

TACVPO

Texas Association of Collegiate Veteran Program Officials

June 24, 2015

Conference Planning Meeting – *Overton Hotel & Conference Center – Lubbock, TX*

Board Attendees:

Tammy Micallef, President
Bernice Flett, First Vice President
Billy Yost, Second Vice President
Debbie Alexander, Treasurer & Ex-President
Elizabeth Johnson, Secretary

Guest Attendee:

Michelle Nelson, Education Liaison Representative – Veterans Administration

Meeting was called to order at 9:01 a.m.

Debbie Alexander presented the Treasurer's report. Conference Hotel line item doesn't include the deposit. Runbiz has developed "shopping cart" capabilities for us for membership fees, conference fees, etc. We pay approximately \$80/month, in a yearly lump sum. Elizabeth Johnson moved that we accept report, Tammy Micallef seconded the motion. The Treasurer's report was unanimously approved

Tammy Micallef reviewed the minutes (so that Elizabeth Johnson could type). Tammy Micallef moved to accept all 3 sets of minutes and Bernice Flett seconded the motion. The minutes were unanimously approved.

Old Business: There was no old business

Discussion: Tammy reviewed the comments submitted by the conference participants. "Best Practices" session should be given as a start-to-finish presentation, rather than a showcase of achievements by particular schools. A "Trio" presentation will be made in conjunction with Upward Bound by UTA. Michelle Nelson suggested that we have an experienced School Certifying Official available in the Newby session. .

Discussion: LAC – Bernice Flett gave a rundown on who is on the committee (two area IHL’s declined the invitation to assist). Those included Deb Crosby, Karen Debbie Peralez & Tricia Richards. Bernice will reach out to line up Lubbock HS ROTC to handle flag ceremony. We will offer a \$150 donation for their services. Tammy Micallef will need information on how to announce the group/commander. Welcome speaker – an invitation has been made to Mayor but Bernice has received no response yet. Eric (?) was not here today but Bernice will touch base with him and update Board. Jeremy (?) reached out to Andrew O’Brien for a list of contacts/options. We are going with Option 2: Louie Louie’s in the Depot District with heavy hors oeuvres. Bernice committed to find caterers and get transportation arranged for the evening. Tammy proposed that we have registration for evening entertainment as part of the conference registration and that Lloyd Alexander hold another photo booth since that went over so well. LAC members will be on hand to assist at Registration, break-out sessions, etc. Debbie Alexander made a motion to accept these arrangements and Elizabeth Johnson seconded. Motion was unanimously accepted.

Discussion: Tammy discussed the presentation of “The Telling Project” and moved that we air the video at the conference. Motion was seconded by Debbie Alexander and was unanimously accepted.

Discussion: Members met with catering & event staff for the Overton – took tour of possible rooms, AV and seating arrangements for each. It was also decided to arrange for a room that attendees can use instead of lounging around the hallways during breaks, etc.

Discussion: Bylaws – Add standing article approving reimbursement for all official travel related expenses performed by the TACVPO Board in performance of TACVPO duties. This would include hotel, meals, airline or mileage expenses and incidentals deemed necessary for the performance of official Board duties. Add standing article to cover meals and lodging for all presenters formally invited by the Board. Meals only would be covered for local presenters. Debbie proposed a change to the requirement of the Treasurer being bonded. Apparently the past Treasurers haven’t been bonded for at least the 30 years. The Treasurer of WAVES is not a bonded position. Typically a Surety Bond is only suggested for positions that are overseeing in excess of \$50,000, which is not the case for TACVPO. All changes must be posted on website 10 days prior to approval.

Discussion: Agenda – Registration will be changed to drop the two hour session on Monday and start later on 2nd day (10-5), move Fireside Chat to Thursday (4:00 – 5:30), lots of changes to sessions (have 5 breakouts each in morning and afternoon). No

outside (non-VA/TVC people) on Friday and move breakfast to start later (8-9).
Move entertainment to Wednesday evening.

Discussion: Motion was made by Debbie Alexander and seconded by Billy Yost to pay travel for board for this planning session. The motion was unanimously accepted.

Discussion: Miscellaneous
Made decisions on food.

Opted for lanyards and wine/gift options from Lubbock.

Reviewed Corpus Christi venue.

A motion to close the Conference Planning Meeting was made by Elizabeth Johnson and seconded by Debbie Alexander.

Meeting was adjourned at 4:16 p.m.

Happy Trails until we meet again!