

CAPPA EXECUTIVE COMMITTEE MEETING

September 27, 2013

GALVESTON, TEXAS

President Shelton Riley called the meeting to order at 8 AM. He thanked everyone for their service to the Executive Committee.

The secretary addressed a correction to previous minutes, to change the first line to President Shelton Riley. Motion by Art Jones, second by Larry Zitzow, motion carried.

Treasurer's report was presented by Sue-Anna Miller. She distributed financial reports, code of ethics and conflict of interest statements, which need to be signed, returned and on file; and travel reimbursement forms which can be submitted with your hotel receipts for immediate processing. New business items to be addressed include review of the existing insurance premium which is scheduled to increase; and the CVent contract which needs to be reviewed and/or renewed.

First Vice President's report was presented by Dave Handwork. There is a projected \$60,000 conference budget shortfall attributed to reduced Business Partner sponsorship. There was extensive discussion regarding the issue and how to address it for future conferences.

Second Vice President Glen Haubold presented his report. He also expressed concern regarding Business Partner support.

Third Vice President's report was presented by Ed Heptig. Tentative dates are around October 10-11, 2015.

Senior Rep to APPA report was presented by Larry Zitzow. He stated the position is a tremendous opportunity and has been the highlight of his career. He encouraged CAPPA participation in APPA meetings. Lander commented that Larry provided important support and leadership to APPA.

APPA Junior Rep report was read by Bob Eckels on behalf of Ted Weidner. He also discussed the Mexico Initiative opportunities and challenges and the need for by-laws changes.

Immediate Past President's report was presented by Bob Eckels. He noted that in new business, the ad-hoc committee will recommend a new event planner contract for 2015. He also reported on site selection process. In 2014 the committee will select site for 2017 under new the process. The decision will not be based on the ability to host a conference, but rather the individual's credentials for serving CAPPA.

The Membership Report was presented by J.B. Messer. He stated he chose to continue his service to the CAPPA Executive Committee because of his involvement with the APPA Regional Relationships Task Force. He is working to expand the 15 membership committee with Manitoba and Mexico.

The Information Services Committee report was presented by Rogelio Ruiz. He presented information on web-site access statistics. He is working with JB on membership information; and APPA on updating

new members to CAPP database. He is also working with APPA to resolve issues relating to integrated membership. He stated there may be additional cost necessary to increase the membership list allocated to the website software. Art Jones thanked Roy for his commitment to getting historical reports on the website. Roy explained how that process works.

The Nominating Committee Report was presented by Bob Eckels. Roy Ruiz indicated he will continue to serve a second term in Information Services. The Treasurer position will be elected at Annual Business meeting. The Professional Development co-chair position will be elected at Annual Business meeting. A Business Partner position will be appointed by new President. The 3rd VP nomination, Vince Rogers of UALR by David Millay, will be presented for election at the Annual Business meeting. The APPA reps will be appointed by the new President.

The Awards Committee Report was presented by Bob Eckels.

The Professional Development Committee report was presented by Lee McQueen. He stated the Technology 2013 Conference was a success. He stated that consideration was given to relocating the conference hotel, and possibly conference location. His committee awarded several scholarships, and has one additional to consider at their Saturday committee meeting. Planning for Tech 14 is underway, and registration will be open during the Annual Meeting. They are planning to host Academy on Campus during event. They hosted three Tool Kits this year.

Laurie Lentz presented the Newsletter Report. Three newsletters were produced this year. She asked for ideas on how to promote online newsletter. Newsletter award will be presented during banquet. She encouraged committee members to submit articles, photos, and material for publication. She is open to comments and suggestions for layout and content. Bob Eckels commented that Laurie had done a great job coming into the position.

APPA Report by Lander Medlin, Glenn Smith, Christina Hills

Glenn Smith, APPA President –stated this is his first CAPP conference. He noted that there are many initiatives that require interaction between APPA and regions. He promotes building relationships with Business Partners. He noted the need for the Mexico Initiative by law changes. He promoted the Emerging Professional program. Commented on APPA’s work with the Codes and Standards council; commented on APPA Committees, and Strategic Goals for regions. He discussed the educational opportunities; Supervisors Toolkit; Prep course; Academy on Campus; Drive-in workshops; and the local delivery of Leadership Academy. On Monday morning, Lander and Glenn will present WHY APPA. He mentioned the importance of nominations for next year’s APPA awards; noted that there are three positions open at the international level. He also mentioned APPA’s 100th Anniversary culmination at the annual meeting in San Diego.

Christina Hills spoke about how the credentialing program depends on grass roots base. APPA will bring Prep Course to CAPP Tech and mentioned the online Prep Course available in “early spring”. She will be presenting an educational session on Monday morning for FPI.

Lander Medlin spoke about Facilities Management Review; institutions promoting themselves for awards.

There was no Unfinished Business

New Business –

Bob Eckels reported that the ad-hoc committee consisting of Sue-Anna Miller, Bob Eckels, Ed Heptig, and Tim Stiger present a recommendation for a new event planner contract. Three qualified responses were received by the required deadline. The committee unanimously recommends Kansas State Division of Continuing Education for a base contract price of \$27,285; with an hourly rate of \$85 for hours over 320. A motion to accept the committee recommendation and contract with Kansas State Division of Continuing Education was made by Art, second by Glen. Motion carried.

Bob Eckels presented the idea of conducting a joint CAPP/MAPPA conference in St. Louis in 2017. There was extensive discussion regarding the logistics and responsibility details of this endeavor. BP concerns included providing additional face time. Bob Eckels presented a letter to be signed by President Shelton Riley to MAPPA Executive Committee expressing interest. Bob made a motion to approach MAPPA with the prospect of a joint CAPP/MAPPA annual meeting in St. Louis in the fall of 2017 for them to consider with their board a subsequent preliminary study to be voted on in the summer of 2014 at APPA San Diego meeting. Motion was seconded by Glen Haubold. Art Jones clarified that this was fact finding only and questioned how the information will be disseminated so that a decision can be made. An ad-hoc committee will report back to committee at Tech 2014 and a decision will be made to pursue or not pursue the joint meeting. Majority ayes and one abstained vote were cast. Motion carried.

Sue-Anna Miller recommended to remand to the Finance Committee the determination of whether CAPP will continue with CHUB insurance.

Sue –Anna Miller recommended that the Executive Committee continue with the C-Vent conference registration system, and remand to the Finance Committee to determine the details of length of contract. Motion made by Lee McQueen to formalize a contract with C-Vent for a period to be determined by the Finance Committee not to exceed 3 years. Motion seconded by Ed Heptig. A point of discussion was raised whether a 3 or 5 year contract may vary in cost slightly. Motion carried.

Sue –Anna Miller stated that the XC needs to determine if they want an audit review or specified procedures engagement in 2014. If so it needs to be a different CPA firm because it would be a conflict of interest to use the one we are currently contracting with for accounting services. The Finance Committee will generate an annual engagement letter to CPA firm regarding the Specified Procedures Engagement for FY13, and FY14. Motion by Sue-Anna that the Executive Committee ask Finance Committee to find a suitable accounting firm to perform a Specified Procedures Engagement for the fiscal years ending 3/31/13 and 3/31/14 with the engagement letter signed by the at that time CAPP President. It was seconded by Bob Eckels. Motion carried

Sue-Anna asked if Executive Committee would commit to continue offering continuing scholarships or awards for CEFP in FY15 so budget can include it, and make it an annual practice. She believes it will be a good membership recruiting tool; an opportunity to provide scholarships to new institutions and new members. She also presented the idea of providing scholarships for Supervisors Toolkit. All of the scholarship dollars for last fiscal year were awarded. JB Messer stated it would be appropriate to put the line items in the budget and present them to the Executive Committee at the time when the next fiscal year budgets are reviewed and approved.

Sue Anna moved that the Executive Committee approve that the Professional Development Committee put forth a plan offer Academy on campus Tracks 1, 2, & 3 within our region and before the onset of Track 1 we advertise that it is CAPPAs intent that if you are a CAPPAs member and you attend Academy on Campus Tracks 1, 2, & 3 in the CAPPAs Region then up to 5 people annually will be sponsored to Track 4. Seconded by Larry Zitzow. Motion modified to state before we offer Academy on Campus. Motion carried.

Sue-Anna stated that Finance Committee can allow read only access to online Quikbooks to run and review reports.

Shelton Riley addressed the by-laws issues. Changes and modifications reviewed. Final recommendations will be printed and presented to the General Membership before the meeting on Wednesday morning.

Art Jones motioned to adjourn, Lee McQueen second.

Respectfully submitted,

Jeanne Hanson, Secretary