

CAPPA EXECUTIVE  
FEBRUARY 26, 2016  
SAN ANTONIO, TEXAS

President Ed Heptig called meeting to order.

No Secretary report.

Treasurer's report presented by Tim Stiger. Discussion was held on conference speaker fees. Tim Stiger moved to allow Angela Meyer to get higher priced speakers for the 2017 MAPPA/CAPPA Joint Conference. Second by Lee McQueen. Motion carried. Further discussion was held regarding the reserve fund balance, no action taken. Angela Meyer moved and Ian Hadden seconded to accept the report. Motion carried.

First Vice President's report presented by Ian Hadden. No written report. He stated that all prep is underway for the 2016 CAPPA Conference and that Sue-Anna Miller really understands *Cvent* and is a great asset.

Second Vice President's report presented by Angela Meyer. No written report. She will ensure that the MOU between MAPPA/CAPPA is very clear and that the event budget will be approved prior to signing the contract. A revised budget will be presented to the CAPPA Executive Committee.

Third Vice President's report presented by Robert Wall. No written report. He has convened an event planning contract committee for the 2018 CAPPA Conference and Ian Hadden agreed to participate.

APPA Senior Rep report presented by David Handwork who joined the meeting via conference call. No written report. He stated that APPA Standards and Codes Council will begin an initiative specific to facilities management with the first being "total cost of ownership". More information in April 2016, he will put on CAPPA website.

Immediate Past President's report presented by Glen Haubold. No written report. He completed the task of filling the vacant executive committee positions.

Professional Development report presented by Lee McQueen. Discussed results of 2015 Tech conference; planning for 2016 Tech conference; education grant budget; and incentives for increased registration for conference and toolkit attendees. Tim Stiger moved and David Millay seconded to accept the report. Motion carried.

Membership report presented by Ian Hadden in David Millay's absence. No written report. He stated that they have reached out to other institutions and will contact Kristin Witters for APPA list(s). Membership invoices have been mailed. Keith Macejewski added that membership call scripts should include a fact finding component to get to the 'why' of institutions not completing membership enrollment.

Information Services report presented by Markus Hogue. No written report. He provided information on job postings to the list serve, but subject lines must be very specific. The committee recommended that Business Partners cannot post jobs.

No Nominating committee report.

No Awards committee report.

Historian report presented by Randy Culver. No written report. He stated that the photographer, Miles Abernathy will submit a CD of high resolution conference photos for the CAPPa website. Discussion on Miles Abernathy expenses was moved to Old Business.

Newsletter report presented by Angie Mitchell. No written report. She stated that the newsletter should be out within two weeks - March 15, 2016.

Business Partner report presented by Keith Macejewski. No written report. He stated that he will be transitioning off the committee this fall and introduced Armand Harpin. Lander Medlin added that there are quarterly calls for the business partners and will send the Business Partners Ethics policy to Markus Hogue to post on the website.

President's Report presented by Ed Heptig. No written report. He thanked everyone for attending the Manhattan, KS conference. He participates on the APPA Regional President's calls and will push out meeting notes to the executive committee in the future. Lander Medlin added that the quarterly APPA Regional President's calls and do not take minutes, only motions and actions are recorded – agenda is very detailed. There is a strategic alignment matrix to create a better synergy between the APPA region and APPA national.

APPA Senior Rep report presented by Shelton Riley. He reported on the collaboration initiatives at the APPA regional, national and international levels. They are working on the BOK, EFP/CEFP programs and joint meetings APPA/SRAPPa/TNAPPa in July 2016.

APPA report presented by Lander Medlin. No written report. She asked the committee to give Shelton Riley a round of applause for his work with the International APPA initiative. APPA has created a Task Force to start a conversation with Sightlines to analyze how to equalize data between institutions. She discussed the ten Mexico Toolkit trainers now on board. She also reported on the CEFP trademark resolution. She presented the credentialing component to be engaged over a two-year period. CAPPa will purchase 60 EFP units (30/year) and 90 CEFP units (45/year). Participants can re-take the exam for free within 30 days. Glen Haubold presented the CAPPa proposal, which is:

EFP:  $\$27,000/2 = \$13,500/\text{year}$

CEFP:  $\$49,500/2 = \$24,750/\text{year}$

ANNUAL TOTAL  $\$38,250/\text{year}$

Ian Hadden moved and Angela Meyer seconded to accept the proposal and agreement with APPA. Motion carried.

Ian Hadden moved to direct the professional development committee to generate a proposal on how these courses should be distributed with scholarship options before March 31, 2016. Glen Haubold seconded. Motion carried.

Professional Affairs (PAC) report presented by Ron Tarbutton. He stated that the Professional Affairs and the Awards/Recognition committees will merge and expand the committee charge. They are conducting monthly conference calls and are following the APPA step-by-step criteria for submissions.

The committee determined that the Nominations committee will vet submissions and check qualifications, etc. Lander Medlin asked for recommendations on notifying award recipients.

### Old Business

Glen Haubold presented the topic of reimbursements. Ian Hadden moved to accept the Finance committee recommendation that all exceptions to the travel policy require prior Executive committee approval. Seconded by Shelton Riley. Motion carried. Discussion continued to create a MOU for retirees and business partners to provide a report to the Executive committee. The Executive committee directed the Finance committee to update the Travel Policy to include a section on positions other than Executive committee members.

Angie Mitchell moved to pre-approve all expenses for one year not reimbursed by any other entity. Seconded by Jim Schreiber. Motion carried.

Shelton Riley moved to ask Bob Eckels and Vicki Younger to assist with solicitation for one year. Seconded by Ian Hadden. Angela Meyer recused herself, abstained. Motion carried.

No Ad Hoc Bylaws committee report.

### New Business

Thursday, February 25 Session disrupted – will seek out APPA legal for opinion and direction for phone call or letter to both parties.

2016 Budget was presented by Tim Stiger. Angie Mitchell moved to approve budget items listed below. Seconded by Lee McQueen. Motion carried. The Executive committee directed Angela Meyer to add 15% to the 2016 CAPPa conference budget for the 2017 CAPPa conference budget.

Budget vs Actual....

- General Administration approved same as last year's budget
- Scholarship approved to plug in EFP/CEFP \$78,250 line #55 total
- Executive Committee approved for \$15,000 to be split between travel line #43 and food & beverage line #52. (We instructed Tim to split it as he determined it best.) See note below\*\*
- Membership, Professional Development, Information Services, Awards all approved same as last year's budget
- Finance- instructed Tim to round to \$10,000 total (shows as \$9,950)
- APPA Board approved for \$1500 total
- Historian (tab under "budget vs actuals") approved at \$5000 total – includes Miles Abernathy's travel and expenses (We instructed Tim to split it as he determined it best.)

\*\*Note: EC travel also includes.....retirees, treasurer, business partner (only one not included is the historian which has its own line)

Shelton Riley moved and Tim Stiger seconded a motion to adjourn. Motion carried.

Respectfully submitted,  
Sheila Awalt, Secretary