

## TAPPA BOARD MEETING

**Meeting Date: October 18, 2014**

Meeting Location: Embassy Suites San Antonio Airport Hotel  
Cedar Room

The meeting was called to order at 9:07 a.m. by Robert Ramirez, President.

### **Board Members Present:**

- Roberto "Rob" Ramirez – President
- James G. "Jim" Norcom, III – Vice President
- Sallie Spotanski – Secretary/Treasurer
- Mike Billingsley – IT Information Services Director
- Bridget Blizzard – Director
- Richard "Rick" Lobato - Director
- Bettie Simpson-Weeks – Director
- Christopher "Chris" Campbell - Director
- Marshall Lasswell – Director
- Dee Littlejohn – Director
- Robert "Bob" Casagrande – BP Liaison

### **Board Members Absent:**

- Terry Pritchett – Immediate Past President– Will be available for conference call
- Curtis King – BP Liaison- ill and unable to attend

### **Guests:**

Gloria Fuller – TAPPA Event Administrator

**President:** - Robert Ramirez

Robert suggested each board member to provide a brief bio after he welcomed and expressed his congratulations to our new board members Chris Campbell and Bob Casagrande. Everyone applauded after the introductions.

Robert stated he had nothing to formally report at this time and requested we proceed with the reading and approval of the minutes from the previous meeting. He also mentioned the items on the agenda order might overlap at times.

**Secretary/Treasurer:** - Sallie Spotanski

Sallie reported all board members were emailed a copy of the draft minutes from the June 28<sup>th</sup> board meeting earlier in the week. Robert asked if there were any questions or corrections regarding this report, there being none Robert asked for a motion to accept the minutes as written. Bettie Simpson-Weeks made the motion to accept and Rick Lobato seconded. The motion carried unanimously.

Sallie reported the following information for the treasurer's report:

- Account 0525 (Main) - \$76,290.42
- Account 4750 (Savings) - \$12,409.14

- Account 1837 (Merchant) - \$161,155.25
- Account 1639 (Scholarship) - \$5,225.52
- **Sub Total - \$255,080.33**

**Conference Accounts:**

- Account 1626 (2015 Conference) - \$55,460.98
- Account 8127 (2016 Conference) - \$16,947.00
- **Sub Total - \$72,407.99**
  
- **Combined Total - \$327,488.32**

Sallie stated she had copies of each bank account statement for September 30, 2014.

Robert asked for a motion to accept the treasurer's report as given. Rick Lobato made the motion and James "Jim" Norcom, seconded. The motion carried unanimously.

Sallie also reported that Visa paid \$14,869.40 to Enterprise on July 28, 2014 regarding the accident Terry Pritchett had following the TAPPA Conference in El Paso. All matters regarding this incident have been settled.

**Immediate Past President** – Terry Pritchett had nothing to report at this time as announced by Robert.

**Vice President:** - James "Jim" Norcom

Jim mentioned he had nothing to formally report at this time but had spoken with some of his committee prior to the meeting and more discussions were to follow.

**IT Director:** Mike Billingsley announced he would delay his report until a little later in the meeting as some of the information he was going to provide also fall under the Website Committee.

Robert called for a brief break

Break: 10:11 a.m.

Resume Meeting: 10:23 a.m.

**Committee Reports:**

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

Rick provided an update on the draft by-laws and noted the marked up version as noted in his email paying special attention to pages 5, 7,8,11 and 13 as noted on his copy. Rick stated the formatting was not correct on the draft he had emailed but this issue will be corrected. It was noted that the insertion of the SOP Committee be removed from the draft proposal as this committee did not belong in the by-laws.

**Special Awards:** Terry Pritchett, Chair – no report but Sallie stated she had emailed Terry a nomination for the facilities award.

**Scholarship:** - James "Jim" Norcom

Jim gave an informal report and review of the scholarship for 2015. He also pointed out that as Vice President, his position of Scholarship Chairperson needs to be filled. It was suggested that Marshall be the person to best fill this position.

Marshall announced he was assuming a new position on November 3<sup>rd</sup> with Zachry Industrial, Inc. as Enterprise Facilities Manager and would no longer be with Texas A&M University/SSC in San Antonio. A brief discussion arose and Marshall was asked to leave the room so a motion could be made on whether he should continue to serve on the board. A motion was made by Jim Norcom and seconded by Rick Lobato to allow Marshall to continue to serve on the board until his term expires in 2015. Everyone congratulated Marshall on his new venture and wished him the best.

Jim stated he would assist Marshall with the scholarships request but stated everyone on the board should also reach out to prospective business partners. The official request letter for scholarships will be provided by Jim to those who need it.

The institution will receive the scholarship check and not the individuals and the 45 day requirement is not applicable for the 2015 Conference. Sallie, Jim and Marshall will work together regarding the scholarships applications and the same process will be handled as it was for 2014. The restricted scholarship will be matched if funds are available up to \$1,000 and the non – restricted will be for the amount donated.

Jim requested for a CPA or tax attorney to provide the legal definition of the word scholarship and if we can use another term beside the word scholarship as a non-profit organization. Maybe we can package the request for scholarships differently for 2016. Sallie stated she would contact Lois Kapp upon her return to the office on Monday and let Gloria know what she finds out for possible changes relating to the 2016 Conference.

**Website Committee** – Mike Billingsley, Chair

Mike showed a preview of the new website and stated the following:

- Chat site not ready yet
- He will contact MemberClicks regarding Chat room issue
- Database – name is more than one place
- Mike is working on listserv
- How to check and see if you have notifications

Mike said the website was an "ongoing" and welcomed any and all suggestions and he is working closely with MemberClicks regarding some minor set-backs but overall the site in his opinion has a much more professional and updated look.

**Membership:** - Bettie Simpson-Weeks/Sallie Spotanski, Co-Chairs

Bettie acknowledged the great job Rick and his staff did at the CAPPa Conference in El Paso. She also stated due to work and personal issues that she was a little behind on getting out the newsletters on

the website as she had anticipated, but expects some news worthy items to be forthcoming. This committee is working on reaching out to institutions whose individuals have not attended TAPPA in the past 3 years or don't know about TAPPA.

This year's committee covers the majority of the state and Bettie encourages anyone who wishes to participate to please let her know. Bettie is also suggesting a possible membership card, pin and also a welcome letter be presented to the new attendees.

Several suggestions and ideas were given to Bettie for her committee to review and more information will be forthcoming at our next board meeting.

Jim also presented some suggestions for educational initiatives as well as other board members had several great suggestions.

Jim stressed again the need for member benefits of joining TAPPA. Gloria will send copy of Business Partner list to Bob Casagrande to survey Business Partners on a rewards program. She will also check with her contact at Walmart regarding a corporate sponsor.

Gloria also suggested a newsletter ad be included in the exhibitor package for the conference. However, she would need to know by November 1<sup>st</sup>, 2015 at the latest to include this new item in the 2016 package.

Robert announced lunch will be served at Ellingtons in the hotel.

Meeting adjourned at 11:39

Meeting resumed at 12:35

Old Business:

**Conference Hosts Reports:** - Gloria Fuller and Sallie Spotanski

Gloria stated the 2014 Conference was completed and the bank account ended up with a balance of \$75,165.26. The CPA has been provided copies with all documentation relating to the conference. All debit cards will be cancelled and the bank account closed.

Gloria distributed documents covering the conferences for 2015 and 2016 and drew attention to the following for 2015:

- A. Lodging – Hyatt Regency – Dallas, March 28 – March 31st
  - Room Rates- \$131 per night
  - 500 room nights blocked – Cut off March 6th
  - Presidential Suite – discounted rate
  - Dart rail and discounted shuttle service to and from airports (DFW and Dallas Lovefield)
  - Discounted parking , \$5.00 Lot B
  - Food and Beverage TBD at later date and she will contact host for input.
- B. Exhibit Spaces – Sold to date (46) – Decorator will be CEMS Convention & Expo, AV Equipment – Meeting to Go
- C. Meeting Space – Four meeting rooms for break out session.
- D. Speakers – Selected and notified via email
- E. Golf Tournament – Texas Star Golf Course Euless – Estimated 72 Players
- F. Sunday – Tour- George W Bush Library

- G. Casino Night – Monday Night
- H. Monday – tours on their own
- I. Tuesday – Dallas Zoo and North Park Mall
- J. Sponsorship Items sold to date: Lanyards, Badge holders, Volunteer Tee Shirts, Registration Bags, Jotters, Cycle Bottles, Golf Balls, Koozies and writing pens
- K. Two Grand Prize Golf Carts – Metro and Shoppa's
- L. Guidebook Mobile App – Online

At this time Keith Gardner had not received confirmation as to whether the President of SMU will be in attendance and Genaro Lopez is also serving as co-host.

2016 Conference: College Station – Theme: TAPPA's Got Talent – April 16<sup>th</sup>-19<sup>th</sup> – Bob Casagrande

- A. Lodging – Hilton Hotel & Conference Center – contract signed
- B. Room Rates- \$93 per night or prevailing state rate at time of conference
- C. 400 room nights blocked - Cut-off date – three weeks from start of event, group rates offered two days prior to event.
- D. Presidential Suite comp'd.
- E. Complimentary shuttle to/from airport
- F. Complimentary parking
- G. Complimentary internet access in guestrooms and meeting rooms.
- H. Decorator – CEMS Convention & Expo Management Services
- I. Exhibit Spaces – 73 Booth Spaces and 19 Table Tops – Total 92
- J. Meeting Space – Four meeting rooms for break out session.
- K. Room for Board Meeting on Saturday
- L. Secure room for registration items
- M. Speakers – Selected and notified via email
- N. Golf Tournament – Texas A&M Golf Course – contract signed and deposit paid
- O. Casino Night – Monday Night - Casino Connections (tentatively)
- P. Possible tours; George Bush Library, Winery Tour Royalty Pecan Farms, Texas A&M Campus

Gloria will begin setting up the 2016 Registration Site immediately following the 2015 Conference and will be accessible on September 1, 2015.

Sallie will work with A&M/SSC staff for options for sponsorship opportunities. Sallie will handle ordering, shipping and payment of items and coordinate with staff on all items. She will also arrange all transportation as needed.

Gloria announced indicated a meeting will be held tomorrow for the A/V Equipment Rental.

The 2016 Speaker Forms and Presentations Requirements are on the TAPPA website at this time and will be sent to the Facilities and Business Partners next week. Speaker Forms will also be available at the 2015 Conference.

A copy of the proposed schedule of 2016 events and floor plan for exhibits were also included in the documentation Gloria distributed.

Gloria is to check with having the Tool Kit separately at Bob's campus and also she will contact Glen and APPA for a "drive-in" Tool Kit.

2017 Conference – Fort Worth – Gloria is working with Hollis Dyer and information will be forthcoming.

2018 Conference is scheduled for Austin and Gloria stated she has contacted several hotels at this time and Mike Miller will be the host.

2019 Conference – San Antonio

2020 Conference – Houston

Gloria suggested having a circuit where conferences would be held each year. This process would allow TAPPA to obtain better rates. Numerous board members agreed with this suggestion and this topic will be addressed at future time.

#### **SOP Committee – Bridget Blizzard and Dee Littlejohn – Co-chairs**

Bridget stated she and Dee met briefly yesterday afternoon and reviewed documents which had been given to her by Gloria. The documents had been approved by a previous board for procedures relating to conducting conferences.

Bridget had some questions and needed some clarifications regarding some items concerning their committee, since both were new to the board. A brief discussion held and several members of the board provided their opinions. This committee will be reviewing the suggestions she and Dee discussed and also some new recommendations as they felt some changes were needed and will present their SOP recommendations at the next meeting for review.

It was determined a budget committee was not needed.

The Conflict of Interest Subject was tabled until a later date.

Robert determined it was time for a ten minute break.

**Break: 2:30**

**2:43 p.m. - Meeting Resumed**

The next item of discussion on the agenda as announced by Robert Ramirez was the subject of the APPA Mexico and TAPPA Marketing as noted on the agenda. Robert stated he felt as though this should be a matter which APPA or CAPPa takes on since it was initiated by them. Robert wanted to throw this item out to the board for discussion. After some discussion by various board members it was determined that APPA and CAPPa will handle the marketing and promoting of this venture.

Formalize drawings at conferences: A lengthy discussion was held regarding whether or not board members will be allowed to enter drawings held during the conference. A motion was made by Sallie and seconded by Bettie that all board members be excluded from the drawings at the various meals during the conference. (However, they are allowed to participate in the following conference drawings: golf tournament, casino night, and at the individual business partner booths as the business partners determines whose names are eligible for their drawings). A vote was taken and six (6) voted for the motion as presented and three (3) were against. The motion passes.

Another discussion was held concerning the prizes given at the conferences as brought forth by Bettie. Sallie explained at the conference in El Paso, Rick and his staff received a lot of small prizes from the local businesses and TAPPA funds were used to purchase the larger items, such as iPads, Surface Pro's, camera's, etc. Dee inquired to the amount which TAPPA provided and \$5,000 was the amount noted. It was noted TAPPA does not want to discourage any donations for prizes no matter how small or

large. Sallie explained the process of how items are purchased to the board since the process started in 2009.

The subject of perception came up. Jim wanted to know how to change perception at the conferences concerning the prizes. Jim stated we need to be more transparent, provide some housekeeping procedures and explain what the process of items donated and announce we allot \$5,000 toward prizes. The board was in agreement in Jim's suggestion. Sallie pointed out the announcement might also be throughout the conference as individuals will be attending at various times.

### **New Business:**

Gloria provided copies of the business partner notes from the conference in April were reviewed and numerous comments and various members of the board expressed their opinions. Gloria stated in 2015 the business partner meeting will be held on Monday instead of Tuesday as this will allow more business partners to participate at their meeting. Also, the business partners want to keep the event in the same venue. The business partners want everything in one location; they do not want to be separated from the people. So whenever possible, this is what she tries to do when making arrangements for the conferences and attempts to book everything at the same property. The drink stations (coffee, water) were an issue at the conference; however, this was addressed when Gloria was made aware of the situation.

The class issue has always been a issue as some business partners state there are very few people in the exhibit hall. In 2015 during the business partner fair on Monday, no classes have been scheduled during that time frame. All classes will be after 3:00 p.m. and she will see how this new venue works out and review for the 2016 conference.

Gloria stated the biggest issue was interaction with facilities; however, it was noted there is no way to enforce interaction with the business partner. There is no way to guarantee a business partner will make sales. Gloria suggested during the housekeeping comments made at the conference is to encourage facilities personnel to go to the individual booths and gather information and give it to their staff. Robert commented we want to ensure the facilities folks are not being pressured either as this is his opinion.

Sallie mentioned that she had received several comments from various business partners as they had not been contacted and also the business partner liaison should conduct the business partner meeting instead of a board member. Board members are welcome to attend and take their notes, but it should be their liaison who reports the business partner's recommendations or concerns to the board. Sallie suggested a reminder be put on the website to attend the meeting as a gold booth space will be awarded and moving the meeting to Monday should enhance participation.

Another suggestion received after the business partner meeting in April was to have some board members, volunteer and/or the business partner liaisons located at the entrances of the exhibit hall to ensure those entering the hall at the 2015 conference have badges. This recommendation is for security reasons due to the incidents of items missing at the 2014 conference and also the location of the 2015 Conference being at the hotel with outside traffic coming into the hotel from the dart rail system. Jim suggested mentioning something about wearing their badges in the housekeeping notes.

Rick in reviewing the notes also commented that if the business partners notices something is wrong to encourage the business partners to bring forth the matter at their meeting so the board can see what can possibly be done once the matter has been brought to their attention.

Robert stated at the next board meeting the expectations will be discussed with Curtis.

### **TAPPA support to CAPP:**

Rick stated he is currently serving on the membership committee with CAPP and that the conference in El Paso went very well. He stated CAPP was impressed that TAPPA gave away a booth space to a business partner at the next conference and announced they copied TAPPA this year at the conference.

Rick mentioned he did not remember who the particular business partner who asked him why TAPPA was at the CAPP Conference this year and Rick responded to "bridge the gap". This particular business partner stated there was competition between the two organizations as the business partners must decide which conference to attend TAPPA or CAPP. It was noted that for the past several years CAPP has held their conferences in Texas; however, beginning next year the move will be out of state. CAPP has noticed a drop off in their attendance also.

Rick will keep TAPPA abreast of what is happening with CAPP and try to ensure no one is stepping on the others toes as we have been.

Robert doesn't see CAPP as a competitor, but a regional organization of APPA. Robert stated we all are trying to promote education, EFP's, CEFP's, Supervisor Tool Kits, etc.; we need to have a win-win situation.

Jim wanted to know if Lander would be attending the 2015 Conference and Gloria stated she didn't know. He also brought up the question about the APPA Scholarship for 2015 and Sallie stated she had already made a request for one.

From Gloria's perception the only time we have an issue with CAPP is when all of the conferences are held in Texas as Texas makes up the majority of CAPP's membership.

Jim stated he is going to try and figure out this next year how to get the most out of the region and national organizations and base it down to our lowest member. Jim brought forth the vision that if CAPP wants to come to Texas in the couple of years for us to have a joint effort and TAPPA not do a conference that year.

Again, numerous comments were made on this topic and Robert stated we are doing a lot right and we need to continue to be supportive. Jim also pointed out accordingly to the by-laws that in the event TAPPA decides to dissolve everything rolls up into the region financially, treasurer, record (CAPP). Jim is going to speak with Lander to discuss the dues matter and how the dues with APPA are being filtered down to CAPP.

Robert stated he had a conversation with Bob Casagrande regarding some past matters with TAPPA, CAPP and APPA and received feedback as to why TAPPA decided to be a partner and not in alignment with APPA and CAPP.

Final conclusion following the long discussion was TAPPA's will be supportive of CAPP.

Marshall brought up what the feedback was on the TCUF conference. Jim reported it was a mini production of TAPPA, design and production, construction vs. operation and maintenance. A lot of TCUF's emphasis is on space management and accounting. A lot of their educational sessions were about these topics. Marshall inquired was there anything that TAPPA could take advantage of from their conference and Jim stated they were also in Dallas and the venue was held in the Sheraton and



the exhibits were across the street (walk-through) in the civic bldg. Jim stated the venue went fairly well but what they did not have was a whole lot of sessions as only three or four a day were conducted.

Gloria stated she had invited the coordinating board at the 2010 conference but at the last minute they backed out. She stated that one of the previous boards voted down having the coordinating board at a later conference.

Marshall and Bettie both indicated it might be time to reach out again to them. Jim stated he was reaching out to TCUF and will let us know what he finds out. Bettie suggested that TAPPA pay for the President of TCUF to come to a conference. Gloria pointed out that she didn't want TCUF to purchase a booth but to be a speaker. Gloria stated she contacted a person by the name of Theresa at the Coordinating Board but she didn't respond.

Gloria stated that she and Shelton Riley had been trying to coordinate with Lander and TCUF meetings to determine the various conference meeting locations and times, but to no avail.

Jim concluded that if he hears back from the President of TCUF before the next meeting he would email everyone and possibly we can begin taking baby steps.

Marshall reported that he had heard from a third party that TCUF was going to lose a considerable amount of money from their conference in Dallas. Jim stated based on their set-up and operations he couldn't see where they were losing money.

Marshall referred back to item 20 from the business partner notes regarding the possibility of having a round table discussion. Gloria stated we could do a round table discussion and Bettie brought up the round table discussion at the El Paso conference and stated the panel got into a lot of details. They gave a lot of great information and "feed off" the audience. Jim stated that maybe we could have a larger session not just a mini break out session, but there needs to be one or two moderators. Gloria stated that she would check into having a round table discussion at the 2016 or 2017 conferences but she wanted suggestions, possibly something on JOC's. Marshall mentioned that APPA had some "icons" from various decades to provide a wealth of information during their time. They also had emerging professionals. Thus, a mixed panel of business partners and facilities will be looked into.

Bridget brought up the question if spouses or fiancée were allowed to set with the board at the conferences and Gloria responded yes if they were registered as a guest.

A brief discussion was held as to when the next meeting would be and Sallie stated she would check with the hotel to see if February 7<sup>th</sup> was available as the next date would be February 21<sup>st</sup> since the second weekend was Valentine's. Sallie will notify the board by email as to the date.

There being no further business Sallie made a motion to adjourn the meeting and Rick seconded. Motion carried unanimously.

**Meeting adjourned at 3:52 p.m.**

Respectfully submitted

Sallie Spotanski  
Secretary/Treasurer