

CAPPA EXECUTIVE COMMITTEE MEETING MINUTES
OCTOBER 12, 2012
Dallas, TX

Meeting called to order by President Bob Eckels, at 8:15 a.m. Members were introduced, including new members Roy Ruiz, Laurie Lentz, and Jeanne Hanson.

Agenda submitted and approved.

Secretary's report submitted by Art Jones and approved.

Treasurer's Report submitted by Tim Stiger. He reported CAPPA is in good financial condition. The audit is scheduled for completion before February. Sue-Anna presented Finance committee information and a request to make minor changes to the travel policy. A motion was made and seconded to replace the word "travel" to "transportation" in two places, and correct the spelling of the word meals. A motion was made and seconded to accept the Treasurer's report.

First Vice President report submitted by Shelton Riley acknowledged the conference budget shortfall of about \$30,000. Low attendance and high food costs were the major contributing factors. A significant balance in CAPPA funds will allow the deficit to be covered.

Second Vice President report was submitted by David Handwork. He anticipates conference budget shortfall in Galveston as well. Contracts are in place. A promotional video will be presented at Tuesday's banquet.

Third Vice President Glen Haubold presented the report on the 2014 conference in El Paso. Plans are progressing.

Immediate Past President report presented by Ted Weidner. Award recipients have been designated, to be announced later. It is a struggle to find 3rd VP for nominating committee. Bob Eckels is looking for host suggestions from the Executive Committee.

Membership report presented by Tom Lee. APPA reported a gain of 15 new business partners, and 12 new institutions. Committee conducts monthly telephone conference calls. The focus is on recruiting smaller institutions and getting them actively involved in CAPPA.

Information Services committee report submitted by Roy Ruiz. He has been working on the CAPPA website update, and showed what is under development. He expects CAPPA site to be live in a couple weeks. He will provide the link for review before it is switched. There was discussion about the legal name that should be used on all official documents, that is, CAPPA, Inc.

Nominating Committee and Awards Committee reports were covered in the Immediate Past President's report. The newsletter position is appointed, and we expect that will be filled at the annual meeting. Still looking for 3rd Vice President nominee. Committee positions are appointed and anticipated will be filled. APPA appointments should be submitted by November 1.

Historian Report submitted by Art Jones. He reported that all material was collected from Ed Rice. He is working on scanning archived documents, and he requested copies of missing newsletters if anyone has any back issues. He will work with Roy to get the website information updated.

Professional Development Committee report submitted by Sue-Anna Miller. She presented information on committee membership; the 2013 Technology Conference; and a needs survey. She previewed the scholarship form for consideration by the Executive Committee. A modification was suggested to remove the specific event date and allow the award to be good for one year. Discussion ensued on the specific purpose of scholarships. Scholarships will be considered monthly, and awards can be considered for APPA and CAPPa related events and will be good for up to one year from the award date. Individuals are eligible for only one award in a 12 month period. Travel allowance for scholarship will be \$500 for a local or regional event, and \$1000 for a national or international event. Applications also require a letter of support from institutional representative or supervisor to accompany the application. The Executive Committee moved to approve a brochure developed to promote CAPPa Express Workshops.

Newsletter report submitted by Bob Eckels. He displayed a presentation prepared by recently retired Vicki Younger. He welcomed Laurie Lentz. Sue-Anna recommended the last newsletter be amended to reflect the new CAPPa Technology conference dates. Roy will make the changes on the website.

Business Partner Report submitted by Bob Eckels. He discussed building the Strategic Plan with Business Partners. The Express Workshop in Springfield was successful. He stressed the commitment to networking and training in the region is important and working with BP is critical.

President's report submitted by Bob Eckels. He expressed appreciation for individuals that stepped forward to fill vacated and appointed positions. He pressed upon committee members the importance of implementing the CAPPa Strategic Plan. The committee will discuss the Integrated Membership proposal; event planner; re-engaging membership; and the host for 2015.

APPA Senior Representative report submitted by J.B. Messer. He reviewed the changes in the organization over his 7 year tenure; and presented CAPPa pins (the correct one) to the committee. He reported on working with the Regional Relationships Task Force; and the Community College Engagement Group.

APPA Junior Representative report submitted by Larry Zitow. He reported on the APPA Annual Conference. CAPPa was well represented; and members received numerous awards. Next conference is in August in Minneapolis. At Denver meeting he was elected as Senior Representative to APPA Executive Board.

APPA Report submitted by Christina Hills and Lander Medlin. APPA developing online webinar prep course for professional credentialing. FPI can bring value to the membership with mentorship and assisting with institutions interested in participating. One Executive Board position, APPA President-Elect, is open this year. Encouraged CAPP A participation at that level. APPA will vote on a dues increase of 5% to cover cost of BOK implementation as member benefit. It will be available to everyone in member institutions. There was discussion on Mexico contingent as part of CAPP A and other regions and seeking engagement. Another strategic international alliance is developing in South Africa. She touched on the Integrated Membership issue and will discuss it further.

In unfinished Business, Bob presented CAPP A Strategic Plan tasks by committee for review.

New Business discussion centered around Integrated Membership. Original concept was presented to APPA by regional membership. Lengthy discussion followed. Original motion made and seconded was withdrawn. A second motion was made and seconded to adopt APPA's proposed dues structure at the 36% recommended level with a stipulation for institutions that see an increase of \$100 or more, CAPP A will offer complementary registration(s) to any CAPP A event for the next two years. The value will be approximately the amount of their increase. Unanimously accepted. An additional motion was made and seconded to offer new member institutions two complementary registrations per institution, to any CAPP A event, for one year. One opposed. Motion carried.

Bob presented the APPA matrix for Strategic Alignment for discussion. Goals were established.

Bob proposed revising and rebidding the event planning contract. Motion made and seconded to set up an ad-hoc committee to restructure the event planning contract and bring it to the Feb. meeting. Motion carried.

Discussion was held on codes and standards, and the need to develop regional networks that align with the Standards and Codes Council. Further discussion will be held in Feb.

Motion and second to adjourn.

Respectfully submitted,

Jeanne F Hanson
CAPP A Secretary