



VAPPA Board Meeting Minutes

Date: Wednesday, Jan 18, 2017 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Brenda Claudio Cruz
- Debra Dowden-Crockett
- Meghan Johnston
- Steve Glazner
- Mark Webb
- Duane Swanson
- Julie Bubb

Review/approval of minutes

- November meeting minutes approved.

Round table updates

- President:
 - Scott is waiting on final proposal from Harwood Insurance. Plan to start policies as of 31 January 2017. Will have a general liability, umbrella, and D&O coverage. The first two are required by GMU for the conference.
 - No one has volunteered yet for any officer positions.
 - Planning VAPPA email update in the next few weeks to highlight the conference.
 - Will reach out to some of the Facility Directors/VPs to try to get them to find some volunteers.
- President-Elect:
 - No change. We will need to file a Tax Form for VAPPA.
 - Recommends we amend the By-Laws to allow VAPPA to pay for authorized expense for VAPPA officers...will do after we vote on it at VAPPA '17.
- Treasurer:

- Paypal is working.
- Minor issue with Meghan's personal check getting put into the VAPPA account. Bank is working to reverse this so it doesn't look like she withdrew funds to put into her account.
- Treasurer will sign Tax Forms to file to keep our non-profit status.
- VP for Communications
 - Not on the call. Will update electronically.
- VP for Conference Planning
 - Working with Brenda for conference planning. Expressed some concern about where we're at in the process as the conference will be here soon. [Brenda provided an update later that showed things are tracking.]
 - Julie did say she would do a 2nd term if no other volunteers found.
- VP for Education:
 - Working on a Drive-Thru workshop prior to VAPPA. 9 am - 2 pm. Sealmaster is the sponsor.
- VP for Membership
 - Mark will have some off-line discussions with Board members.
- Business Partner Liaison:
 - Mailchimp is set up and working.
 - Business Partners and Businesses have been contacted for sponsorship & presentation.

Other Chapter business

- Have a vote on amendment to by-laws at VAPPA for allowing VAPPA to cover costs of officers to incentivize volunteers.

VAPPA '17

- Brenda provided a great update.
- Sponsorship currently at \$6,200.
- Registration fee will go live this week. \$75 conference fee for attendees.
- Received 23 presentation topics. Brenda to send list to board. They plan to have 11 presentations (5 in 1st session, 6 in 2nd session)
- Round table discussion will be offered to those members who did not get selected to present.
- Keynote morning speaker confirmed.
- Keynote lunch speaker wanted \$2,500. Board agree to go to plan B, GMU athletic director \$1,000 fee (goes to scholarship program at GMU)
- Sponsorship, list imported into MailChimp
- Catering meeting tomorrow. SWAG bags. Board recommended minimizing the SWAG, and use funds to raffle off something (like an Ipad)
- Need small gifts for presenters.
- Tours are set. Working on PPE.

- Any idea for a theme? May want to look into one for next year.
- VAPPA listserv can be used by Scott, Greg, and Steve as need to communicate to VAPPA members. Recommended sending frequent (every other week to every week) as the conference gets closer).

Action Items:

1. Meeting minutes – Scott Gesele (for Greg)
2. Scott to email VAPPA update
3. Scott to contact Senior Facility Officers to try to get nominations for board members.

Next Meetings Dates:

Wed, February 15, 2017 @ 1:30

Wed, March 13, 2017 @ 1:00 at GMU

Wed, April 19, 2017 @ 1:30

Wed, May 17, 2017 @ 1:30