

TAPPA BOARD OF DIRECTORS MEETING

Meeting Date: November 4, 2017

Meeting Location: AT&T Executive Conference Center, Austin, TX

1. Call to Order

President, Rick Lobato called the meeting to order at 1:30 p.m. Roll call was taken and the President confirmed the quorum.

Board Members Present

- Richard “Rick” Lobato – President
- David L. Reynolds – Vice President
- James “Jim” G. Norcom III – Past President
- Mike Billingsley – IT Information Services Director
- Mike Wheeler– Director
- Michael Brantley - Director
- Mike Feyen - Director
- Gary Shoemake – Sr. Business Partner Liaison
- Laura Duncan – Jr. Business Partner Liaison
- Juan Ontiveros – 2018 Host Representative
- Dean Hanson – 2018 Host Representative

Board Members Absent

- Lisa Flores – Secretary/Treasurer
- Steve Arnold – Director
- (William) Shorty Schwartz – Director
- Max Davis – Director
- David Ortega – 2019 Host Representative

Guests

- Mark Taylor – CMP Management Company
- Kersten Schofield – CMP Management Company

2. Review of June minutes

Rick Lobato requested the board to review the draft minutes of June 24, 2017. Mike Wheeler made a motion to accept the minutes and Mike Feyen seconded the motion. The motion carried unanimously.

3. Officer Reports

- a. Previous Immediate Past President: James G. “Jim” Norcom, III deferred his comments to matters latter in the agenda

- b. President: Richard "Rick" Lobato
Rick Lobato deferred his comments to matters latter in the agenda.
- c. Vice- President: - David L. Reynolds deferred his comments to matters latter in the agenda.
- d. Secretary/Treasurer: - Lisa Flores was not present to report.
- e. IT Services Director: Mike Billingsley reported that clicks and exposures have already exceeded clicks/exposure from last year. Mike also noted that a link had been added to the website for the 2018 event registration and that new verbiage will be added/changed once we blast attendee registration.

4. New Business

a. APPA Update

Rick Lobato and Jim Norcom, III reported on the discussions with APPA regarding a combined membership program. The board discussed the logistics of the APPA membership process, the potential impact to the membership of TAPPA and the benefits and costs of associating with TAPPA.

ACTION ITEM: Rick and Jim will do further research on the matter and consider gathering a committee to work on the plan with the idea that this may be a 2019 initiative.

b. CAPP Update

Rick Lobato and Dave Reynolds reported on the discussions with CAPP to bring the leadership institute to the TAPPA conference.

The program requires a minimum commitment of 15 attendees.

- The price for the course is \$995 per attendee
- TAPPA would absorb the costs for food (an additional \$300 per person)
- APPA has scholarships available for members that could cover this fee plus up to \$500 for transportation

Motion: Dave Reynolds made a motion to formally partner with CAPP/APP and do the leadership academy in conjunction with the TAPPA Annual Conference in 2018. Mike Wheeler seconded the motion and it was passed unanimously.

c. FY2018 Budget and Financial Reports

Mark Taylor reviewed the year to date financial position of TAPPA:

- The Operational Cash position as of October 31, 2107 is \$264,985.62
- The Scholarship Fund balance is: \$12,316.33

Mark Taylor presented the draft of the Fiscal Year 2018 Budget including:

- Total Budgeted Income for FY18: \$306,000
- Conference Budgeted Expense: \$221,350
- Total Budgeted Expense: \$303,000

Motion: Jim Norcom, III made a motion to approve the FY 2018 Budget and Financial Reports as presented. Mike Feyen seconded the motion and it passed unanimously.

5. Old Business

- a. Nominations process: Dave Reynolds noted that the nominations process has been informal in the past and he intends to provide more structure this year. Dave will work with CMP Management to identify the open positions and develop a plan to identify and vet candidates prior to the conference.
- b. Target Membership list: Mike Wheeler will follow up with CMP Management to develop a list of potential members and create an email to send to these potential members.
- c. SOGs: Mike Billingsly to post the approved SOGs on the website.
- d. Stars Across Texas: Jim Norcom, III reported that he plans to have the criteria for the award defined so that we can announce the award to the TAPPA membership in the January/February time frame to solicit nominations for the award.
- e. TAPPA branded merchandise - suggestions for sponsored give a way items:
 - Bluetooth speaker
 - USB fan
 - Chargers
 - Pad folios
 - Yeti-type tumblers

6. 2018 Conference Update

- a. Sponsorship: Mark Taylor reviewed the Sponsor Report as of October 31, 2017 and noted that sponsorship was now open via the website.
- b. Agenda:
 - i. The Business Partner Representatives suggested that the exhibit hall remain open all day rather than specific designated times
 - ii. The board discussed the placement of the Greenall Session on Tuesday and recommended that the Tuesday General Session be moved to the morning followed by the exhibit hall just before lunch.

- c. Breakout sessions:
 - i. The board discussed the call for presentations and noted that the entire membership including Facility Managers and Business Partners be included in the call for presentations.
 - ii. A Presentation Review Committee was established with Dave Reynolds as chair along with Laura Duncan and Juan Ontiveros. The committee will evaluate the presentations based upon the following factors:
 - 1. Quality of presentation
 - 2. Objective perspective rather than a sales pitch approach (minimize vendor logos on presentations)
 - 3. Presentation should include a campus/institution representative (recommended)
 - 4. The deadline for the review is December 15, 2017.
- d. Spouse Registration Fee
 - i. In the past the Spouse Registration Fee has been \$125. The board discussed the benefits and cost associated with spouse attendance determined that it was intent of the board to make the Annual Conference a family friendly event and therefore decided to maintain the spouse registration fee at \$125. Additionally the board determined that any planned activities for the spouses that require additional fees (i.e., tours) would be the responsibility of the spouse.
 - ii. Juan Ontiveros' volunteered his wife Maggie as the Chair and host of Spouse's Activities Committee. Juan will connect the CMP Management team with Maggie.
- e. UT Tour options: The board recommended the following sites for tours during the TAPPA Annual Conference:
 - i. UT Tower
 - ii. Power Plants
 - iii. General Campus tour
 - iv. 2 or 3 choices can be provided to attendees

7. Committee Reports

- a. Bylaws: Mike Feyan reported that the bylaws are current and up to date.
- b. Nominating: No additional report
- c. Finance: No additional report
- d. Special Awards: Jim Norcom, III reported that he will mirror requirements now noted in bylaws and will begin putting everything together ASAP.
- e. Scholarship: Michael Brantley reported the status of the Scholarship fund and the board discussed and recommended the following plan for the Scholarship Committee:
 - i. A direct outreach to vendors to build up the fund.

- ii. CMP Management needs to work with Michael Brantley to make sure everything that the processes are understood by all. CMP Management will confirm that the Scholarship Submission form on the website is routed correctly.
 - iii. Create a better marketing plan for the Scholarship Program to vendors and facility managers.
 - iv. CMP Management will create as reporting system for the program.
 - v. The board recommended that the Scholarship Committee consider giving a Business Partner the opportunity to select a campus that doesn't typically get the chance to go to TAPPA and purchase their registration fees.
- f. Membership
 - i. Mike Wheeler noted that he will develop a list of colleges that haven't yet been a part of TAPPA
- g. Conference Committee
 - i. Juan Ontiveros noted that he and Dean will need to clarify how many tours will be many attendees needed
- h. SOG (Standard Operations Guide)
 - i. No update
- i. Marketing
 - i. No update
- j. Social
 - i. No update
- k. Business Partners
 - i. Laura Duncan and Gary Shoemake noted that they would like a survey produced that they can go through at Business Partners meeting and they
 - ii. Laura and Gary will be reaching out to Business Partner list as the official Business Partner representative of TAPPA.
- l. Conference Speaker Committee
 - i. Dave Reynolds, Juan Ontiveros, and Laura Duncan volunteered to review the speaker submissions.
- m. Future Events
 - i. 2019 San Antonio
 - ii. 2020 Houston

Being no further business Rick Lobato adjourned the meeting at 4:50 pm