



VAPPA Board Meeting Minutes - DRAFT

Date: Friday, Jan. 18, 2019 @ 1:30 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

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

Absent:

- John Prengaman (JP)
- Joe Martinez (JMz)

Review/approval of minutes

Conference planning

- MM Sending out conference schedule via email
- Registration link coming soon
 - GS will put a note on website about that, and post conference schedule.
- Discussion of vendor presentation space
- Looking for more sponsorships
 - Phone calls
 - Suggestion that we add sponsorship tiers on the website
- Paypal fee discussion
 - Business partner invoices
- Conference registration fee discussion
 - \$75 has been registration rate in the past, with \$30 additional for a guest at the reception and dinner
- 200 attendees can be accommodated; discussion about extra attendees, allowing additional registrations to fill seats left by “no shows”. SG suggested 10%

- Discussion of conference booklet; paper use; business partner sponsorship
 - Guidebook is what APPA uses, as well as many of our chapters
 - Advertising available there? Is that less attractive to business partners?
- Swag discussion
 - from vendors; don't take what you wouldn't use
 - hosting institution - money better used towards raffle than the "customary" charger
 - GreenWorks looking to give a backpack blower... suggest fishbowl at their booth?
- Business sponsors--get a list of conference attendees email addresses
 - SG yes this is a general practice
 - Registrant opt-in to list
- Membership list
 - SG: connect with Mark Duclos; SRAPPA rep to APPA membership committee, contact him for live membership list

Board rotations

- President Elect identified for next year
- CS leaving JMU for Tennessee Tech next month
 - President position open
 - DG will contact Scott to see if he would be interested
- Treasurer - MJ volunteered for another two years
- MM will send out document detailing board member terms

Round table updates

President (MM)

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President-Elect (CS)

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Past President (JP)

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Treasurer (MJ)

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VP for Communications (GS)

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VP for Conference Planning (JB)

- Willing to help with calls to solicit more sponsorships

VP for Education (DG)

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VP for Membership (JMz)

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Business Partner Liaison (JB3)

- Few more sponsorships to add; will send to MM

APPA Liaison (SG)

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Meeting Adjourned at 2:25PM

Action Items:

1. Meeting Minutes (GS)
2. Registration coming soon; post conference schedule ASAP (GS)

Next Meeting Dates:

Friday, February 16th, 2019 @ 1:30pm