

TAPPA BOARD MEETING

Meeting Date: October 19, 2013

Meeting Location: Embassy Suites San Antonio Airport Hotel
Willow Room

The meeting was called to order at 9:05 a.m. by Vice President, Roberto "Rob" Ramirez and the following board members were present:

Board Members Present:

- Sallie Spotanski
- James G. "Jim" Norcom, III
- Marshall Lasswell
- Bettie Simpson-Weeks
- Chad Crocker
- Richard "Rick" Lobato
- Curtis King

Board Members Absent:

- Mike Miller, Immediate Past President
- Terry Pritchett, President
- Mike Billingsley, Information Service Officer
- Gerry Rodriguez - Director

Guests:

Gloria Fuller – TAPPA Event Administrator
J.G. "Lalo" Gomez

Vice President, Robert Ramirez, presided over the meeting held today. Robert announced Terry and Mike were ill and were not able to attend the meeting today.

Due to the illnesses of Terry Pritchett, President and Mike Miller, Immediate Past President, no reports were made.

Vice President: At this time Robert Ramirez stated he didn't have anything to report either. But we would follow the agenda which Terry had prepared and sent to everyone. Also we would be discussing further on in the meeting who is to chair the nominating committee and by-laws committee. In addition we would also be proposing changes in the by-laws relating to the scholarships and some other matters.

Secretary/Treasurer: - Sallie Spotanski

Robert asked if everyone had an opportunity to read the minutes which were emailed previously to everyone and asked for a motion to accept. Sallie Spotanski stated she had received an email from Gloria Fuller after the draft minutes were sent out and these corrections were announced to the board as shown on Exhibit "A" attached for the April Board Meeting and also the Conference Meeting Minutes. Sallie stated the draft minutes would be corrected when she returned to the office. With this announcement a motion was made by Gloria Fuller and seconded by Rick Lobato to approve the minutes with the corrections. The motion carried unanimously.

Sallie Spotanski reported the following bank balances as of September 30, 2013:

- Main Account (0525 - opened 12-19-2007 in Richmond, Texas) - \$22,621.00
- Merchant Account (1837 – opened 12-12-2007 in Richmond, Texas) -\$129,351.20
- Savings Account (4750 – opened 8-24-2009) – \$27,401.61
- Scholarship Account (1639 – opened 3-15-2013) -\$29,101.31
- **Total Funds in these accounts: \$208,475.23**

- **2014 Conference Account – (8771 opened 7-25-11) – \$45,154.85**

- **2015 Conference Account – (7491 opened 10-26-12) - \$52,133.73**

- **2016 Conference Account – (1626 opened 3-15-13) - \$17,923.00**

- **Combined total of Checking, Merchant, Savings, Scholarship, 2013-2016 Conference Accounts is \$323,686.81.**

Sallie stated copies of the bank statements were available for anyone to review and a detailed report of the main account, merchant account, savings account and scholarship accounts would be given at the April Board Meeting.

A motion was made to accept the treasurer's report by James Norcom and Bettie Simpson-Weeks seconded. The motion carried unanimously.

Information Services Director: Due to Mike Billingsley being absent there was nothing to report; however, Sallie distributed the documents which Mike had emailed to her and at his request he wanted the board to review his suggestions/recommendations. These documents will be known as Exhibit "B" and "C" and will become part of the minutes. It was noted Mike's documents will be discussed shortly following the committee reports.

Committee Reports:

Robert Ramirez relinquished his position as chair and Sallie Spotanski assumed the chair position. Robert needed to discuss the possible by-law changes as to who should be the chair of the nominating committee since there is a conflict in the current by-laws and wanted to be able to express his opinions in this discussion. After a brief discussion it was determined that the Vice-President should be the chair of the nominating committee and Robert will be conveying this message onto Gerry Rodriguez who is currently serving as Chair of the By-Laws Committee.

The next discussion was addressing Mike Billingsley's documents. Robert stated he disagreed with Mike's request on this matter since this is why we now have a Business Partner Representative on the board.

After a very long discussion it was determined the restricted and non-restricted should remain as stated in the current by-laws and no changes are needed to the wording. Gloria stated that restricted and non-restricted scholarships are being tracked in the CVent program. While discussing the two types of scholarships, James Norcom suggested we look at a process to receive the scholarship funds. Lalo also suggested some types of restrictions on how the scholarship money is to be used. Also discussed was the "thank you" letters to be sent which is now in the by-laws.

And also allow the board to make by-law changes during the year with ratification at the annual business luncheon, since the board presents their recommendations at that time to the members. Discussions went back and forth between scholarship and by-laws changes and suggestions which will be passed along by Robert to the By-laws chair and his committee. A motion was made by James Norcom and seconded by Rick Lobato that the President sends the "thank you" letter to the Business Partner and "cc" the institution that receives a scholarship.

The final consensuses after a very long discussion are:

- To leave the restricted and non-restricted word as it currently appears in the by-laws.
- The president will send a "thank you" letter on behalf of TAPPA to the business partner.
- Secretary sends letter to the institution advising them of the scholarship and will be responsible for tracking of registration. Balance will be sent to institution 45 days prior to conference and any unused funds will remain in the scholarship account.
- A deadline of 45 days prior is need prior to the current year's conference for submission of scholarship applications so the Scholarship Chair and his committee can review the applications instead of the majority waiting until the conference to register for the scholarships.
- Establish Standard Operating Procedures (SOP's) for scholarships.

Curtis King suggested a notice should be sent to all ISD, Colleges and Universities throughout the state to inform them about the available scholarships. Curtis requested a listing of all Business Partners and Gloria will be sending this list to him.

Rick Lobato stated once SOP's are in place the general membership must be made aware and post the SOP's on the website. Jim also agreed with Rick's recommendation. Chad also stated By-laws should reference SOP's.

Following a recap of the above discussion, Robert assumed the role as chair.

10:24 a.m. – Meeting adjourned

10:29 a.m. - Meeting resumed

Committee Reports Resumed:

Nominating Committee: No report from Mike Miller since he was absent due to illness; however, Gloria stated she had emailed Mike, Sallie Spotanski's name to be submitted, as a nominee for Secretary/Treasurer. Sallie Spotanski stated she had also emailed Mike for James Norcom, III's name to be submitted as Vice President.

Special Awards Committee – Gloria Fuller, Chair

Gloria stated she had not received any nominations for either award, Facilities or Business Partner. She also is seeking others to serve on her committee.

Scholarship Committee: - James Norcom, III, Chair

James previously emailed a draft solicitation letter which has his signature on it to the board. The solicitation letter will be emailed to all business partners for this year's scholarship fund after the holidays. James asked if there were any changes that were needed. Gloria requested the letter indicate to be sure and "register" on line somewhere in the letter as she receives checks with no information. All scholarships must be entered through the registration process. Curtis also requested to add TAPPA's web address on the letter. James also requested more assistance with recruiting scholarships.

Membership Committee: - Bettie Simpson-Weeks, Chair

Bettie mentioned she has taken the list from last year and is doing some clean up on it which she sent out to Rick,, Chad, Sallie and Robert. Bettie is looking for "input" as we need to "up the game." She has the latest dues listing but wants to focus on those who are not current on their dues. She would like to see a video similar to APPA's on TAPPA's website and also a "tag line". Robert requested her suggestions or recommendations be addressed under New Business. Sallie distributed a list of paid dues to all board members.

Conference Report: - Gloria Fuller and Sallie Spotanski – Co Chairs

Gloria handed out packets which included:

- o 2013 Conference – South Texas College – South Padre Close Out – Balance and net profit with the exception of sales tax issue and survey summary report.
- o 2014 Conference Update, El Paso Community College – Rooms already blocked for El Paso at Camino Real Hotel and attendees would receive state rate of \$89.00 and Gloria reminded everyone of the early registration deadline of January 15th. Sixty Three (63) booth spaces and 10 table tops will be available.
- o 2015 Update – SMU/Aramark – Dallas, Texas – hotel rooms increased to 500 nights and advised everyone the conference would be March 28- March 31st. – 100 booth spaces
- o 2016 Update - Texas A&M/SSC - College Station – Letter of Intent has been sent out and contract will be signed in January. Eighty-Five (85) booth spaces will be available.

Bettie questioned why there were only 300 rooms for El Paso as opposed to 500 for 2015. Gloria advised this was due to the hotel accommodations available and also the distance to El Paso. Gloria stated we have to commit what we contract for and the facility space available makes all the difference.

Gloria stated since there are so many institutions in the DFW metroplex she is estimating the 2015 conference to be very large. The Dart rail will be available from both airports Love Field and DFW to the hotel and the only transportation which we will need is for the golf tournament.

Gloria stated she provides estimated budgets for each conference and the 2014 estimated budget is contained in the documents she provided. In addition, Gloria stated she must book two (2) years out to determine the number of sessions so rooms can be reserved, etc. and once established she may not be able to make any changes.

The draft agenda is on the website and currently she is working on the 2015 draft agenda with SMU/Aramark. Currently she anticipates twenty-four educational sessions.

Bettie brought up the issue of having some type of classes on Monday for the benefit of the institutions sending personnel to TAPPA. She indicated she is having a difficult time "justifying" sending personnel to only attend the business partner venue.

Gloria stated the 2014 time frame has been established from 9:00 a.m. – 2:00 p.m.; however, she can possibly make changes to add a couple of classes on Monday afternoon since the 2015 schedule is 9:00 a.m. – 3:00 p.m.

Bettie suggested a motivational speaker like CAPPa had. Gloria has Brad Hyde's contact information and will contact him to see if he is available. Bettie suggested we have some Human Resource Classes at our conferences.

Sallie provided an update of the 2014 sponsorships which had been obtained so far and is working closely with Rick and his staff concerning the sponsorships.

Old Business: - Lalo Gomez

Lalo asked those who had not seen APPA's website to visit it. Mexico is divided into zones and according to Lalo there are 17 zones in CAPPa. Lalo gave a brief overview of the presentation he and 3 others presented at APPA in Minnesota. Lalo stated we had a lot to learn from Mexico and encouraged everyone's participation on this adventure.

Lalo announced the 2014 Conference would commemorate the 35th anniversary of TAPPa. Lalo also mentioned this 2014 would also be APPA's 100th year.

Robert expressed his appreciation to Lalo for his report.

12:32 p.m. Meeting adjourned for lunch

1:35 p.m. Meeting resumed

A discussion was held regarding the 2013 Conference issue regarding sales tax which was paid in error. After much discussion a motion was made by Bettie Simpson-Weeks for the sales tax to be repaid to TAPPa and Rick Lobato seconded. The motion carried unanimously. Gloria will contact Gerry Rodriguez and advise him of the board's decision.

Sallie requested the sales tax should be mentioned in the by-laws someplace since it is already in the conference guidelines. This would eliminate any issues like this one in the future.

Robert asked for a motion to close out the 2013 Conference account pending final payment from Gerry. James Norcom made the motion and Marshall Lasswell seconded. The motion carried unanimously.

James Norcom gave report on MemberClicks and after discussions the following recommendations were made:

- o Remove event module and membership module
- o Robert asked for a motion to re-negotiate a final proposal. James made the motion and Sallie seconded. The motion carried unanimously
- o James will bring revised proposal to the next meeting.

Gloria gave APPA credentialing update and will send promotional email to membership.

Also discussed were the 2013 Scholarships which were awarded and distributed a spreadsheet which will be known as Exhibit "D" of the minutes. She recommended \$1,000 to those institutions which should have received scholarships. Transfer of \$26,000 to cover these scholarships. James Norcom

made a motion to accept and Bettie seconded. The motion carried unanimously. A friendly amendment was made to those institutions who were awarded scholarships in error that these be restricted. Bettie made the motion and Chad seconded.

Sallie stated everyone had been sent their sales tax exempt card; however, Bettie indicated she had not received hers. Sallie stated she would check into this issue and will re-issue her a card.

3:01 p.m. - Break

3:11 p.m. - Meeting resumed

A recommendation was made by Sallie Spotanski to purchase an iPad and accessories not to exceed \$1,500 for the President. Rick Lobato made the motion to accept this recommendation and Bettie Simpson-Weeks seconded. The motion carried unanimously.

New Business:

Bettie suggested the President and/or Vice President visit with the nominees for board positions about expectations. Sallie mentioned this could also be done prior to having their names submitted as nominees to the board. Lalo also stated nominees needed to know their responsibilities.

Since Terry was absent the matter of the bank accounts will be tabled until the next meeting as Robert understood Terry had several questions.

Gloria brought several ideas on how to promote attendance for Business Partners and Facilities. One of which was to have a 5 year and 10 year pen, etc. beginning from 2009 for those who have attended TAPPA Conferences.

Marshall brought up the possibility of using credit card for payment of dues. Sallie stated this process was used in 2010 and there were a lot of issues. However, she is willing to discuss this matter further at the next meeting. Currently, it is much easier on her to deposit the check at the time the application is received without having to go through another process.

Recap of suggestions to increase membership and attendance for conferences:

- Newsletter
- Creating Video – input from small institutions – future conferences
- Mini-iPads – class attendance
- Post cards to prospective attendees
- Bettie to have a mock-up of post card made and emailed for approval before mailing.

"Tomorrow's Leaders Today" will be TAPPA's tag line.

Communication protocol signature for TAPPA was briefly discussed and will be brought up at the next meeting.

Since Terry Pritchett was absent it was agreed upon the following ideas would be discussed at the next board meeting regarding implementation of:

- a) "Thank you" letter by the President on behalf of TAPPA to the business partners
- b) Submission of scholarship applications requiring a forty-five (45) day deadline prior to the current year's conference

- c) Establishing SOP's for scholarships
- d) Determine who will be designated and responsible for each of the items listed as "a, b and "c" regarding new implementations.

Marshall stated he had retrieved the boxes from Richard Gentry. Sallie stated she and Gloria were going through these and will be sending some items to the repository at SMU. Also Sallie had found some pictures, and historic documents such as the original constitution, by-laws from the beginning and thought it would be nice if some type of video or pdf could be made from these.

Gloria stated the Mobile Application was very successful during this past conference and due to the responses received; her recommendation is to increase the module as the current application is very limited. A motion was made by Sallie to upgrade the application and it was seconded by Jim. The cost will be \$1,750.

Sallie stated a whiteboard would be available at the El Paso conference as this was suggested at the 2013 Conference for attendees to use.

Several dates were presented to the board for the selection of our next board meeting. It was determined February 8th will be the date as meeting room must be reserved as soon as possible. The meeting will be held again at the Embassy Suite Airport Hilton Hotel since we receive state rates, free shuttle and complimentary breakfast.

Sallie stated she will make all room reservations and will notify all board members accordingly. She reminded everyone who would be flying to the board meeting to make their plane reservations as soon as possible to save on cost.

There being no further business a motion was made by James Norcom and seconded by Bettie Simpson-Weeks to adjourn the meeting.

The meeting was adjourned at 5:31 p.m.

Respectfully submitted



Sallie Spotanski
Secretary/Treasurer