

**VAPPA Board Meeting Minutes - DRAFT**

**Date: Wednesday, October 18, 2017 @ 1:30 pm**

**Place: Teleconference**

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

* John Prengaman (JP)
* Mike Merriam (MM)
* Meghan Johnston (MJ)
* Jim Morris (JHM)
* Julie Bubb (JB)
* Joe Martinez (JMz)
* Debra Dowden-Crockett (DDC)
* Steve Glazner (SGz)

Absent:

* Scott Gesele (SGs)
* Duane Swanson (DS)

**Review/approval of minutes**

* September minutes were approved

**Round table updates**

* President (JP)
	+ Discussed upcoming SRAPPA conference/meeting
	+ Reaffirmed dates for VAPPA 2018 conference at Hampden-Sydney (March 6-7)
* President-Elect (MM)
	+ No update
	+ Discussed how topics are being received for VAPPA 2018 conference. Several suggested topics were discussed.
		- Drones (MM)
		- Grounds Topics
		- Special Events on a National Scale (JB/MM/JP)
			* Examples: ESPN Game Day (JB); Bicentennial (MM); Presidential Debates (JP)
			* Also possibly compare benefits from national exposure to increased applications and retention
* Past President (SGs)
	+ Not present, sent proposed bylaw revisions for review
* Treasurer (MJ)
	+ Confirmed that funds were received from George Mason University
* VP for Communications (JM)
	+ No new update
	+ Discussion regarding adding training outside of Virginia to website (ex. SRAPPA)
		- JM will update site and include additional training
* VP for Conference Planning (JB)
	+ Suggested sending out a “Save the Date” note now that dates are locked in
* VP for Education (DS)
	+ Not present, did ask to discuss Drive-In Workshop
		- JP indicated that Longwood University offered to host this workshop
* VP for Membership (JMz)
	+ Received 2 business partner inquiries
	+ Received an inquiry from Allen Gregory with the FBI from Quantico, who is interested in becoming a member
* Business Partner Liaison (DDC)
	+ Working to share VAPPA information with k-12 sector
* APPA Liaison (SGz)

**Other Chapter business**

* Bylaws discussion – four issues mentioned
	+ Concern with quorum requirement for voting at meetings (25% of membership) – this will likely be revised due to percentage requirement and logistical concerns
	+ Requirement that Treasurer post bonds – changing from “shall” to “may at the direction of the Board”
	+ Clarify “Past President” to mean “Immediate Past President”
	+ Simplify membership requirement for Associate Members to “Facility Management” (rather than specifying positions)

***Meeting Adjourned at 2:15pm***

**Action Items:**

1. Meeting minutes – JM

**Next Meeting Dates:**

Wednesday, November 15, 2017 @ 1:30pm