



VAPPA Board Meeting Minutes

Date: Wednesday, Sep 21, 2016 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Scott Gesele
- John Prengaman
- Kirk Hiles
- Steve Glazner
- Debra Dowden-Crockett
- Mark Webb
- Duane Swanson
- Scott Harwood Sr (Insurance)

Review/approval of minutes

- August meeting minutes approved.

Round table updates

- President:
 - Insurance update - Scott Harwood Sr, of Harwood Insurance provided an update on our proposed coverage.
 - We should be set for our General Liability coverage needed by GMU.
 - Question about a claim that may occur after this policy. Scott Sr. said that the policy in place at the time of the incident would cover us.
 - Financial statements needed to finalize quote. Meghan and Scott area working on these and we hope to have out for review by next week.
 - Board agreed to skip the December conference call.
- President-Elect:
 - Still waiting for federal approval, need some financial information to complete Form 1023.
- Treasurer: Scott provided updated for Meghan.

- Funds from JMU deposited. There was a 20 day hold, which should expire today. Meghan can then order checks and reimburse APPA for David Hatch's travel claim.
 - Paypal has been connected to our bank account.
 - Checking on John's Debit Card.
 - Needs to connect with Kirk on the conference payments. Hopes to be able to use PayPal, needs to talk to Greg.
 - Working on financial statements.
- VP for Education:
 - Duane sent out draft of VAPPA education page. Greg has already put it on the VAPPA website.
 - VP for Membership
 - Working with APPA, Kristen Witters, to try to ensure sharing of data on members.
 - Business Partner Liaison:
 - Working with Kirk on the VAPPA '17 sponsorships.

Other Chapter business

- APPA paid David Hatch's travel claim. We will reimburse APPA.
- SRAPPA board meeting will be in Tennessee in October. Steve will attend.

VAPPA '17

- GMU Conference Contact:
 - Kirk has drafted potential sponsorship list using VAPPA '16 and GMU contractors. He will send around the draft list to the board to get other potential sources.
 - Plans to send sponsor/presenter letters in October.
 - Working on a potential lunch time speaker.

Action Items:

1. Meeting minutes – Scott Gesele
2. Scott and Meghan will work on pro forma
3. Meghan will pay APPA for David Hatch's travel claim from VAPPA '16
4. Scott will send email blast to member list about business partner registration

Next Meetings Dates:

Wed, October 19, 2016 @ 1:30

Wed, November 16, 2016 @ 1:30

December, cancelled

Wed, January 18, 2017 @ 1:30