



Subj: VAPPA Board Meeting Minutes

Date: March 16, 2016

1. Roll-call. Those present included:
 - Steve Glazner – APPA
 - Jay Williams – SRAPPA
 - Scott Gesele – VAPPA President
 - John Pregelman – VAPPA President-Elect
 - Meghan Johnston – VAPPA Treasurer
 - Kathy Powers – VAPPA VP for Communications
 - Julie Bubb – VAPPA VP for Conference Planning
 - Duane Swanson – VAPPA VP for Education
 - Mark Webb – VAPPA VP for Membership
 - Debra Dowden-Crockett – VAPPA Business Partner Liaison

2. Minutes from the March 7-8 Meetings were approved.

3. Round table updates:
 - Jay Williams: Will no longer regularly attend VAPPA Board meetings, is available whenever the Board needs him.
 - Scott Gesele: Steve has the VAPPA logo. Spoke to David Hatch about insurance (more on this)
 - John Pregelman: Reached out to lawyer about signatures needed (more on that). Is meeting with Lynchburg College about joining VAPPA
 - Meghan Johnston: Looking for a bank (more on this)
 - Kathy Powers: Working on website, hope to have it ready for next month's meeting.
 - Julie Bubb: Will send VAPPA and business partners list to Kathy, Debra, & Steve. Final Conference budget should be ready in approximately a month. Picture from conference sent to APPA for upload to Guidebook. Steve to look into this.
 - Duane Swanson: Requested guidance, recommended contact SRAPPA and NCAPPA Education POCs.
 - Mark Webb: Reminded the Board that we need a "focus". Wants to do a comparison of institutions currently VAPPA active members against all institutions eligible in VA. Steve said Kristen Witters from APPA can help.
 - Debra Dowden-Crockett: JMU Conference survey is ready to go. Scott told Debra she can send it out. Debra said she would send it out tomorrow. Scott asked Debra to work with Mark to create a form for business partner membership that can be put on the VAPPA website. Debra thought it would be useful to try to set up the webpage to accept business partner membership payment if possible (would need to work with bank)

4. Board Business

- a. Incorporation Docs: Bylaws are official as of 2/23/26. There are some forms (including the Conflict of Interest) that need to be signed by various Board members. John will send these via email for signature shortly.
 - b. Bank Account: Meghan has narrowed the bank search to four; Bank of America, Wells Fargo, BB&T, and a credit union. She has created a matrix of the attributes associated with each and will send to the Board members for comments shortly. Meghan suggested the main attribute may be the minimum balance.
 - c. Insurance: Scott talked about liability insurance for the Board members and insurance for the conference. Steve will send Scott information about APPA's insurance and the cost for VAPPA to ride their policy. Kathy will check with GMU on the need for conference insurance.
 - d. Financial Statements/IRS Paperwork: There is a requirement for annual IRS filings. John says that the attorney will handle these. They will need to be signed by the President, Secretary, and Treasurer.
 - e. Audit of Account: Scott mentioned that our books need to be regularly (at least yearly) audited. He suggested maybe a committee of volunteers within VAPPA. Jay Williams suggested that perhaps SRAPPA could be of assistance with this. Meghan said she would contact the SRAPPA Treasurer.
5. VAPPA 2017: Scheduled for March 13 – 14 at GMU. Kathy said that the venue is set along with the keynote speaker. Kathy asked the group if they thought we need a theme for focus for the convention. This question was tabled until the next board meeting. Kathy will get with Julie about conference details.
6. Strategic Plan: Scott mentioned the need for VAPPA to have a strategic plan. Kathy and Scott will discuss off-line and try to formulate a plan.
7. Meeting conclusion: Scott assigned action items including:
- a. Kathy to draft minutes
 - b. Kathy to work on webpage
 - c. Duane to reach out to SRAPPA and NCAPPA educational counterparts
 - d. Mark work on with APPA on creating a VAPPA member list (potential and active)
 - e. Debra to send out the conference survey
 - f. Debra and Mark to work on VAPPA Business Partner form
 - g. Meghan to establish bank account after receiving Board feedback on list of options
 - h. John will get all necessary documents signed
 - i. Steve G. will send insurance information to Scott
 - j. Kathy will check with GMU on the need for conference insurance



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- k. Meghan will talk to SRAPPA Treasurer about auditing VAPPA
 - l. Scott and Kathy will discuss strategic planning
 - m. Julie will send Steve (and Kathy and Debra) the member and sponsor spreadsheets
 - n. Steve will work with APPA on creating listservs
 - o. Steve will talk to APPA about the continued use of Guideposts after the conference