

Called to order by President Zitzow

Introductions (attendees) Terry Major, Dave Millay, Bob Eckels, Vickie Younger, JB Messer, Sue-Anna Miller, Larry Zitzow, Ted Weidner, Shelton Riley, Doug Riat, Melissa Rieman, Matt Kadavy, Polly Pinny, Mike Johnson, John Bernhards, Art Jones.

Strategic Plan discussion - Dave Millay - draft attached

Goal is to have the membership approve the Strategic Plan at the annual business meeting.

Dave requested that the CAPPA EXEC committee review the Strategic Plan every 5 years.

Motion by Mike Johnson to approve submission of the Strategic Plan to the general membership for approval at the annual meeting.

Second by Matt Kadavy

Motion was unanimously approved.

There was a second motion by Mike Johnson to request committees to support the strategic Plan in their budget request at the Feb board meeting.

Motion was seconded by Matt Kadavy

Motion was unanimously approved.

Past APPA President Polly Pinny reported on APPA activities:

- Development of strong collaborative spirit
- Synergy of sphere –
- Good financial outcome for annual meeting
- SWOT analysis for regional task force - - goal to all work together –

Robin Boley was not present to present the Secretary's report.

Sue-Anna Miller - Treasurer's report

Great year financially – Report attached

Motion by Mike Johnson to allow finance committee and treasurer to move funds to secondary bank on CDARS program when fund balance reaches FDIC limit.

Second by Doug Riat

Motion was unanimously approved.

Discussion of scholarship accounting – historically CAPPa has paid for scholarships when invoiced vs. accrual basis for scholarships. Awards with expirations are to be sent to treasurer upon award.

There was considerable discussion of travel awards for scholarships. Current amount is \$500.

Motion by Vickie Younger to approve treasurer's report

Second by Mike Johnson

Motion was unanimously approved.

Report by John Bernhards – APPA representative to CAPPa (Report attached)

APPA is in better financial position this year than last year.

Successes:

- APPA 2010 – Boston – 500 members and 300 Business Partners resulted in a positive revenue of \$300,000.
- APPA annual meeting will be in Atlanta next year (July, 2011).
- Drive in programs within 2-3 hours driving distance are being promoted.
- Job Express Program is doing well with considerable activity.
- FMEP participation is up and FMEP criteria has been updated.
- Membership @ 99% of target. APPA is at \$70,000 short of meeting total at date of this meeting.
- APPA has a \$150,000 net positive cash flow at EOY in March.

John reminded the Board that awards are due Jan 31 2011. He also mentioned that there is a sustainability award for 2012.

Mike Johnson presented the Senior Representative to APPA report – attached.

Motion by Sue-Anna Miller to approve.

Second by Matt Kadavy

Motion was unanimously approved.

JB Messer presented the Junior Representative to APPA report - attached.

Motion by Mike Johnson to approve.

Second by Matt Kadavy

Motion was unanimously approved.

Ted Weidner, First Vice President gave his report (attached)

Motion by Vickie Younger to approve.

Second by Shelton Riley

Motion was unanimously approved.

Bob Eckels, Second Vice President gave his report (attached)

Motion by Vickie Younger to approve.

Second by Shelton Riley

Motion was unanimously approved.

Shelton Riley, Third Vice President gave his report (attached)

Motion by Vickie Younger to approve.

Second by Shelton Riley

Motion was unanimously approved.

Matt Kadavy, Membership Chair gave his report (attached)

Motion by Mike Johnson to approve.

Second by Doug Riat

Motion was unanimously approved.

Larry Zitzow reported on the membership Liaison committee activity

Motion by Mike Johnson to approve.

Second by Doug Riat

Motion was unanimously approved.

Professional Development – Doug Riat and Vickie Younger presented jointly. Report is attached

Motion by Mike Johnson to approve

Second by Matt Kadavy

Motion was unanimously approved.

Task Force on TAPPA / CAPP Tech conf report was presented by Doug Riat and Shelton Riley (attached)

Motion by Mike Johnson to approve

Second by Matt Kadavy

Motion was unanimously approved.

By Laws Committee report was presented by JB Messer & Larry Zitzow. The proposed changes were:

- 1) Art III.A.1: Add the Canadian province of Nunavut to the CAPP region.
- 2) Art IV.A.2: Add section "g" to the power and duties of the Executive Committee. To say "Shall maintain a current strategic plan and ensure the plan is fully reviewed at least every five (5) years."
- 3) Art IV.B.2: Add section "i" to the power and duties of the President. To say "Shall ensure the Strategic Plan is current and reflected in each committee's annual budget proposal."
- 4) Art IV.M: Change the Business Partner appointment to the CAPP Executive Committee from one year to two years. This was an administrative error when initially placed in the By-laws.
- 5) Art VII. D: For the Awards Committee add "The committee shall assist the CAPP Award Committee representative to APPA in the recommendation of APPA awards." This will task the committee with assisting the APPA committee representative.
- 6) Art VII.F: For the Nominating Committee add "(APPA & CAPP)". This will task the committee with assisting the CAPP senior representative to APPA.

Motion by Mike Johnson to approve

Second by Matt Kadavy

Motion was unanimously approved

Information Services report was presented by committee chair, Terry Major (report attached) In addition to the report Terry requested approval from the Executive Committee to procure RFP's for web site redesign.

Motion by JB Messer to approve the report and to approve the RFP request

Second by Sue-Anna Miller

Motion was unanimously approved

Nominating Committee – JB Messer (report attached)

Motion by Matt Kadavy to approve the report

Second by Doug Riat

Motion was unanimously approved

CAPPA awards committee report – JB Messer (report attached)

Motion by Riley Shelton to approve the report

Second by Doug Riat

Motion was unanimously approved

Newsletter Editor Report Vickie Younger (attached) There was additional discussion regarding publication of hard copy. The motion to approve the minutes included a sub-motion to publish electronic newsletters only.

Motion by Sue-Anna Miller to approve the report

Second by Matt Kadavy

Motion was unanimously approved

Historian report – Art Jones (report attached)

Motion by Terry Major to approve the report

Second by Vickie Younger

Motion was unanimously approved

A SWOT analysis exercise was conducted by JB Messer. The summary report is attached.

President's report was presented by Larry Zitzow. (attached)

Motion by Ted Weidner to approve the report

Second by Doug Riat

Motion was unanimously approved

The Fall 2010 CAPPA Executive Board meeting was adjourned at 4:07 p.m.

Sue-Anna Miller



Treasurer's report,
9-24-10.doc



Financial for CAPP
2010, 9-16-10, draft.x



Agreed Upon
Procedures Report, 9-

John Bernhards report



Report to CAPP
EX
Committee.docx

Secretary report

http://www.cappaedu.com/files/2010AnnualMeeting/minutes_2-10.pdf

Sr. Rep report

http://www.cappaedu.org/files/2010AnnualMeeting/Report_of_CAPP_Sr_Rep_9-20-10.pdf

http://www.cappaedu.org/files/2010AnnualMeeting/Newsletter_Summer_10.pdf

Jr. Rep report

http://www.cappaedu.com/files/2010AnnualMeeting/CAPP_Action_JB.pdf

2nd VP report

http://www.cappaedu.org/files/2010AnnualMeeting/CAPP_2nd_VP_ltr_Aug_2010.pdf

Membership chair report

http://www.cappaedu.org/files/2010AnnualMeeting/CAPP_2010_Membership_Rpt_MK.pdf

President's reports

http://www.cappaedu.org/files/2010AnnualMeeting/Business_Partner_Meeting_February_2010.pdf

http://www.cappaedu.org/files/2010AnnualMeeting/Boston_Exec_minutes_July_2010.pdf

http://www.cappaedu.com/files/2010AnnualMeeting/Tom_Dodgen.pdf

Professional Development Committee chair report

<http://www.cappaedu.com/files/2010AnnualMeeting/CAPPA2010PDReport.pdf>

President's report

http://www.cappaedu.org/files/2010AnnualMeeting/President_Sept_2010.pdf