



## **VAPPA Board Meeting Minutes - DRAFT**

**Date: Friday, Feb. 15, 2019 @ 1:30 pm**

**Place: Teleconference**

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

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

### **Absent:**

- John Prengaman (JP)
- Julie Bubb (JB)

### **Review/approval of minutes**

### **Conference planning**

- Discussion of Student Union building availability early morning, meeting room availability, logistics of sufficient vendor display space
- SG suggestion to MM about next conference message; highlight content
- Discussion of board membership
- Thoughts on location for VAPPA 2020
- Discussion of APPA current membership list
  - SG suggests myAPPA page that can be managed by each institution
  - Looking to clean out no longer relevant emails
  - SG suggestion for an opt-in message to APPA members in VA that are not on our list
- Update from MJ on W9 request and ACH form; hoping to get EIN from JP

### **Round table updates**

President (MM)

- Getting lots of additional sponsor inquiries
- Registration numbers could be higher
- GS will update website with sponsor registration link
- Hotels and restaurants listed on website
- Board meeting/luncheon attendance

President-Elect ()

- 

Past President (JP)

- 

Treasurer (MJ)

- Coordination with GS on business partner registrations, sponsorships

VP for Communications (GS)

- Working to keep updating conference sponsorships

VP for Conference Planning (JB)

- 

VP for Education (DG)

- 

VP for Membership (JMz)

- Discussion of memberships in VAPPA without APPA membership

Business Partner Liaison (JB3)

- Conversations with architect/engineering firms about sponsorships

APPA Liaison (SG)

- Sadly won't be able to attend conference
- Encouraging continuing to push for registrations
- APPA website update for April, with community engagement platform (to eventually replace APPA listserv)
  - potential to move VAPPA to this platform; more modern and hopefully engaging vs traditional listserv
- Discussion of registration for events
  - VAPPA could potentially use APPA event registration in the future for conferences
  - Using myAPPA login

*Meeting Adjourned at 2:45PM*

**Action Items:**

1. Meeting Minutes (GS)
2. Post Sponsor link on website (GS)

**Next Meeting Dates:**

Tuesday, March 12th, 2019 @ UVA Garden Room