



VAPPA Board Meeting Minutes - DRAFT

Date: Wednesday, May 16, 2018 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

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

Absent:

- John Prengaman (JP)

VAPPA 2019 Conference planning

- Discussion of availability for June/July meetings.
- JB3 introducing Leigh Stringer as potential keynote speaker
 - Social sciences approach with hard data for what is effective/needed for staff office accommodation/workspaces.
 - Authored a recent book on the topic.
 - MM we've focused often on operations, good opportunity to add design considerations to the conference, but is this too narrow a topic?
 - SGz great topic, one purpose is to look beyond your specific focus area; what is important for the institution and student success.
 - CS broad reaching group attending the conference. Despite this being more capital focused instead of operations, the topic widely applicable
 - MM could help pull in FPT folks to the conference
 - JB3 will contact Leigh
 - Does VAPPA provide a stipend, honorarium, travel expenses?
 - MM this year we gave a bouquet
 - MJ housing provided at Hampden-Sydney
 - JB housing was provided for previous year, travel expenses

reimbursed

- MM will send conference details to GS as they develop for updating website
- Additional speaker spot... someone to talk about UVA, or schools in the area?

Review/approval of minutes

- April minutes approved

Round table updates

- President (MM)
 - Conference final invoices and reconciliation--waiting to hear from Meghan.
- President-Elect (CS)
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- Past President (JP)
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- Treasurer (MJ)
 - JP sent financial summary of conference
 - Sent payment to Hampden-Sydney for conference expenses
 - Sent payment for attorney fees for the past two years
 - Has not seen check from SRAPPA
 - SGz will send contact info for SRAPPA treasurer
 - MM said we should expect check before Memorial Day
 - Budget needed for educational workshops, scholarships, future conferences.
- VP for Communications (GS)
 - Presentations from 2018 conference?
 - Check with JP?
- VP for Conference Planning (JB)
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- VP for Education (DG)
 - Discussion about funds and planning for educational opportunities.
 - APPA classes up front cost
 - Discounts for class tuition
 - Open to other ideas/suggestions for ways to benefit and recruit members
- VP for Membership (JMz)
 - Sent emails to three companies that have expressed interest in joining as business partners and/or having an exhibit at next conference.

- MM will work with JB to plan spaces for conference.
- Has a standard message to reply. Wondering what happens after applications are made?
 - Discussion about membership applications
 - GS is behind on processing applications for institutional members and business partners
- Business Partner Liaison (JB3)
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- APPA Liaison (SGz)
 - Survey request - member opinion. Please do that to support APPA board strategic plan
 - Annual conference August 3-5 in DC. Registration open!
 - SRAPPA
 - Institutions: hosting supervisor's toolkit gives you five seats free.
 - Drive in workshops also encouraged, could be used beyond just VAPPA conference.
 - Good to see solid position now for VAPPA with membership and funding. Keep it up!
 - MM is there a list of provided drive in workshops?
 - APPA Website, Training tab, list of supervisor's toolkit and link to drive in workshops (upcoming and previous)
 - JMz is it typical to hold conference over the weekend?
 - SGz depends on where we go, facility availability, and when rates are best; typically not over a weekend.

Other Chapter business

- SGz 1:30 time for conference call seems to miss some people; is there a better time to suit more?
 - General support expressed for current time.

Meeting Adjourned at 2:23pm

Action Items:

1. Meeting minutes - GS
2. Contact Leigh Stringer about keynote speaker opportunity - JB3
3. Process membership applications - GS

Next Meeting Dates:

Wednesday, June 20, 2018 @ 1:30pm