



VAPPA Board Meeting Minutes

Date: Wednesday, Jun 15, 2016 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Kathy Powers
- Mark Webb
- Meghan Johnson
- Duane Swanson
- Julie Bubb
- Greg Sachs
- Kirk Hiles

Review/approval of minutes

- May meeting minutes approved.

Round table updates

- President:
 - Insurance: Still waiting for quote. Guess the fee will be \$2,000 to \$2,500 amount.
 - Attending the APPA/SRAPP/TNAPP
- President-Elect:
 - Incorporation Docs and EIN number and articles of incorporation should be ready tomorrow.
 - The 1023 for IRS must still be done for federal incorporation.
 - We are able to operate.
 - John will send Scott and Meghan attorney fee.
- Treasurer:
 - Needs EIN and Articles to open bank account with credit union in Charlottesville.
 - Must have a minimum of two for the signature card. Can add more. Have to be there in person. Perhaps Mark could be the second signature. Julie has offered to do a signature.

(Later in the call we confirmed with the attorney that the President, President-Elect, Treasurer, and VP for Communications should initially sign.)

- VP for Communications:
 - Greg sent draft business partner form to Debra. Need to figure-out the payment portion. On hold until we have a bank account. APPA will handle the payment and they will forward to VAPPA.
 - Please send anything website related to Greg.
- VP for Conference Planning:
 - Duane and Julie met with Kirk and Kathy in Winchester last week.
 - Over \$14K left over from the JMU conference.
- VP for Education:
 - Assetworks wants to be the primary sponsor for the GMU conference.
 - Spoke to Steve Glazner about on-line training and testing in VA. Trying to get the right person in the right place is mostly about teaching people about APPA. Talked about financial support for testing and training at the GMU conference.
- VP for Membership:
 - There is not an official VAPPA membership list.
 - We have lots of contact information.
 - If someone joins APPA and they are in VA we want to automatically enroll them in VAPPA. Same with SRAPPA. We take the membership data from APPA.
 - Can be an “associate” if not an official APPA member but in Virginia, at an educational institution, just need to fill-out an application.
 - Mark said he plans to talk to Patty Smith (New Jersey) APPA. He thinks we should follow the NJAPPA process.
 - Mark has mapped-out the APPA members in Virginia and potential APPA members and is working on setting-up “invite” calls. Mark will send the membership map as a link.
 - It is Mark’s understanding that they do not need to be a member of APPA or SRAPPA to be a member of VAPPA, which was confirmed by Scott.
- Business Partner Liaison: (Debra was not available, but Scott provided her input.)
 - \$100 business partner membership agreed on.
 - Sent Kirk and Kathy recommended sponsorship levels.
 - Must be a business partner before they can sponsor the conference. This may need more discussion. Kirk will reach-out to Debra for discussion.
 - Discussion to include a VAPPA business partner membership as part of the sponsorship package.

Other Chapter business

- Pay David Hatch travel expenses – APPA National can pay if urgent. Could get account set-up as early as tomorrow. Scott said he talked to David about our issues.

- Attorney fees. Fixed-fee almost \$1,000.
- Insurance fees.
- Next meeting: authorize seed money for the GMU conference.

VAPPA '17

- GMU contact – Kirk Hiles
 - Meeting with Julie and Duane went well.
 - Briefing the GMU Facilities VP on Friday.
 - Venues are locked-in.
 - Will be sending-out presentation requests.
- Theme for conference. – No huge conference theme however the keynote was told the focus was networking and education.
- VAASHE alliance/partnership (Scott and Greg):
 - Alliance of VA sustainability. Looking at some potential synergies.
 - Could pick-up additional VAPPA members
 - Association for advancement of sustainability in higher education
 - Potential mutual beneficial alliance – also overlapping membership
 - No annual meeting set for 2017 yet. Need to discuss with Kirk.
 - Could provide a presentation.

Action Items:

1. Meeting minutes – Kathy Powers
2. Mark will send the membership map as a link.
3. Mark and Greg will talk about setting-up a sign-up on-line that goes directly into a spreadsheet.
4. John will send Scott and Meghan attorney fee.
5. Meghan will let John know about when to come and sign the signature card.
6. Must be a business partner before they can sponsor the conference. This may need more discussion. Kirk will reach-out to Debra for discussion.
7. Greg to discuss with VAASHE about possibly having their annual meeting as part of the GMU VAPPA conference. He will contact Kirk on any meeting space they may need.
8. Scott will send to the Board a draft “welcome” letter to be sent to the VAPPA listserv that includes an introduction to the VAPPA website and a save-the-date for the GMU VAPPA Conference. Scott will ask Greg to send out the letter.

Next Meetings Dates:

Wed, July 20, 2016 @ 1:30

Wed, August 17, 2016 @ 1:30

Wed, September 21, 2016 @ 1:30