



VAPPA Board Meeting Minutes

Date: Wednesday, Jul 20, 2016 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Duane Swanson
- Greg Sachs
- Kirk Hiles
- Steve Glanzer
- Debra Dowden-Crockett
- Mark Webb

Review/approval of minutes

- June meeting minutes approved.

Round table updates

- President:
 - Insurance update - Scott has a summary of two quote estimates that he will send to the board. We would need a pro forma to nail down the quotes. Bank account also a prerequisite. APPA/SRAPP/TNAPPA conference was well attended. Next year's SRAPPA conference will be at NC State.
- President-Elect:
 - John confirmed are incorporated as of April 15, 2016 in the state of Virginia. Still waiting on the Federal 1023 form, which is needed before the end of the year for tax purposes. He will send the EIN number to the board.
- Treasurer:
 - Scott reporting for Mehgan, the Virginia Credit Union has everything they need, Mehgan will check on why they haven't issued us an account yet.
 - CICV will have a FM/Physical Plant conference at U of R on July 27th. Scott will forward details to the board. Steve will be there to talk about APPA and VAPPA.

- VP for Communications:
 - Business Partner application ready, pending bank account for payment information
 - VAPPA list email sent out, after a few removals we have 781 members on our email list.
- VP for Conference Planning:
 - Duane reporting for Julie. Still holding onto some money pending directions on how to get that into our account.
- VP for Education:
 - Duane suggestions for website changes to the Education page. He will work with Greg on this.
- VP for Membership:
 - No new information to report.
- Business Partner Liaison:
 - Debra has several business partners interested in joining. Would like to get the payments going as soon as possible. Recommended PayPal payment directly in the application on the website. Greg agreed this would be a good way to go, will work with Meghan to put that together.

Other Chapter business

VAPPA '17

- GMU Conference Contact:
 - Kirk reports conference event reservation confirmed
 - Draft budget put together. Depending on how sponsorships work out, could we reduce registration cost? Discussion about cost, how \$50 or \$75 fee keeps registered attendees more likely to show up.
 - Discussion about conference sponsorship levels, sponsoring specific events, ranges vs. limits
 - Higher sponsorship levels - subtract business partner fee from sponsorships or provide “free” membership?
 - Discussion about fiscal year, follow APPA, April 1 - March 31.
 - Add conference sponsorship payment to website
 - Kirk will work with Meghan for payment of initial conference costs

Action Items:

1. Meeting minutes – Greg Sachs
2. Scott will send insurance quotes to board

3. John will send EIN number to board
4. Mehgan will check on bank account status
5. Scott will send CICV conference details to board
6. Greg will add direct payment on business partner application
7. Duane will work with Greg on website education page changes
8. Greg will add conference sponsorship payment to website
9. Kirk will work with Meghan for payment of initial conference costs

Next Meetings Dates:

Wed, August 17, 2016 @ 1:30

Wed, September 21, 2016 @ 1:30

Wed, October 19, 2016 @ 1:30