



VAPPA Board Meeting Minutes

Date: Wednesday, April 18, 2018 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Craig Short (CS)
- Greg Sachs (GS)
- Steve Glazner (SGz)
- David Guglielmo (DG)
- Meghan Johnston (MJ)
- Mike Merriam (MM)
- Joe Bocchiaro III (JB3)

Absent:

- John Prengaman (JP)
- Julie Bubb (JB)
- Joe Martinez (JMz)

Round table updates

- President (MM)
 - SRAPPA state presidents conversation update
 - Receiving bogus invoices after the conference from what looks like the president.
 - Requesting an immediate funds transfer. MJ just deletes them.
 - Phone call from MM to MJ will confirm for a valid invoice payment request.
 - SRAPPA sending out \$5,000 to each state chapter. MJ will confirm when that is received.
 - Discussion about pushing membership
 - Talked about webinars; current theme is knowledge transfer
 - SRAPPA offering 50% discount on CEF, 43% discount on EFP, \$150 grant towards CEF training course.
 - SG will plan to send out a meeting invitation for future meetings using individual email addresses.
 - MJ waiting for information on overpayments.
 - Next conference will be at UVA, March 12-13, 2019. GS will update website.

- MM will check with JP about getting photos to update website.
- Question about reinstating exhibition hall for '19 conference.
 - MM is in favor of bringing that back.
 - It has been requested by our business partners.
 - CS said the exhibition hall worked out well for them--important to have enough accessible space.
 - Discussion about past exhibitions.
 - JB3 contributed this was an expected part of the conference--looking for an area that has regular foot traffic, and equal opportunity for all vendors.
 - MM will solicit further feedback via email.
- Is the conference becoming too vendor driven rather than more career focused?
 - CS: Vendors are there to pitch services and products; Facilities personnel are looking for these things.
 - SGz: Balancing act between sales pitch and informative sessions. Helpful for a business partner to have an institutional partner in sessions, promoting their product through a case study model. These are what people most want to see.
 - JB3: Prefers emphasizing introducing a problem and a solution rather than trying to sell a product.
- Looking for keynote speaker for 2019.
 - DG: Suggested Lee Stringer, UIP Architects. New book about workplace design. Real concern for universities to keep up with the changing workplace.

- President-Elect (CS)
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- Past President (JP)
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- Treasurer (MJ)
 - This summer UoR mailing addresses will be changing August 27th.
 - MJ's address is currently on bank account, checks. This can be changed when we remove SG and add MM to the account.
 - MJ will let SGz know when that is official for updating the APPA database.
 - Listing "University Facilities" as the department with either address will still get the mail to MJ.
 - GS will update address with Paypal account.
 - MM and MJ agreed we do not need to order new checks at this time.

- VP for Communications (GS)
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- VP for Conference Planning (JB)
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- VP for Education (DG)
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- VP for Membership (JMz)
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- Business Partner Liaison (JB3)
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- APPA Liaison (SGz)
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Other Chapter business

- DG brought up the point that VAPPA now has funds to help with training in different areas around the state. MM agreed this is something VAPPA can help with.
- SGz in addition to supervisor toolkits and drive-in workshops, APPA has four leadership academies to be delivered on campus as an alternative to sending a couple leaders to APPA U.
 - o DG this requires at least 20 minimum registrants, 40% deposit up front (about \$8K).
 - o Might work best to pool locally to commit and schedule something together.
 - o MJ related UoR cost savings when using this vs. cost to travel.

Meeting Adjourned at 2:29pm

Action Items:

1. Meeting minutes - GS
2. Update website; board and conference pages - GS
3. Update address with bank - MJ
4. Update address with Paypal - GS
5. Update shared folder permissions - GS
6. Solicit further thoughts on exhibit hall and keynote speaker via email - MM
7. Gather overpayment information and refund some conference attendees - MJ
8. Send out meeting invitations to individual email addresses - SGz

Next Meeting Dates:

Wednesday, May 16, 2018 @ 1:30pm