

TAPPA BOARD MEETING

Called Meeting Date: November 13, 2010

Meeting Location: San Antonio Hilton Airport Hotel
Austin Meeting Room
611 Northwest Loop 410
San Antonio, Texas 78216

Meeting was called to order at 12:00 p.m. (Noon) by Richard Gentry. Roll not called but Sign-In Sheet was filled out as follows:

Board Members Present:

- Richard Gentry
- Dave Irvin
- Sallie Spotanski
- Lalo Gomez
- Raymond Martin
- Sally Moore
- Terry Pritchett
- Gerry Rodriguez, Jr.
- Dalton Smith
- Robert Taylor

Board Members Absent: None

The following guests were in attendance:

Gloria Fuller – Emeritus – Past President
James Norcom, III - University of Houston
Mike Billingsley – Wharton County Jr. College

Introductions and welcoming remarks were made by Richard Gentry, President. Richard mentioned due to time constraints and previous engagements by some of the board members the board meeting should be hopefully be over in a couple of hours.

Vice President's Report: Dave stated he would delay his report regarding the 2011 Conference until later on in the meeting; therefore, he had nothing to report or discuss at this time relating to the Vice-Presidents position.

Secretary's Report:

A copy of the minutes for the TAPPA 2010 Conference and Business Meeting, held April 17-20, in Abilene, Texas was distributed to all board members and guest for their review. A motion was made by Robert Taylor to accept the minutes of the Secretary's report and seconded by Sally Moore and the vote carried unanimously.

Treasurer's Report:

Sallie announced an itemized accounting would be available at the 2011 April Conference and Business Meeting for the three (3) TAPPA Bank of America bank accounts. Sallie reported TAPPA's balances for these accounts as of October 31, 2010 were:

- 0525 - \$9,824.31
- 1837 - \$93,578.56
- 4750 – 47,156.11 (Savings)

Sallie also requested the board approve her closing the Abilene Account ending in 0240 and transferring the balance of \$52,273.89 into the main account due to the deadline for IRS filing. She reported the Abilene final accounting was due in August and had not been received at this time. A motion was made by Dalton to accept the treasurer's report as reported and transfer of funds as requested, Robert Taylor seconded. The vote carried unanimously.

President's Report:

Richard stated he had asked originally requested a representative from the Prospective Management Company to attend the meeting but indicated he felt a committee should be

formed to look into someone managing TAPPA to help run the organization. The following individuals are to serve on this committee:

- Dave Irvin
- Raymond Miller
- Sallie Spotanski
- Richard Gentry

A report by the committee will be forth coming at the next board meeting in February, 2011.

Dave Irvin, Vice President and Host of the 2011 Conference, gave a brief report stating there would be two golf tournaments, one on Sunday and another on Wednesday following the conference at the Wild Cat Golf Club. There would also be an event at the Magnolia Ballroom and Armko would be one of the sponsors. Also a brief slide presentation was shown relating to the conference.

Raymond Martin made a motion to adjourn for a brief break at 2:05 p.m. and Terry Pritchett seconded. The motion carried unanimously.

Meeting was called back to order by Richard Gentry at 2:15 p.m.

Old Business:

Mike Billingsley stated he had numerous boxes which he had picked up at Texas A & M in Corpus when Aggie Armstrong resigned in 2007 and he hasn't been able to complete the process of scanning these documents and is requesting the documents and boxes be given to someone else. He indicated the documents in these boxes must be looked at very carefully as they contained financial records and minutes during Aggie's long term as treasurer and were not in any order.

Dave Irvin made a motion for Richard Gentry to have the items scanned and documents placed on the website accordingly. Lalo Gomez seconded the motion and the vote carried unanimously. Richard will update the board accordingly regarding the cost and process for the items which are to be scanned.

James Norcom, Scholarship Chairman, would like to have any scholarship nominations to him by January if at all possible. He also gave a favorable report to the board indicating this year's scholarships should exceed the number presented last year.

Raymond Martin gave a brief overview of the 2012 Conference to be held in San Antonio and indicated all events will be held at the Crowne Plaza Hotel on the RiverWalk. More information will be forthcoming.

Gerry Rodriguez stated he was in process of gathering information for South Texas College to host the 2013 Conference in McAllen.

Both gentlemen indicated it would be helpful to obtain information on what procedures should be followed when hosting a conference and information and any suggestions would be welcomed. Sallie stated she would provide examples from the 2009 Conference to them at the next board meeting.

New Business:

Handouts relating to CVent and future Conference Hosts guidelines were given to the board for their review and will need to be discussed in greater length at the next board meeting.

Richard announced the next board meeting would be held on February 19th at the Hilton Airport Hotel in San Antonio. Since the CAPP 2011 Technology & Leadership Conference is being held February 16-19, it would be an advantage to everyone to schedule the meeting following their conference. Sallie will make all of the hotel arrangements and notify all board members and guests accordingly and in a timely manner.

Richard stated he would contact the Facilities Vice President at ACU to resolve issues with the 2010 Conference and notify the board accordingly since no one responded to the numerous requests by Sallie or himself.

Richard stated he would also contact Mike Miller at UT-Austin and resolve the 2008 Conference issue regarding an unauthorized payment for the partial salary and overtime salary made to their event planner, Jan Buchanan.

According to the 2008 Final Conference Accounting Letter, Sallie stated \$34,362.16 had been deducted from the amount which TAPPA should have received. TAPPA never approved a salary request for this expenditure nor was the board informed that a deduction was being made, as all work is on a volunteer basis furthermore a 1099 form was never filed with the IRS by TAPPA for this administrative fee.

The meeting was adjourned by Richard Gentry at 2:55 p.m.

Respectfully submitted,

Sallie Spotanski,
Secretary/Treasurer