VAPPA Board Meeting

Date: Wednesday, May 18, 2016 @ 1:30 pm
Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- Kathy Powers
- Mark Webb
- Debra Dowden-Crockett
- Meghan Johnson
- Duane Swanson
- Julie Bubb
- Greg Sachs
- Kirk Hiles

Review/approval of minutes

- April meeting minutes approved.

Round table updates

President:

- Kathy Powers is leaving GMU and APPA. Kirk Hiles will take over the conference. Greg Sachs has agreed to take over VP of Communications.

- Insurance: Has been complicated and expensive. Waiting for one quote. The general liability is $1500 to $1600 plus $500 for D&O. Need to look at budget and what to charge business partners.

President-Elect:

- John could not attend, but Scott provided an update on behalf of John. Incorporation documents done. Needs to turn in signature pages to attorney. Need state bank account.

Treasurer:

- Audit: SRAPPA does not do an annual audit because it is $10K. This year doing a CPA review which will cost $5K. CPA checks to make sure dollars are going in the right place. They have a loans category for the conference university. SRAPPA account up to $400K. They went through APPA to accept credit card. Have to pay 3% to credit card. They use Sun Trust. Meghan suggesting we do not need to do an audit this early-on. Scott recommended possibly an independent person go through the books, checking receipts, etc. We can recruit a VAPPA member (non-board).

- VAPPA Bank looks like credit union is the best choice for us. Meghan has been trying to reach the credit union. Scott concerned that they are not widely located across the state. Meghan will look up the locations. We need to get an account ASAP. Credit Union not limited by the number of transactions each month. Scott took a vote and no one was opposed to the credit union. Meghan given the go-ahead to open an account with Virginia Credit Union.

VP for Communications:

- Need listserve from APPA. Steve says he is working on it. Scott suggested I call APPA and find the right person. Need to send a welcoming eblast out to the VAPPA constituents.

- Need to ask APPA to add a link to our VAPPA website. Greg.

- Website: resized pictures, added mission and goals, waiting for business partner fee to add form. Need to figure-out how the financing will work. APPA POC Christine Witters. Do we have to go through APPA or could we use PayPal? Meghan will work with Greg on this.

VP for Conference Planning:

- Julie sent Kathy documents like sponsor lists, accounting data. Looks like there will be $9,100 to turn over. Key note needs to be paid still. Julie and Kathy and Kirk will meet in June.

- Julie got about $3,500 seed money from VMI.

- The most costly thing for the convention is the food.

- Debra suggested sending out sponsor letters in late summer and early fall.

VP for Education:

- Business partners and membership recruitment will play a big part. Much of the training is sponsored by our business partners.

- Has been keeping up with APPA blogs with topics of discussion. Can look at adding these topics to the conferences.

- Looking at doing Drive-ins and Supervisory Toolkits Work Shops.   Debra will do Drive-in.

- Maybe provide APPA testing before, during, or after the conference.

VP for Membership:

- Plans to create membership maps. Could help with generating interest in holding educational sessions.

Business Partner Liaison

- Business partner membership fee. Debra suggests $100. Is there a standard that APPA requires? What about our neighboring states? Debra will verify. Then we will have an email vote to approve.

Other Chapter Business

- Pay David Hatch travel expenses – Need to get him paid. Meghan has his travel expenses voucher. Scott will email David and tell him to expect a check in June sometime.

- APPA Body of Knowledge (BOK) reviewers – Jay Williams is looking for volunteers. The entire board received emails. Feel free to share email will staff and co-workers.

VAPPA '17

- Send out request for speakers and facilitators. Scott knows some contractors that could do CEUs. Debra will send example of request for proposers. Debra was talking "mailchimp", a free service. Debra will get with Greg about this.

- Themes for conference.
    - Informatics to analyze data.
    - What is APPA?
    - Informal education through networking.
    - Info sharing and education.
    - How can facilities learn from each other?
    - Networking is Learning
    - Support technician training

- Support K-12
- Building Connections

Action Items:

1. Meeting minutes – Kathy Powers
2. Scott to continue working on getting insurance
3. Board gave Meghan the go ahead on the credit union. Meghan will get an account started.
4. Get business partner application on website.
    a. Debra to check what other state APPA's charge. Send out an email to the board recommending an amount (right now the recommendation is $100). The board will vote via email.
    b. Greg and Meghan will work together (and with APPA if necessary) to decide how the payments will be handled.
    c. Once a and b are worked out Greg will upload form to website.
    d. Need to discuss how to get the word out to our business partners.
5. Kathy to talk to APPA about listserve.
6. Debra to discuss other communication options with Greg, instead of a listserve.
7. Mark will create a membership map of the state to help with determining the best educational locations and set-up a state "recruiting plan".
8. Debra will send Kathy an example of a presentation request letter.
9. Greg will ask APPA to add a link to our VAPPA website on the APPA and SRAPP websites.
10. Kathy/Scott to send out Welcome eblast when listserve is ready (or some other software).
11. Need to pay David Hatch once VAPPA account established.
    a. Scott will contact David and let him know we are working on it.
    b. Meghan will pay David as soon as possible.
12. Kathy will send out a conference theme via email for Board approval.

Next Meetings dates:
Wed, June 15, 2016 @ 1:30   *Wed, August 17, 2016 @ 1:30*
Wed, July 20, 2016 @ 1:30   *Wed, September 21, 2016 @ 1:30*