



VAPPA Board Meeting Minutes - DRAFT

Date: Thursday, April 11, 2019 @ 2:00 pm

Place: Teleconference

Welcome/Introductions/roll-call. In attendance:

- Joe Bocchiaro III (JB3)
- Brian Connolly (BC)
- David Guglielmo (DG)
- Meghan Johnston (MJ)
- Mike Merriam (MM)
- Greg Sachs (GS)
- Angela Stimpson (AS)

Absent:

- Steve Glazner (SGz)
- Julie Bubb (JB)

Roundtable Updates

MJ:

- Discussion of checks in hand, deposit with MM
- Conference attendees list question

GS:

- Updating Business Partner list

DG:

- Questions about proposals for conference venue for 2020 cost breakdown
 - Pricing at 200-250 attendees
 - Fort Magruder proposal; need to fill 80% of block of rooms
- Questions about attendee list: comps, sponsors, unpaid
 - 173 people, breakdown of income/expense for that list
 - sponsors are comp, presenters are comp
 - MM needs to follow up on some missing payments
 - GS will send listing of PayPal transactions

- Strategy for promoting APPA Toolkit training; looking at success at UR.
 - Costs for host easier to absorb with larger institutions.
 - Good attendance also boosted when hosted at a larger institution.
 - UR sends 7-10 people each year, total class size typically 25-30.
 - How can VAPPA support these events when they happen?
- We could set up a drive-in workshop to lead off the conference for 2020 as we did at GMU; last year the Hampden-Sydney workshop was not well attended. Possibly due to poor publicity.

AS:

- Fielding questions about membership
 - GS described website application process
 - GS will compile business partner spreadsheet to determine who is active/inactive
 - GS will update website sponsor page

JB3:

- Would like updated business partner list for conference follow-up meeting
- Would like to see better staffing support from APPA for logistics for conference, for ongoing paperwork
 - BC will check with Steve regarding available resources

1.) Discuss/Review the attendance and financial results from our 2019 Conference.

- DG: how many room nights did we generate? Would be useful as we plan for 2020.
- MJ: depending on location; probably an hour radius of schools that would not use the hotel, while those traveling farther would

2.) What feedback has anyone heard from attendees, vendors etc.

- JB3: sponsors happy with foot traffic, room organization, time to interact with attendees
- MM: also received good feedback

3.) VAPPA conference 2020.

- BC: I have been in touch with William and Mary and they are willing to host next year's conference, however I told them no commitment can be made without board approval, if anyone has suggestions for a different location for next year's conference please be prepared to discuss your suggestion at our meeting. I will also provide details regarding my preliminary work with W&M.
- AS: State agencies have room rate limitations; for Williamsburg it is \$115, can only go 15% above. Can we buy that room rate down?
- MM: Hosting at non-institution venue could give us more flexibility in time of year. Suggestion to have conference in June to maximize sponsorship

4.) David Guglielmo has offered CNU to host VAPPA 2020 so we will need to discuss.

- BC: Potentially look at both sites to weigh the options. Can reach out to Greg and Julie to evaluate pros and cons.

5.) Individual goals or suggestions for VAPPA beyond/outside the annual conference.

- JB3: Seeing struggles with HECO (sic?) and VCCS. Is there a forum for facilities and architects to discuss with rulemakers? Could be a lot of interest in something that VAPPA could provide?

Tabled until next meeting.

6.) Recruitment of Board Members.

- Most board are in the second year of their term and will be cycling out next year. The position of President Elect is open and it would be great for the chapter if one of the current Board members would take this position. We have a candidate for Meghan's position as Treasurer.
- MM: Jamie Joyner listening in on call, interested in Treasurer position. We need to continue recruiting for other positions.

7.) 2018 Tax Return Filing- IRS Form 990-EZ. Need financials from 2018, fill out form, sign and submit.

Discussion of next meeting time.

BC will send out next meeting invitation, and suggest dates for evaluating W&M and CNU

Meeting adjourned at 3:02pm

Action Items:

1. Meeting Minutes (GS)
2. Next meeting invitation and agenda (BC)
3. Suggest dates for evaluating 2020 conference locations (BC)
4. 2018 Tax Return (BC, MJ)
5. Check with Steve about APPA resources for VAPPA logistics (BC)
6. Compile business partner spreadsheet to determine who is active/inactive (GS)
7. Update website reflecting current business partners (GS)
8. Send list of PayPal transactions (GS)

Next Meeting Dates:

Thursday, May 9th @ 2pm