



VAPPA Board Meeting Minutes

Date: Wednesday, March 15, 2017 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Brenda Claudio Cruz
- Steve Glazner
- Duane Swanson
- Debra Dowden-Crockett
- Julie Bubb
- Jim Morris
- Brenda Claudio Cruz
- Greg Sachs

Absent:

- Meghan Johnston
- Mark Webb

Review/approval of minutes

- February meeting minutes approved.

Rescheduling VAPPA conference

- Brenda notes that the only dates that work for both speakers are June 1-2, so the conference could be 5/31-6/1 or 6/1-6/2
- Scott is concerned this is Memorial Day weekend, though K-12 will still be in session.
 - Discussion about time off and four day week.
 - Brad (lunch speaker) would not be available if we go with 6/5-6.
- Brenda: could Scott send an email regarding the new date.
 - We'll offer refunds if sponsors/members are not interested in the rescheduled conference
 - Make it positive--primarily welcome to rescheduled conference.
- Drive in workshop can be rescheduled for 5/31.
- Brenda will send budget update to Scott to resend to the board.

- Scott and Brenda will coordinate emails to members registered for conference and entire VAPPA list, we were close to our soft limit of 250, we'll have a hard limit at 300. Additional sponsorships will only be available if current sponsors drop out.
- Confirm with all sponsors
- Confirm registration link is still live
- Can we have Leslie work with Marriott again for a conference rate

Round table updates

- President
 - Scott will reach out to potential President-Elect candidate
 - Recommendation that board members will stay put until rescheduled conference with exception of Jim coming in to VP for Communications
- President-Elect
 - Request for 1023 bio information. Please respond to John's email.
 - Working on taxes for 2016
 - Due according to our fiscal year: April 1
 - If we have less than \$50,000 it is just a paper filing
 - Let's start talking about locations for regional workshops
 - Once we have some equity we would like to use that for benefit of members
 - Education/Outreach piece is a goal that we can work on now that we have VAPPA established and once the conference is behind us
 - Discussion about APPA toolkit resources
 - SRAPPA most active region for supervisor toolkit
 - Scholarship drawing for attendees for SRAPPA registration?
- Treasurer
 - Meghan not present.
 - Scott relayed that we have about \$15,000 in our account, about \$3,000 in expenses. If sponsorship and attendee numbers hold we should have \$20K-\$30K
- VP for Communications
 - Greg: conference website updates
 - Call with Jim regarding transition on Friday
- VP for Conference Planning
 - Julie offered John help with forms if needed
- VP for Education:
 - Duane: for drive in workshops: for VAPPA 17 drive in workshop at the conference, the vendor sponsorship fee was covering most of the costs, but not all the costs. The conference picked up the remainder. In the future, can VAPPA cover costs?
 - John offered that yes, that's something we should be doing
 - Steve was curious about costs vendor had that were beyond sponsorship costs?

- GMU additional costs were for parking fees, and room/facilities fee
 - Will solicit for others interested in hosting workshops
- VP for Membership
 - Mark not present.
- Business Partner Liaison:
 - Debra will work with Scott and Brenda to coordinate if we lose sponsors for the rescheduled conference.
 - Julie pointed out the cost of GMU hosting was higher than JMU hosting. Something to look out for with future conferences.
 - Discussion of VAPPA '18

Other Chapter business

Action Items:

1. Meeting minutes – Greg
2. Reach out to potential President-Elect candidate - Scott
3. Coordinate emails to welcome members and sponsors to rescheduled conference - Scott and Brenda
4. Respond to John's email with brief bio - All board members

Next Meetings Dates:

Wed, April 19, 2017 @ 1:30

Wed, May 17, 2017 @ 1:30

Mon, May 31, 2017 @ GMU VAPPA '17