

## **TAPPA BOARD MEETING**

**Meeting Date: October 15, 2016**

**Meeting Location: Embassy Suite Airport Hilton Hotel – San Antonio, Texas  
Live Oak Room**

President, James G. "Jim" Norcom III called the meeting to order at 9:03 a.m. A "sign-in" sheet was available instead of the "roll" being called. The President deemed there was a quorum.

### **Board Members Present:**

- James "Jim" G. Norcom III - President
- Richard "Rick" Lobato – Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- Michael Brantley - Director
- Michael Feyen – Director
- David L. Reynolds – Director
- Terry Pritchett - Director
- Mike Wheeler– Director
- Shari Fricke – Jr. Business Partner Liaison

### **Board Members Absent:**

- Roberto "Rob" Ramirez – Director (Previous Immediate Past President)
- Yana Stephens – Director
- Rhonna Endres – Sr. Business Partner Liaison

### **Guests:**

Gloria Fuller – TAPPA Event Administrator  
Mark Taylor – CMP Management Company

Jim welcomed everyone to the meeting and requested the board to review the draft minutes of June 11, 2016, which was emailed by the Secretary/Treasurer earlier in the week. Rick Lobato made a motion to accept the minutes and David Reynolds seconded the motion. The motion carried unanimously.

Jim introduced Mark Taylor, CEO, of CMP Management Inc. of Austin Texas. CMP will be overseeing the 2018 Conference as voted upon previously by the Board. Mark gave an overview of CMP, Inc. and their background with over 23 companies and 6 physical plant hospitals they manage. The transition will take place in February 2018 and CMP's normal business hours are 8:30 a.m. -5:30 p.m. Monday-Friday. The Board was also introduced to Mark.

### **Officers Reports:**

#### **Previous Immediate Past President: Rob Ramirez**

No report was available due to Rob not being able to attend the meeting.

**President: James G. "Jim" Norcom, III**

Jim stated he would have something official available at the February Meeting but that he represented TAPPA at the CAPPa Conference earlier in month. He also stated that it appears that our relationship with CAPPa has improved and progress is "on-going". He also announced that TCUF would be in Houston in two years.

Jim mentioned that the term of the President and Vice President will need to be revisited relating to a one year or two year term. The terms will affect the President, Vice President and Immediate Past President, as the by-laws will need to be updated.

- Jim briefly discussed the following:
- Improving TAPPA's internal processing system
- Increase membership
- Improve TAPPA attendance
- Establish a base line for operations and structure
- Improving relationships with other associations

**Vice- President: - Richard "Rick" Lobato**

At this time, Rick did not have anything to report but would definitely have something on the agenda by the next meeting.

**Secretary/Treasurer: - Sallie Spotanski**

Copies of all bank statements were available for review, which coincided, with the following ending bank balances for September 30, 2016 as stated:

- Account 0525 (Main) - \$138,033.10
- Account 4750 (Savings) - \$12,416.69
- Account 1639 (Scholarship) - \$9,296.75
- Account 1837 (Merchant) - \$123,798.76 \*\*\*
- **Sub Total - \$283,545.30**

**Conference Accounts:**

- Account 9649 (2017 Conference) - \$31,873.56
- **Combined Total - \$315,418.86**

Jim asked for a motion to accept the treasurer's report as stated and submitted. Mike Feyen made the motion to accept the report as given of \$191,620.10 and Terry Pritchett, seconded. The motion carried unanimously.

\*\*\*Originally, the amount of \$123,798.76 for the merchant account ending in 1837 was "omitted" during the treasurer's report. The motion and vote was to approve the total funds of \$191,620.10; however, the merchant account of \$123,798.76 increased the funds to a combined total of \$315,418.86.

**IT Director: Mike Billingsley**

Mike reported the 2017 Conference is "active" on the website along with the new TAPPA logo and TAPPA APPA link is on the website.

Jim mentioned he wore the "new" lapel pin at the CAPPa conference and the new pin will be available at the conference.

**Committee Reports:****By-Laws: - Rick Lobato, Chair**

Rick reported the updated by-laws should be available for finalization at the February Meeting. Rick Lobato made a motion to accept the mission statement, which Gloria submitted previously. Sallie Spotanski seconded the motion and the motion carried unanimously. The updated by-laws will include the mission statement.

**Finance Committee: Terry Pritchett, Chair**

Terry stated he had made a few changes to the spreadsheet, as the projected expenses would be about \$84,000 plus and that we should shoot for \$100,000 net profit to meet our minimum budget.

Jim mentioned scholarships were available by APPA/CAPPa for the President of TAPPA to attend their conferences. Applying for these scholarships would be a savings to TAPPA.

**Nominating Committee: - Rob Ramirez, Chair (not in attendance)**

No report available due to Rob's absence but Jim stated a report would be forthcoming at the February Meeting. Terry Pritchett and Sallie Spotanski are serving on this committee.

**Special Awards Committee: - Rob Ramirez, Chair (not in attendance)**

No report available due to Rob's absence but a report would be forthcoming at the February Meeting as announced by Jim.

**Scholarship: - Michael Brantley, Chair**

Michael said he had nothing to report at this time but was working on obtaining scholarship donations and would make the business partners aware that TAPPA would not be matching funds this year. Non-restricted TAPPA scholarships can be used for attending conferences of any type of educational training associated within the scope of facilities management professions. Restricted TAPPA scholarships can only be used for attending future TAPPA conferences.

**Membership: - Chair Position – David Reynolds, Chair**

David briefly reviewed the membership numbers as compared to APPA and CAPPa and noted that a majority of CAPPa's membership are located in Texas. University/Colleges – 85; Community Colleges – 15; ISD's – 23 and Business Partners – 31. APPA shows 50 institutes from Texas and CAPPa shows 170.

David will continue working on ways to increase the membership since there is a lot of opportunity due to the 2017 Conference will be in Fort Worth and there is a large number of institutions, which should be participating.

Briefly discussed was the Membership Certificate and it was determined a sign would be available in the registration area for those who wish to print off their certificates.

**Break called at 10:28 a.m.**

**Meeting resumed at 10:44 a.m.**

### **Conference Report – Gloria Fuller, Chair**

Gloria reported the following:

- 2016 Conference Account is closed and the CPA has all related financial documents
- 2017 Conference Registration opened September 13<sup>th</sup>.
- Guidebook and live polling will be in place for the 2017 officer and board elections
- The Scavenger Hunt will be on the Guidebook Mobile App again
- Hollis Dyer obtained ThyssenKrupp to sponsor the 2017 Golf Tournament
- 58 booth spaces sold to date
- Lander Medlin will be the keynote speaker at the Monday Breakfast
- Transportation contract in place
- Casino Night Event finalized and contracts in place
- Entertainment (magician & artist) contracts in place
- Hilton room night currently is 203 of 430 as of 10-12-16
- Current list of sponsorships and exhibitors provided by email with her conference committee report earlier this week.

### **2016 Conference Budget Summary:**

- Revenue - \$279,209.58
- Expense - \$139,172.90
- Net Profit - \$140,036.68

Gloria stated she is in the process of booking courtesy room blocks at area hotels and scheduling Promotional emails to membership. Gloria announced she is also working on the conference program and asks everyone to continue working on selling exhibit space and sponsorships, especially meals. In addition, she is working on the volunteer schedule.

CMP will be handling the 2018 Conference and she has been working very closely with CMP.

### **SOG Committee Report: - Mike Feyen, Chair**

Mike Feyen stated he would have something available at the February Meeting as various individuals had made too many conflicting changes over the past several months and accurate tracking of who made the changes was almost impossible. Mike Wheeler and Sallie Spotanski are also serving on this committee.

### **Business Partner Report: Rhonna Endres, Chair (not in attendance)**

Shari Fricke, Jr. BP Liaison, brought up the concern again on behalf of Rhonna Endres about "calling for speakers" was too early; however, Gloria explained that it was necessary to start this procedure a "year out" as we must topics in place in order for the facility managers to send the appropriate staff to the conferences.

**Lunch Break called at 11:50 a.m.**

**Meeting resumed at 1:08 p.m.**

**Old Business:**

TCUF will be in San Antonio in 2018 and Jim is working on networking with this association.

The NTFSA (North Texas Facilities Services Association) has a meeting on Oct. 20<sup>th</sup> and this those ISD's belonging to this association would be a great prospects.

Mike Brantley will reach out to Dallas and Garland; David Reynolds will reach out to Denton and Lewisville ISD and Sallie Spotanski will reach out to Fort Worth ISD.

**New Business:**

Toolkit for the 2018 Conference might be a possibility, as it has been successful in the past.

In addition, need to find a site and host for the 2021 Conference as the following dates reflect future conference sites and host:

2018 – Austin – University of Austin – Juan Ontiveros

2019 – San Antonio – (Host to be determined – possible Alamo Colleges)

2020 – Houston – University of Houston Main – James G. Norcom, III

The next board meeting will be February 18 at the Embassy Airport Hilton Hotel in San Antonio.

David Reynolds made a motion to adjourn the meeting and Mike Feyen seconded the motion. The motion carried unanimously.

Meeting adjourned 1:35 p.m.

Respectfully submitted

Sallie Spotanski  
Secretary/Treasurer