



VAPPA Board Meeting Minutes

Date: Wednesday, Aug 16, 2016 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Julie Bubb
- Meghan Johnston
- Greg Sachs
- Kirk Hiles
- Steve Glazner
- Debra Dowden-Crockett
- Mark Webb

Review/approval of minutes

- July meeting minutes approved.

Round table updates

- President:
 - Insurance update - Scott sent a summary of two quote estimates.
 - Kirk asked for an estimate of when this would be in place. Scott hopes we could approve this next month. The Harwood quote is a rough (high) estimate, they need a pro forma. Scott and Meghan are working on pro forma.
 - John is near their office, so could interface with them if needed.
 - Policy in hand needed for conference registration.
- President-Elect:
 - Still waiting for federal approval,
- Treasurer:
 - We have a bank account through Virginia Credit Union. One checking account, one general membership account, latter needs a \$5 balance.
 - Debit card ordered, Scott suggested that we get a second one. Steve recommended that the Treasurer and the President (put in John's name) carry debit cards.

- Options for checks--personal checks are free, business style checks cost extra. Scott suggested that we go with the business style checks for better audit trail.
- Funds from from JMU--Julie will work on getting a check made out to VAPPA.
- Currently incurring fee for \$0 balance, the credit union will refund that once we have a balance in membership account.

- VP for Communication
 - Ready to implement website payment to bank account.
 - Mark sent an email about data collection from business partners. Greg will compare with data we collect from website form.

- VP for Conference Planning:
 - Julie will work on payment from JMU.
 - Julie or Duane can work with Kirk on conference details if needed.

- VP for Membership
 - Mark sent an email to the board with a list of APPA members and prospect members in Virginia from Kristen Witters
 - State divided into regions, attempted to match members with one or two prospect members in their region. Would like to make it simple for members to reach out to one or two specific schools for the next VAPPA conference.

- Business Partner Liaison:
 - Debra will start reaching out to potential business partners once payment on website is ready.
 - Scott will draft an email update to VAPPA list with information about connecting with business partners.
 - Mark asked if we could find a report of state wide facilities procurement partners... through EVA? Debra has a contact in procurement that might be able to help.

Other Chapter business

- David no longer at NC State. Scott or Meghan will connect with Steve to find an address once we can cut a check for David.
- CICV meeting
 - John, Meghan, Steve, Greg in attendance.
 - Meghan gave an introduction to VAPPA.
 - Interest from 3 or 4 school representatives near John.
 - 40% of 28 CICV schools members of APPA.

VAPPA '17

- GMU Conference Contact:
 - Kirk is coordinating events registration form with GMU.
 - High res and small size logo files are in VAPPA google drive folder, can use for conference materials.
 - Planning when to get registration out this fall.

- Developing list of potential sponsors, will coordinate that list with the board.
- Kirk will coordinate conference sponsor payments with Meghan.
- Give favor to presenters that can offer CEU credit.
- Debra suggested we send a “save the date” to the business partner list that JMU put together

Action Items:

1. Meeting minutes – Greg Sachs
2. Julie will get payment from JMU to Meghan
3. Scott and Meghan will work on pro forma
4. Scott will schedule Harwood insurance for next conference call
5. Meghan will pay David Hatch
6. Greg will set up business partner payments on website
7. Scott will draft an email blast to member list about business partner registration

Next Meetings Dates:

Wed, September 21, 2016 @ 1:30

Wed, October 19, 2016 @ 1:30

Wed, November 16, 2016 @ 1:30