



## **VAPPA Board Meeting Minutes**

**Date: Wednesday, April 20, 2016**

**Place: Teleconference**

### **Meeting Roles**

Host: VAPPA – APPA conference call number

Facilitator: President – Scott Gesele

Time-Keeper: John Pregelman

Note-taker: VP of Communications – Kathy Powers

### **Meeting Objectives:**

- 1. Update on action items/initiatives*
- 2. Finalize chapter set-up*
- 3. Update on VAPPA '17*
- 4. Strategic Plan/Goals*

### **Next Meetings dates:**

*Wed, May 18, 2016 @ 1:30*

*Wed, June 15, 2016 @ 1:30*

*Wed, July 20, 2016 @ 1:30*

*Wed, August 17, 2016 @ 1:30*

### **Agenda:**

#### **Welcome/Introductions/roll-call. In attendance:**

- Scott Gesele
- John Pregelman
- Kathy Powers
- Mark Webb
- Debra Dowden-Crockett
- Greg Sachs

#### **Review/approval of minutes**

March 2016 minutes approved.

## **Round table updates:**

President: *Insurance*

In contact with potential vendor. The APPA insurer does not write riders and Scott has not heard from them. Scott waiting to hear back from the company he contacted. Leaning towards a Director's & Officer's liability policy. NCAPPA pays \$450/year for a \$1M D&O policy. John will contact his insurance company. Will need insurance for Conference. Mark suggesting \$2M D&O liability policy and a \$4M conference liability policy

President-Elect: *Incorporation Docs*

John sent out a request for signatures required for the State. Officers need to sign them and return them. We were official as of early FEB 2016. Everything is fine.

Treasurer: *Bank Account & Financial Stmts; Audits of Accts*

Meghan not on call. Scott spoke for Meghan. Meghan sent out a matrix of bank options. The issue will come down to how much money do we think we will have before and after the conference? Need to get this information from Julie. According to Julie, through John, they recommend the credit union. John will reach out to Julie to get conference balance. Debra needs to make sure that payments from the website can be tied back to the bank. Another option may be that money can go through APPA.

VP for Communications: *Website*

Greg will be resizing photos from the JMU website. Board agrees that it is a great start. Education page belongs to Duane, the Members page belongs to Mark, the Board page to Scott/Kathy, the Business Partners page to Debra, and the Conference page belongs to Kathy. Those responsible for a page can request updates through Greg. Greg says APPA is willing to take payments. The APPA POC is Kristen Witters. VAPPA needs to be notified as partners sign-up and to follow-up to make sure payments were received. Greg will copy Debra and Meghan on his correspondence with Kristen. Scott said goal is to send out VAPPA website to all of VAPPA. Once everything is up and running Debra will send a blast to all existing business partners.

VP for Conference Planning:

Julie not on call

VP for Education:

Dwayne not on call.

VP for Membership:

Kristin Witters got Mark a list of members and non-members. Is there a minimum size of an organization to make VAPPA worth it? VAPPA is open to everyone. If you have any thoughts on this send Mark a note. Can be a member of VAPPA without being a member of APPA. Will not get any APPA benefits by joining VAPPA. Mark is going to look at the non-members based on zip code and ask the members to contact the non-members based on geography. Mark will send Greg a “membership benefits” to put on the website. APPA is currently running a membership campaign right now.

Business Partner Liaison:

Survey was closed-out the past Friday. Received 55 responses. 54% were first time attendees. 98% found it to be a valuable experience. Maybe add another ½ day to make it a 2-day conference. Business partners 57% said that they would like to exhibit. Maybe acknowledge first-time attendees make them feel more comfortable. Maybe more “forced” interactions. Good information about what people want to hear. The round table discussions were good but maybe explain them better ahead of time. Wanted to network and exchange ideas. Perhaps a panel discussion for best practices to allow for more interactive discussions.

### **Other Chapter business**

Reviewed last month’s action items. Items c., k., and n have not been completed and will be included on the April action item’s list. All other items have been completed.

### **VAPPA ’17**

Space for conference reserved.

Kathy waiting to talk with Julie about JMU conference (meeting scheduled in May).

Kathy to talk to Dwayne about creating a topic’s list for convention.

Kathy to talk to Debra about determining business partner conference participation levels.

### **Strategic Plan**

Kathy will send out clean version to the Board:

VAPPA Mission: The mission of VAPPA is to create, continually support, and promote opportunities for professional and facility organization development, relationship building, and knowledge and information sharing among all facility personnel and business partners involved in education throughout Virginia and align our goals with those that of APPA International and SRAPPA.

### VAPPA Strategic Goals:

- Develop training and educational programs to benefit all members, at both the trades and managerial levels
- Promote open dialogue channels between facilities and business partners
- Foster networking and sharing of knowledge and best practices among our members
- Maintain a financially stable organization, with transparent governance

### VAPPA Tactical Goals:

- Create and hold regional state workshops to promote knowledge sharing throughout the year
- Provide training and personal development opportunities within the state
- Grow our membership within educational facility personnel across Virginia
- Develop and encourage future leaders to keep VAPPA relevant and ensure a robust pool of board candidates

### **Action Items:**

1. Meeting minutes – Kathy Powers
2. Scott working on insurance information
3. Kathy will send out mission and goals
4. Look at the website and send any recommendation to Greg.
5. Debra and Kathy to discuss conference business partner involvement.
6. Finalize bank decision – Meghan check into electronic payment ability; check with APPA
7. Greg continue work on business partner application on the website.
8. Board members who have not signed documents and return to John.
9. Kathy to talk to Dwayne about creating a topic's list for convention.
10. Kathy to talk to Steve about adding Greg to VAPPA board member listserv.
11. Actions from last month:
  - a. (c) Duane to reach out to SRAPPA and NCAPPA educational counterparts
  - b. (k) Meghan will talk to SRAPPA Treasurer about auditing VAPPA
  - c. (n) Steve will work with APPA on creating listservs