



VAPPA Board Meeting Minutes

Date: February 13 @ 2:00 pm

Place: Via Conference Call

Host: VAPPA – Call in #: 1-800-747-5150 Participant Passcode: 4324010

Facilitator: President – Brian Connolly

Note-taker: VP of Communications – Truman Payne

2:00 Begin Meeting

Welcome/Introductions

In attendance

President (Brian): BC

Past President (Mike): MM

Treasurer (Meghan):

Incoming Treasurer (Jamie Joyner): JJ

VP for Communications (Truman Payne): Tru

VP for Education (David): DG

VP for Membership (Angela Stimpson): AS

Business Partner Liaison (Joe B.): JB

Incoming Business Partner Liaison (Susan Piquet): SP

Roll Call

Discuss Meeting Objectives:

2020 Conference

- 1.) The Board reviews the 2020 conference attendee list.
 - a. Currently 53 VAPPA members registered.
 - b. This list is sorted by college in alphabetical order.
 - c. Summary states: 7 Board members, 33 VAPPA members, 13 associate members.
- 2.) The Board reviews the 2020 Sponsor attendee list.
 - a. 9 Gold Sponsors
 - b. 10 Silver Sponsors
 - c. 1 Bronze Sponsor
 - d. 3 Business Sponsors
 - e. These sponsorships allow 47 registrations

- f. Total potential registrants 100
 - g. 72 rooms have been booked at the Kings Mill
 - h. 11 William and Mary Tours
 - i. 11 Anheuser Busch Brewery Tours
 - j. 6 Historic Williamsburg Tours
- 3.) What are the “break – even” points **(JJ)**
- a. There are variables into that. For instance there is a hard number for rooms sold but dollars spent for the reception and other area. We are doing “ok”. **(BC)**
 - b. How are we doing compared to previous years **–(SP)**
 - c. It appears that we are doing very well with regard to sponsorships. We need more registrants. We have about 50 now. I’d like to see that number at about 150. Not only from a budget perspective but also in terms of reoccurring sponsors. If there aren’t contacts and customers the sponsors will be less likely to sign up next year. That being said, we can expect a surge at about 2 weeks out. That is when folks have a better understanding of their own schedule **–(BC)**
 - d. Should we start calling people? **–(SP)**
 - e. We received a list from SRAPPA on membership. I will send this out. Let’s clean this up for contacts that we might know especially within our own institutions. I also want to mention that I was on a conference call with SRAPPA and they have tremendous turn out and support. I will be talking with their board further to see if they have any words of wisdom that we can benefit from within VAPPA **-(BC)**
 - f. Virginia Tech-There was much discussion about reaching out to VT. It seems that they were BIG supporters of VAPPA but haven’t participated for some years.
 - g. I have talked to a colleague about getting a true database set up for this contact info. This would be a much better tool than the excel document. This would help with our communication. **–(BC)**
- 4.) More registrations have occurred since these lists were created and sent out **–(BC)**
- 5.) Several more groups have connected regarding sponsorships **–(SP)**
- a. Aquatherm has interest in a Platinum Sponsorship **-(JB)**
 - b. Spartan Chemicals had interest in bronze Sponsorship **(D)**
 - c. Johnson Controls also has interest in a Platinum Sponsorship **-(BC)**
- 6.) CFO roundtable. On our list of members there are only 3 CFO specifically called out. We need these contacts.
- a. 16 state schools were on the invitation for the CFO roundtable event. The CFO meeting is in the morning of the 12th and our roundtable meeting is in the afternoon. **–(MM)**
- 7.) A new sessions and courses page is up on the conference website and about 1/3 of them have info related to the class. Each session is just under an hour. This gives time for a presentation Q &A as well as time in between to visit vendors and network **-(BC)**
- 8.) Guidebook App. I have contacted Suzanne from APPA about the App. I will continue to compile the info that David provides on the sessions. I will send that to her about 2 weeks out. She and I will build the “shell” of the app and populate the info then I will update as necessary from there. **(Tru)**

Other Business

- 1.) As we transfer the role of Treasurer from Meghan to James Joyner, we the VAPPA Board grant the incoming Treasurer to be an authorized signature on VAPPA’s bank accounts and the ability to do this type of business on our behalf.

