



VAPPA Board Meeting Minutes

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

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Kirk Hiles
- Brenda Claudio Cruz
- Greg Sachs
- Meghan Johnston
- Steve Glazner
- Mark Webb
- Duane Swanson
- Julie Bubb

Review/approval of minutes

- October meeting minutes approved.

Round table updates

- President:
 - Scott sent Scott Harwood Jr. our pro forma to formalize our insurance quote
 - John spoke with him in passing, everything seems to be fine
 - Planning VAPPA email update after Christmas break. Will start solicitations for nominations for new board members
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- President-Elect:
 - Budget, pro forma, all sent in, VAPPA is an active, operating entity
- Treasurer:
 - Bank account is fine, one check for membership
 - APPA reimbursed for David Hatch expenses
 - Conference payments handled through GMU

- John contacted the bank, has credit card. They voided the first card that didn't show up
- VP for Communications
 - Update on business partner applications
 - MailChimp is set up. Greg will set up Brenda as user and from address for that list
- VP for Conference Planning
 - Julie offered assistance to Brenda for conference planning
- VP for Education:
 - APPA is still able to do some classes/training at the conference, we can work with them if we like... option for sponsorship to offset training costs.
 - There are extra conference rooms reserved. Kirk and Brenda will contact Duane about options
- VP for Membership
 - We do have spreadsheet started for members/potential members. Planned to match members and potential members geographically and ask members to invite potential members. How will this fit into conference communication schedule, can we introduce with what content will be offered
 - Content will be posted on VAPPA website, keynote speaker bio is ready now
 - Kirk will call Greg offline and work on member list, look at MailChimp for ongoing email communication
- Business Partner Liaison:
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Other Chapter business

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VAPPA '17

- Brenda will be taking over conference planning from Kirk
- In the process of purchasing two freestanding VAPPA signs, not conference specific, 36" w X 80" h
 - Steve is getting vector files for logo
- Sponsorship, list imported into MailChimp
- Kirk sent out a sponsorship letter to the board describing the levels, also on Google Drive
 - Link to GMU event management site
 - Brenda will contact Greg when event site is ready so we can send out to list
 - Send to Business Partners first, then after a week send to potential sponsor list.
- Working on speaker presentation checklist and request for presentations letter
- Board members could take presentations letter and solicit within their university
- Reconfirmed keynote speaker, facilities management director at Smithsonian
 - Will send bio to Greg to post on website
- Confirmed lunch speaker--team collaboration

- Discussion about possible December meeting to help with Brenda taking over conference management from Kirk
- GMU president may attend, at least for keynote

Action Items:

1. Meeting minutes – Greg Sachs
- 2.

Next Meetings Dates:

December TBD if needed

Wed, January 18, 2017 @ 1:30

Wed, February 15, 2017 @ 1:30

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