appetizers and beverages will be served. A 30-45 minute river barge tour will be held for 200 attendees. There may be more barges available for a nominal fee and/or sliding scale for family members.

### **Monday, April 16<sup>th</sup> – Casino Night**

### **Tuesday, April 17<sup>th</sup> – Banquet**

Raymond stated that anyone donating at least \$2,000.00 which is equivalent to the bronze exhibitor level will be allowed to participate at the conference.

The 2<sup>nd</sup> floor of the hotel will consist of the Presidential and Platinum exhibitors and the 3 floor of the hotel will be for the remaining exhibitors and educational sessions.

Raymond emphasized that TAPPA needs to show value to our business partners and how we are reaching out to our membership. A possible ice cream social to draw members in the vendor fair and also he is giving free day passes.

Feedback from some of the Business Partners is to have a vendor as a permanent member of the board.

Prizes will be given away at the socials will be in the main dining room with snacks available with multi sessions. Raymond requested for any changes or corrections please email him.

Currently, some booth spaces are being held for six weeks; however, Gloria Fuller recommended not holding booth spaces. A balance due report will be given by Gloria to Raymond and Darrell Maatsch. Robert Taylor suggested have 3 hours each day for business partners.

A motion was made by Jim Norcom and seconded by Terry Pritchett that Raymond Martin's previous position as director will remain vacant until April as that position will be up for re-election. The motion carried unanimously.

Robert Taylor's position has been tabled until a later date since he now works for Armark and not SMU. A motion was made by Terry Pritchett and seconded by James Norcom. The motion carried unanimously.

Sallie announced she would be unavailable from October 25 through November 13<sup>th</sup> as she would be out of the country.

The February Board Meeting will be held on February 24-25<sup>th</sup> at the Embassy Suites Airport Hotel in San Antonio and Sallie would be making all of the hotel arrangements. The board will receive the same rates as this time and the actual board meeting will be held on Saturday, February 25<sup>th</sup>. Mike Miller will send out an agenda closer to the meeting.

Sallie stated she would purchase Robert Rules of Order for all board members and have them by the February meeting.

The board directed Sallie Spotanski, Secretary/Treasurer to deposit the check received from the University of Houston in the amount of \$125,341.99 into the main bank account. The final accounting from Houston does not balance at this time according to the documents received. Jim Norcom and his staff are working on balancing the conference funds.

A long discussion was held regarding TAPPA's website and the course the board should take concerning this matter. There are some major issues with the minutes and information as posted on the website.

Robert Taylor stated TAPPA should gain access to website before taking any steps and Sallie Spotanski gave Element 74's estimate to the board for their review. Also discussed was removing the ListServ from University of Houston's server.

Terry Pritchett discussed his thoughts on the following:

- Response to Board members failing to follow Board directives.
- Should timelines be put in place?
- Discussed if Board member cannot perform duties of office, they shouldn't be on the Board
- Dis-service to membership if Board members do not conduct business in a timely manner and according to by-laws. Should there be consequences?
- Discussed contracting service company for TAPPA's website.

Mike Miller will be contacting Mike Billingsley, Webmaster and report his findings to the board at the next board meeting.

Sallie Spotanski stated she needed Mike Miller's social security number and driver's license to add his name to signature cards at the bank. Mike stated he would give her the required documentation following the meeting. Sallie also noted our CPA firm will process all 1099 forms for us. It was determined the President will approve any purchases for the treasurer over the \$200.00 limit which the board had previously allocated.

Sallie stated the 2010 Conference had over \$8,000.00 due from their conference. However, we had collected all but \$1,870.00, Terry made a motion to leave the \$1,500.00 on the books from the Business Partner and write off the remaining \$370.00. Jim Norcom seconded the motion carried unanimously. It was also noted that any Business Partner with past due balances cannot participate at any conference unless balance is paid in full.

these proposed changes. Lalo requested the proposed draft by-law changes made earlier by Dave Irvin and Sallie Spotanski be sent to all board members. Lalo stated he thought the proposed by-law changes would be made ready by the February board meeting. It was also suggested that a final draft of conference procedures be sent out to membership prior to the April business meeting.

Terry Pritchett formally recommend and made a motion that the by-laws committed be revised to clarify current and possible future situations with voting regards to membership and dues, paying special attention to Article 4, Sections A, B, C and D. Jim Norcom seconded Terry's motion and the motion carried unanimously.

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

#### **Communications and IT**

**Mike Billingsley, Chair** – Mike was not present – therefore, no report was given.

#### **Scholarship Committee**

**James Norcom, III, Chair** – Did not have an actual report but stated he will try and get help to solicit more scholarships. He will bring draft procedures to the next board meeting with status of 2012 funds. He briefly discussed how to award checks at the conference this year instead of using the big checks as in the past. Gloria stated she would send an update to board of the 2012 scholarships received prior to the next board meeting in February.

In addition the scholarship committee is not shown in the by-laws as a standing committee; therefore, this issue should be addressed by the by-laws committee. Rules need to be enhanced for giving away scholarships and Jim will have a draft of procedures available for the February meeting. Sally Moore suggested SOP's be in place.

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

**Mike Miller, Chair** – Sallie Spotanski distributed the SOP's which had been given previously to the board In February, April, and August to act upon. It was determined the conference guidelines be handled in the Conference Committee.

Respectfully submitted,



Sallie Spotanski,  
Secretary/Treasurer