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**VAPPA Board Meeting Minutes**

**Date: Wednesday, April 19, 2017 @ 1:30 pm**

**Place: Teleconference**

**Welcome/Introductions/roll-call.  In attendance:**

* Scott Gesele (SGs)
* Mike Merriam (MM)
* Meghan Johnston (MJ)
* Jim Morris (JM)
* Brenda Claudio Cruz (BCC)
* Julie Bubb (JB)
* Duane Swanson (DS)
* Mark Webb (MW)
* Debra Dowden-Crockett (DDC)
* Steve Glazner (SGz)

Absent:

* John Prengaman (JP)
* Greg Sachs (GS)

**Review/approval of minutes**

* March meetings not reviewed, will review in May with April minutes

**Round table updates**

* President (SGs)
  + MM has agreed to step in as President-Elect
  + One other candidate was discussed as a possible other candidate, may also be willing to step in as VP for Membership
    - JM mentioned that there is a slight chance he may move out of state, so Board may want to keep this candidate on reserve in case that spot becomes vacant
  + SGs sat in on SRAPPA president’s conference call, noted that they are a strong advocate for the state chapters and willing to help as needed
    - There was some discussion with SRAPPA about VAPPA potentially establishing their own scholarship for CEFP and EFP.
* President-Elect (MM)
  + No update, other than gratitude from the Board members present for MM for stepping in to this role
* Treasurer (MJ)
  + MJ noted that it appears JP got checks, as this was included in IRS submissions
* VP for Communications (JM for GS)
  + GS had transition call with JM in March
* VP for Conference Planning (JB)
  + No update other than what Brenda presented
* VP for Education (DS)
  + DS trying to get current number of attendees for drive-in workshop in May from Corey (APPA)
    - Agreed to act as point of contact for BCC with the speaker for the session
* VP for Membership (MW)
  + Will reach out to schools not represented at the conference
    - DDC agreed to help with this
* Business Partner Liaison (DDC)
  + DDC agreed to consult with the SPMA representative in Atlanta, Georgia regarding their conference per request from SGz
  + DDC indicated that she will reach out to higher education and K-12 institutions (via VSPMA) not represented at the conference

**VAPPA Conference (May 31-June 1 @ GMU)**

* BCC noted that numbers are essentially the same as in March
  + Only three registrants requested refunds
  + One sponsor (ApCo) withdrew, but was replaced by another (Stanley/Black & Decker at the same level
  + Approximately $26,0000 net is expected from the conference ($16K profit + $10K reimbursement of VAPPA funds)
  + Because of the change, two breakout sessions are being moved to a nearby building
    - Schedule is being adjusted accordingly
    - SGs agreed that it would be prudent to reprint the program rather than insert an addendum with the changed – other Board members concurred, none noted any objection – cost will be ~$700.
      * BCC noted that she will attempt to obtain additional sponsorship for the additional printing
  + The drive-in workshop was relocated to another area approximately 5 minute walk from the main conference area
  + SGs requested to make sure that all websites for the conference have matching information
  + SGs will get the most current registration and sponsor list from BCC and then send an email to those contacts not already registered

**Other Chapter business**

* None noted

**Action Items:**

1. Meeting minutes – JM/GS
2. DS to get number of registrants for drive-in workshop to DS
3. BCC to send list of current attendees to SGs who will send to VAPPA board.
4. MW to work together to reach out to schools (higher education) regarding the conference
5. BCC and DDC to work together to reach out to K-12 schools (via VSPMA) regarding the conference

**Next Meetings Dates:**

Wed, May 17, 2017 @ 1:30

Mon, May 31, 2017 @ GMU VAPPA ‘17