



VAPPA Board Meeting Minutes

Date: Wednesday, Feb15, 2017 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Brenda Claudio Cruz
- Steve Glazner
- Duane Swanson
- Mark Webb
- Greg Sachs

Absent:

- Julie Bubb
- Meghan Johnston
- Debra Dowden-Crockett

Review/approval of minutes

- January meeting minutes approved.

Round table updates

- President
 - Scott says we do finally have our insurance in place. GMU did not require umbrella policy for the conference, we just increased our coverage for general liability (\$250 for the year). We are well under budget on insurance costs. Meghan has sent the check, Scott sent the certificate of insurance to GMU. Next year the renewal should be easier.
 - Board member nominations - no volunteers for any positions. Scott had a lead for a president-elect, but that fell through. John and Scott discussed staying in current positions for the next year, but a president-elect would be important--perhaps we can find someone at the business meeting. Does anyone have suggestions for candidates?
- President-Elect
 - John did receive the insurance packet.

- Incorporation documents: John finished an addendum to form 1023, will send out to everyone to review. Everyone should review this.
- Treasurer
 - Meghan not present.
- VP for Communications
 - Greg: conference website updates
 - Some new business partners
 - Question about new business partners coming in mid-year
 - Steve said that APPA follows fiscal year, but mid-year additions wait until next fiscal year
 - VAPPA fiscal year follows APPA, April 1st through March 31st
 - Greg will check with Debra about details on our previous discussion, and what BP would prefer
- VP for Conference Planning
 - Julie not present.
- VP for Education:
 - Duane talked to Corey Newman at JMU - 23 people already registered for event. He will follow up on how many of those were registered for the conference.
 - Some links not working on VAPPA website on Education page.
 - Question about email list--some people not receiving VAPPA emails. Duane will point them to Members page on our website where they can sign up.
 - Website form updates Google Drive spreadsheet, Greg sends updates to Steve for list changes.
- VP for Membership
 - Mark has no updates.
 - Steve wondered if we have had contact with schools that have not been as active. Perhaps an opportunity to add to membership, board, or conference.
 - Mark did try and map and connect schools. This would be a good time for a follow up before the conference.
 - Mark will call Steve for an update on current membership list.
 - Scott sent an email out to a public school facilities leaders email list he has access to.
- Business Partner Liaison:
 - Debra not present.

Other Chapter business

- John and Hampden Sydney have agreed to host VAPPA '18, the second week in March.

VAPPA '17

- Brenda sent a sponsor update and a budget update.
 - Review of budget update. As of today we have 49 institutional registrations, 26 business partners. Estimating 125 institutional registrations and 200+ total.
 - \$75 charge for Business Partners to bring additional people to help with staffing their booth
- Presentations: 13 registered out of 14.
- Round table sessions 15 registered out of 15.
- Booths: 27 sponsors, maximum of 35.
- Line by line review of budgeted amounts vs current spending.
- The greenhouse staff and sustainability students are donating terra cotta bases and edible greens for centerpieces.
- Options for buses to tours
 - For \$775, one bus will split the group and serve two locations. Expecting 100 total for tours. 50 to one spot, two tour leaders will take 25 each. The bus will come back and take the remaining 50 to the second spot. Then the groups will switch.
 - Tour spots are close by, so one bus should be able to move people without too much waiting.
- Brenda will send options for iPad lottery to Scott
- Morning speaker gift--Wolftrap tickets or tickets to GMU performance center? Brenda will work with Meghan to purchase.
 - Check with speaker--are there dollar limits for gifts for her as a federal employee?
- Brenda will need tax exemption letter and CC number to purchase alcohol.
 - John will send Brenda the letter and CC number.
- Tours will require safety gear. Does VAPPA want to keep the safety gear after the conference?
 - Safety gear as part of gift bag, attendees can keep it.
- Gift bags, cost each less than \$7. This was not initially in the budget.
 - Notebook and pen with VAPPA logo
 - Lanyard for name tag
 - Mason folder
 - Working with Mason Athletics to see if we can get a couple free items to add.
- Brenda will send presentation summary to Greg for posting to the website
- Sponsors need to go to two places to register--one for sponsorship activities, another for meals, allergies, etc.
- Photographer?
 - JMU used their own internal photographer, was at no charge to the conference
 - GMU will hire one or request a student photographer
- Someone from the VAPPA board will talk/give instructions during event.
- We will need to send out Thank You letters to our sponsors.
- iPad drawing--last year double tickets were printed, at registration one ticket (with attendee name) went to the attendee, the other went into the basket for the drawing. Sponsors not included.
- Programs that provide CEUs - companies have to issue certificates. We will need sign in sheets at those programs so certificates can be delivered. Check with company to verify that they will provide sign in sheets.
- Brenda will show the board the programs for the conference before printing.

- We will not need a computer/projection for board meeting, but we will need for the business meeting

Action Items:

1. Meeting minutes – Greg
2. Greg will check Education page links
3. Brenda will send options for iPad lottery to Scott
4. Brenda will check with speaker about limits for gifts as a federal employee
5. Brenda will work with Meghan to purchase gift for speaker
6. John will send Brenda the letter and CC number
7. Brenda will send presentation summary to Greg for posting to the website

Next Meetings Dates:

Wed, March 13, 2017 @ 1:00-3:00 at GMU, Mason Hall D001

Wed, April 19, 2017 @ 1:30

Wed, May 17, 2017 @ 1:30