

TAPPA BOARD MEETING

Meeting Date: October 17, 2015

Meeting Location: Embassy Suites San Antonio Airport Hotel
Mesquite/Live Oak

The meeting was called to order at 9:04 a.m. by James G. Norcom III, President.

Board Members Present:

- James G. "Jim" Norcom, III – President
- Bettie Simpson-Weeks– Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- Michael Brantley - Director
- Yana Stephens - Director
- Mike Feyen – Director
- Rhonna Endres – Business Partner Liaison

Board Members Absent:

- Robert "Rob" Ramirez – Immediate Past President – unable to attend
- Dee Littlejohn – Director –unable to attend
- Terry Pritchett – Director – unable to attend
- Robert "Bob" Casagrande – BP Liaison – unable to attend

Guests:

Gloria Fuller – TAPPA Event Administrator

Kara Phillips – Texas A&M/SSC – 2016 Host – Bob requested Kara to attend on his behalf.

Lalo Gomez – Emeritus Member –APPA's Mexico Representative

President: - Jim Norcom

Sallie called the roll in addition to having everyone sign in order, so we could ascertain if there was a quorum. Jim announced we had a quorum.

Jim stated the first item to be addressed were the draft minutes from the Secretary/Treasurer. Sallie stated everyone had been emailed the draft minutes previously. Jim called for a motion to accept the draft minutes and a motion was made Bettie Simpson Weeks to accept and Gloria Fuller seconded. The motion carried unanimously.

Jim introduced the new board members Mike Feyen and Rhonna Endres Business Partner Liaison and welcomed them to the board. Also introduced were guests Kara Phillips – representing Texas A&M/SSC (2016 Conference Host) and Lalo Gomez.

The board viewed a brief presentation from Jim regarding the APPA Conference in Chicago which he attended in August. Jim mentioned the A/V for the General Sessions at the conference was awesome and suggested TAPPA look into having something of this nature for our future conferences. Some of the presentation included pictures of the Trump Tower, river boat cruise and other scenes taken at the conference. He stated the conference was very well attended and he came away with some valuable knowledge and great networking experiences which would assist him at his institution. He was able to

speak with Lander Medlin and CAPPAs Executive Members and they expressed their appreciation and support regarding his goals and visions. Jim thanked the board for the opportunity to attend the APPA Conference and represent TAPPA this year. Jim also briefly mentioned the new open carry gun law that goes in effect this coming year and how this law will affect the various institutions throughout the state.

Jim's original presentation which was presented at the July 18th Board Meeting was revisited again and also a review of his vision and goals as emailed to board on May 1st. The latest presentation entitled "**Just a Few of the Things The Team Has Accomplished**" listed the following:

- *Completed the design and implementation of new website*
- *Established TAPPA's social media profile with LinkedIn, Twitter, Facebook and Hootsuite*
- *Established an open line of communication with CAPPAs and APPAs leadership*
- *Appointed a Finance Committee Chairperson*
- *Represented TAPPA at APPA Annual Meeting*

Next steps:

- *Establish Association operational budget*
- *Association Audit*
- *Stars Across Texas Recognition Program (pertains to Facilities Management Personnel Only)*
- *Welcome video by TAPPA President*

Jim mentioned TAPPA's progress has been huge since he was installed as president and expressed his appreciation for great team work. He wants TAPPA to maintain a "high" profile while making sure we are in compliance and establishing a bridge combining behaviors and duties. Jim said he would continue to provide an update every quarter on the non-highlighted items noted above. Sallie suggested the accomplishments incurred this year be given at the Business Partner Meeting and also at the Business Luncheon Meeting at the upcoming conference. She feels providing the membership with an update will enhance relationships and provide growth and Jim agreed.

It was determined after a brief discussion The Stars Across Texas Recognition Program will pertain to Facilities Management Personnel Only and the Membership Committee will determine the winner(s).

Jim recognized Rhonna and Mike for their team work on the website site. He stated we now have a "Wow" website and they did an outstanding job in such a short period of time. A round of applause was given to Rhonna and Mike.

Jim also recognized Yana for the amazing job she has done regarding the social media, LinkedIn, Twitter, Facebook and Hootsuite.

Jim mentioned again there is now open communication with APPA & CAPPAs

Jim announced he had appointed Terry Pritchett as TAPPA's Finance Chairperson on the newly formed Finance Committee. He also announced the Executive Committee was having weekly conference calls. Mike Billingsley inquired as to who was on the Executive Committee and Jim responded, the Immediate Past President, himself, Vice President, Secretary/Treasurer and the newly appointed Finance Chair-Terry Pritchett. Mike asked shouldn't he be on the Executive Committee and Jim stated "No" as this was his management style and he determined who would be included on the Executive Committee. Since 2008 an Executive Committee has not been in place.

Lalo commented on the steps the board has taken thus far is very positive and a giant step forward.

Jim stated he had invited Lalo to the meeting as he had been presented with an award at the APPA Conference as a member of the "task force" APPA/ Mexico Initiative. This was the second award Lalo's has received from APPA for his continued support.

Jim announced the appointment of Bettie Simpson-Weeks as the new Interim Vice President due to Rick Lobato's resignation in August.

Secretary/Treasurer: - Sallie Spotanski

Copies of the September 30, 2015 bank statements for the main, savings, merchant scholarship accounts with Bank of Account (balances noted below were distributed to all in attendance along with a detailed Excel spreadsheet which showed all accounts were in balance. The report covered the period of May 1st through September 30th. It was noted the Conference Accounts are handled by the Event Administrator; however, balances were also given for Sept. 30th. Gloria will provide detail information under the conference committee report.

Treasurer's report as of Sept. 30, 2015:

- Account 0525 (Main) - \$62,306.81
- Account 4750 (Savings) - \$12,412.91
- Account 1837 (Merchant) - \$116,308.01
- Account 1639 (Scholarship) - \$10,515.24
- **Sub Total - \$201,542.97**

Conference Accounts:

- Account 8127 (2016 Conference) - \$26,189.07
- Account 9649 (2017 Conference) - \$20,000.00
- **Sub Total - \$46,189.07**

- **Combined Total - \$205,210.40**

Jim asked for a motion to accept the Secretary/Treasurer's report as information only until an audit can be performed as noted in our by-laws. Mike Feyen made the motion and Bettie Simpson Weeks seconded. The motion carried unanimously and Jim announced again for the record the report was for information only.

Jim inquired as to the Cvent Contract expiration date and Sallie stated the annual fee is \$4,750 and the contract is up in 2018.

There is no contract for Guide Book however a fee in the amount of \$2,000 was paid in June, 2015.

The annual fee of \$3,150 for MemberClicks expires in April, 2016 and a 60 day written notice must be given to MemberClicks if TAPPA decides not to renew.

GoDaddy Contract: We are currently paid up until 8-20-2020 for the website Builder Business Plus and also for the TAPPA-Texas.Com until 8-20-2018. The TAPPA-Texas.Com was the first website set up on 8-20-15.

PowWeb Contract: Yearly Contract and was the photo album which we had to obtain since MemberClicks did not have a photo gallery.

Mike Feyen made suggestion that we take out the auto renewal clause on contracts but no motion or further discussion regarding this matter was conducted.

OTHER OFFICERS REPORTS:

Immediate Past President – Rob Ramirez

No report available given due to Rob's absence

Interim Vice President: - Bettie Simpson- Weeks

At this time Bettie did not have anything to officially report as Vice-President since she was just elected to serve as Interim Vice President.

However, she gave a brief explanation of her experience and stated that she would not be seeking election at the upcoming conference for Vice President's position. She mentioned she was very grateful and thrilled for the confidence the board had in voting for her as Interim Vice President and was pleasantly surprised regarding her nomination. She will continue to move ahead with the visions and goals which Jim has initiated and hopes to "play ideas off each other" and continue to give support to TAPPA and the board. She will be supportive to all committees and will help in any way she can.

Bettie stated she will be speaking with Rick regarding the progress he had made until his resignation and will give a more formal report at the next board meeting.

IT Director: - Mike Billingsley

Mike announced he would have a presentation later on in the meeting under his Website Committee Report but at this time he recommended:

- Notify Non-Renewal to MemberClicks
- Establish Email addresses for board members
- Recommendation on Scholarship Donation Form – No signature on website – recommending changing to PDF's.
- Provided explanations of the various charts which were shown as individuals have visited our website (examples being 53% of the clicks currently recorded on the website came from institutions, 8% of those visiting our website have viewed the video's, and 27% came from Google users.

A brief discussion was held between Mike and Jim when the gavel was passed to Bettie concerning email addresses for board members. Mike explained to set up an email address for the board members the cost would be \$4.00 per email account and the info@tappa.net currently goes to him (Mike Billingsley). Jim indicated he would like to have a special account for himself separate from his universities email account. At this time it was agreed to table the email account discussion until additional information could be obtained by Mike and presented by the next board meeting, regarding cost and features.

The gavel was passed back to Jim.

Jim called a brief break at 10:30 a.m.

Meeting resumed at 10:45 a.m. by Jim.

Mike continued his report and presentation and recommended the following:

- TAPPA no longer needs photo.tappa.net which TAPPA had with PowWeb due to issues with MemberClicks not having a photo gallery.
- Also let the GoDaddy Account Run Out as the new website which has implemented.

Jim thanked Mike for the in depth presentation and his proactive approach regarding the new website.

By-Laws Committee – Bettie Simpson Weeks, Chair

Bettie briefly reviewed some of the notes from Rick who was previously the committee chair which included:

- Receipt Copies
- Terms of Office
- Committee Members – possibly 2 non –board members.

Bettie inquired as to the number of positions which would be voted upon at the annual conference and Sallie responded there would be the Vice – President's position (one remaining term) and two board members whose terms expire in 2016. Also the Business Partners will elect a new representative at their meeting held during the annual conference.

Bettie requested all committee chairs email their reports to her.

Sallie stated there were several items which she had discussed with Rick which were not noted on the draft she received and needs to be addressed. Sallie distributed copies of legal documents which pertained to Code of Ethics, Conflict of Interest Form and Policy (Anti-Trust) which should be in the by-laws and also in the SOG's.

Bettie will be emailing the draft by-laws as soon as the committee has time to review everything.

Bettie's committee report for information only was accepted by the board.

Finance Committee – Terry Pritchett, Chair

No report available given due to Terry's absence.

Nominating Committee – Bettie Simpson Weeks, Chair

At this time Bettie has not received any nominations but she will be sending out an email asking for nominations.

Bettie's report was accepted.

Special Awards Committee: Rob Ramirez, Chair

No report available given due to Rob's absence.

Scholarship Awards: - Jim Norcom, Acting Chair

Jim announced due to resignations and Terry being the Finance Chair he would be taking the lead regarding the Scholarships this year but asked for assistance from all board members in this endeavor. Jim will also contact those institutions who received scholarships at the last conference. He also requested that Mike Billingsley, change the notification of scholarship applications to show his name instead of Terry's and also the Secretary/Treasurer needs to receive a copy. He announced that the following donations had been received:

- EMR Elevator - \$1,000 each Restricted and Non- Restricted (Ruby Level)
- Gilsulate International - \$1,500 – Restricted (Emerald Level)
- Siemens - \$2,000 Restricted (Diamond Level)

Membership Committee: - Bettie Simpson-Weeks - Chair

Bettie expressed her appreciation for the implementation of the new website and gave special thanks to Rhonna for her assistance. Bettie briefly reviewed the newsletter which would be posted on the website in the near future and also thanked those who had contributed. Bettie is requesting the newsletter articles be limited to a maximum of 100-200 words and asked support from all. Articles could be what is happening on the individual campuses or any accomplishments received.

Bettie gave special recognition to Yana for the social media implementation and mentioned Yana had Power Point Presentation she would be presenting to the board today.

Also mentioned was the possibility of creating a "new" board member packets which could be distributed to the membership in the future and also TAPPA training.

Bettie also announced that Gloria had successfully succeeded in having the 2016 Conference added to APPA's website and this addition is a "first" for TAPPA which should help with membership attendance for our conferences.

Bettie thanked her committee members for their support and welcomed any ideas and/or suggestions.

Jim thanked Bettie for her report and a job "well-done."

Conference Committee: Gloria Fuller and Sallie Spotanski, Co-Chairs

Gloria stated she had emailed everyone a copy of the 2016 and 2017 Conference Committee report earlier in the week and asked if anyone had any questions to let her know. She briefly recapped the following:

- 2016 Conference Registration Site launched
- 2016 Guidebook Mobile App launched
- 2016 Conference Update
 - Hilton College Station Hotel – State rates \$114
 - 425 room nights (added 25 room nights)
 - Presidential Suite comp'd
 - Cut-off date three weeks from start of event
 - Complimentary shuttle to/from airport
 - Group rates offered two days prior to event
 - Complimentary Parking

- Complimentary Internet Access in guestrooms and meeting rooms

Exhibit Spaces:

- a. 73 8x10 booths and 17 table tops
- b. Decorator – CEMS Convention & Expo Management Services
- c. 40 exhibit spaces sold to date

Meeting Space:

- a. 4 Meeting rooms for breakout sessions
- b. Complimentary water, pencils & note pads in meeting rooms
- c. Room for Board Meeting & Dinner on Saturday
- d. Secure Room for Registration Items

Tours/Entertainment:

- a. Casino night will held at hotel on Monday and Casino Connections will be host
- b. Talent show – Monday during dinner and casino night
- c. Deposits are paid
- d. Tours: Texas A&M University, George Bush Library & Museum & Messina Hof Winery & Resort
- e. Dinner with Elvis will be on held at the Tuesday Evening Banquet

The golf tournament will be at the Texas A&M Golf Course on Sunday, April 17th – contract signed and deposit paid

Sponsorship Opportunities sold to date:

1. SSC- Lanyards and Registration Bags
2. Gilsulate – Golf Bags
3. Your Pest Control – Golf Towels, Lip Balm, 2 Casino Tables
4. Conley Group – Golf Visors
5. Alpha Building – Koozies
6. American Seating – Casino Table

Sallie will be handling ordering, shipping and payment of items and will coordinate with host staff.

Speakers have been selected, notified and confirmed and the host selected the speakers. Keynote speaker for Monday Breakfast is Blake Godkin.

PSAV will handled the A/V Equipment and contract has been signed and Gloria announced Sallie will arrange all transportation as needed as she is obtaining quotes from various companies at this time.

Donations: Metro Golf Cars will award a cart for the Grand Prize at the Tuesday Banquet and Shoppa's has cancelled their donation of cart for the talent show.

Five of the educational sessions will have CEU's this year and Gloria is to check into offering CEU's for accreditation for attending the conference.

Someone commented on possibly looking into having a Wildflower Tour but Gloria stated all of the tours were set at this time and time was a factor in addition to transportation.

Sallie added hotel reservations were made for all board members at the Hilton back in May and confirmation numbers will be emailed the first part of April to all.

Gloria asked if Kara had any additional comments relating to the 2016 report. Kara reported at this time they had received 4 videos for the talent show. They are considering extending the deadline to a later date due to the small amount of participation. A 65" will be awarded to the winners of the talent contest. Judges will be Jim Norcom, Glen Haubold and Lander Medlin.

Sallie suggested at the Conference Business Partner Meeting in April to announce the following: Those business partners who offer CEU's will be given first consideration by the "host institution". Kara stated the Business Partner Meeting in 2016 will be more structured than the one held in 2015.

Gloria finished her report stating finalization for the 2017 Conference will be completed by the February Board Meeting and there were no new updates relating to the 2018 Conference.

Jim asked for a motion to break for lunch and Bettie made the motion and Mike Feyen seconded, so the motion carried. Lunch will be served in the Ellington Restaurant.

Lunch: 12:00 p.m.

Meeting was called to order at **1:06 p.m.** by Jim.

Website Committee: - Mike Billingsley, Chair

Mike gave an in-depth presentation on the website and discussed the following:

- Guidebook added to the home page
- Develop and rebuild database
- Location Map
- Additional Advertising Opportunities for TAPPA
- Rearrangement of "white" space already on website
- New photo gallery
- Added map to Conference Page
- Business Partner page – added links to endorse logos.
- Count of people on mailing list
- Career Opportunities
- Subscribe to newsletter on email
- Email address specifically for Facilities Management Scholarship Application
- Media email account to be set-up for Yana at media@tappa.net

A brief discussion was held regarding email accounts and also the current website. Jim passed the gavel to Bettie so he could ask and make comments about the website. The newsletter will be posted quarterly at this time. At Jim's request Bettie's name will also be added to receive the scholarship applications in addition to his name and Sallie's name. A motion was made by Bettie to accept this change and Sallie seconded and the motion carried. The gavel was given back to Jim.

Rhonna to receive authorization relating to "Go Daddy Account. Rhonna made a motion for Mike to find out the best package deal relating to cost for the various email addresses needed. A friendly amendment was made by Bettie to check out Google relating to business.net and for Mike to report back to the board within the next 30 days his findings. Sallie seconded the motion and the motion carried.

Mike requested those who wish to have a separate email address to email him.

Jim requested a short break.

Break: 2:10 p.m.

Resumed: 2:24 p.m.

Continuation of the website committee's report was resumed following the break. Rhonna suggested to keep our website simple and also to look at the back pages.

Several board members expressed their approval regarding the website and that TAPPA now has a "Wow" website. Special recognition went to Rhonna and Yana for their intuitiveness.

Michael Brantley spoke briefly following the report and acknowledged the efforts and progress Mike Billingsley has made since our last board meeting. Michael stated as a new board member he was excited to be on the board and to see the teamwork which has transpired over the past few months.

Jim expressed his appreciation to the website committee for their accomplishments in such a short period of time and thanked Mike for his initiative and proactive approach.

SOG's – Dee Littlejohn, Chair

No report available given due to Dee's absence.

Business Partner – Bob Casagrande, Chair

No report available given due to Dee's absence. However, Kara stated she had taken notes at the Business Partner Meeting in April and she was not made aware a report was due. Jim asked Sallie if Bob had sent his report to her and she responded "no". Jim said he would contact Bob when he returned to the office and have Bob email his report.

Old Business:

Internal Audit (CPA Firms): - Sallie stated she had contacted several CPA companies in Fort Worth and will forward the names of the firms to Terry. She stated after speaking with several of the firms, the estimated cost would range from \$8,000 - \$15,000 depending on what the Finance Committee Chair and Board desires.

Restricted Scholarships: A brief discussion was held regarding restricted scholarships relating to the institutions who did not use the entire amount awarded to them. The board agreed to keep the excess funds in the scholarship account instead of sending the remaining funds to the institution as previously done. The committee will review the current process and will have an update at the next board meeting.

Brochures: Obsolete brochures were distributed by Sallie and several board members provided their input regarding design and info. After some discussion Jim appointed a new committee which will be known as the Educational Committee. This committee would also be in charge of creating the new brochure. Yana, Kara and Rhonna were designated to serve on this committee with Yana being the Chair. Jim will resend the Committee report from which he implemented in May.

New Business:

New TAPPA Logo: Jim passed the gavel to Bettie to discuss his proposal of a new TAPPA logo. He stated he met with Lander at the APPA Conference and discussed having the APPA logo embedded in our logo. Other state associations had their logo on APPA's website but TAPPA didn't. Lander agreed with having their embedded logo in our design and TAPPA would not be under any obligation to APPA.

Bettie passed the gavel back to Jim and further discussions were held, some wanted TAPPA's "tag line" to be included and others did not. Mike expressed some concerns regarding the font size on current logo which is Times Roman. Mike is to take the logo which Rhonna designed and put into the correct font. Mike is email the board with the various designs for the board to vote on. The Secretary/Treasurer will keep an official count regarding the votes.

Legal Counsel: Sallie made a recommendation for the board to have Shannon Gracey Law Firm be our legal counsel since they have offices in Fort Worth, Dallas, Houston, Austin, Arlington and Rhome. Sallie explained a retainer fee was not required and they could also provide guidance relating to our by-laws once drafted and also the anti-trust policy and conflict of interest documents. Following a brief discussion Bettie made a motion to accept this firm as our legal counsel; however, a friendly amendment was made to use this firm on an "as needed" basis. Mike Feyen seconded the motion and the motion carried unanimously.

Expenses: Sallie briefly reviewed the expenses incurred by some board members in recent months and noted sales tax will not be reimbursed along with movie rentals and liquor purchases. Sallie will send a letter to those who need to reimburse the board.

Jim presented a request to the board for the river boat tour expense which he incurred at the APPA Conference but wasn't reimbursed originally as tours previously were not covered. He also had a lunch expense which he originally failed to submit. Due to the nature of the tour the board agreed to pay for these reimbursements. Jim stated he failed to bring the original receipts as currently required but would mail them to the Secretary/Treasurer.

Jim called a brief break at 4:10 p.m.

Meeting Resumed 4:24 p.m.

Bettie expressed her appreciation for Yana's assistance and input since joining the board. Her youthfulness and eagerness has been noted by many. Bettie mentioned Yana had put together an excellent presentation of the social media which should help increase membership and enthusiasm about TAPPA.

A Power Point Presentation was given by Yana in which she gave a brief review and provided valuable information on how to use Facebook, Twitter, LinkedIn and Hootsuite. Yana stated if anyone needed assistance or had any input regarding any of the social media venues to please contact her. She welcomes any feedback.

The board applauded Yana on her presentation and Jim said a special "thank you" for taking the lead in this project and making one of his goals and visions a reality. As he stated TAPPA needs to reach out to the younger generation as the facilities field currently is not one which the younger generation pursues.

New Name Badges: Jim requested Sallie to purchase new name badges once the new logo is confirmed. Sallie said she would have these available for everyone at the next board meeting.

The next board meeting will be February 27th at the Embassy Suites. This meeting will follow the CAPPA Technology which is being held earlier in the week so the 2017 Hosts can attend our meeting. Hollis Dyer is requesting to address the board sometime after "noon" due to having CAPPA Board Meetings early in the morning. Due to the lack of "plugs" for equipment in this room we will be meeting in a different room for the February meeting.

Jim expressed his appreciation for the accomplishments the board made today especially having so much to cover on the long agenda.

There being no further business a motion was made by Sallie to adjourn the meeting and Bettie seconded.

Meeting adjourned at 5:30 p.m.

Respectfully submitted,

Sallie Spotanski
Secretary/Treasurer