

# TACVPO

## Texas Association of Collegiate Veteran Program Officials

June 14, 2016

**TACVPO Planning Meeting** – *Emerald Beach Hotel, Corpus Christi, TX*

**Board Attendees:**

Bernice Flett, President  
Tammy Micallef, Past President  
Kelly Murphy, First Vice President (Absent)  
Billy Yost, Second Vice President (Absent)  
Debbie Alexander, Treasurer  
Leah Morales, Secretary

**Also in attendance:**

N/A

**Meeting was called to order at 9:05AM**

**Treasurer Report:** Debbie Alexander presented the Treasurer's report. Detail was provided to cover the bulk of the expenses in each line item. Also provided a copy of the Annual Comparison & Projections 2015 vs. 2016 as well as projections for 2017 and recommendations to maximize use of funds.

Motion was made by Tammy Micallef to accept the Treasurer's report, seconded by Bernice Flett, and was unanimously approved.

**Last Business Meeting Notes were reviewed by President**

Bernice asked for a motion to accept last year's business minutes. Motion made to accept by Tammy Micallef. Motion seconded by Debbie Alexander. Carried unanimously.

**New Business:**

**Discussion:** Tammy Micallef presented information on survey responses from TACVPO Conference 2016.

Recommendation from Leah Morales to facilitate a use of work study best practices presentation.

Bernice Flett recommended providing guidance in advance for presenters and facilitators.

Representatives will reach out to TVC and ELR to target an increase in attendance.

Also discussed possibility of adding a school's application of VA and/or Hazlewood processing to the VA or TVC presentations

**Discussion:** Bernice reviewed membership and registration using the TACVPO website as a reference.

Motion made by Debbie Alexander to make the conference fee \$300 for early bird special period for members and \$400 for non-members, \$400 for member and \$500 for non-members after the early bird special has past. This year early bird cut-off is the same as the hotel which is February 20th. Motion was seconded by Bernice Flett. Carried unanimously.

The cut-off will be the registration not the payment due to payments at times being delayed by business offices at institution.

There is now a separate form for registration and membership. Debbie Alexander asked to have the form clearly communicate who has paid membership fee for those who are registering as an individual under an institution membership. The form was updated immediately by Tammy Micallef for the website.

Also discussed how to better distribute the voting ballot. It would likely go to the person who completed the registration for the institution at time of check-in to the conference, however an individual could register as an individual membership.

Tammy shared lessons learned 1) add a link for hotel reservation as well as the website registration. 2) Making a form for membership with a separate form for registration, this has already been addressed.

### **Tour of Hotel and Conference with Sales Manager**

Debi the sales manager and Gracie gave a tour of the facilities. They stated the meal prices would not be firmed until 6 months from the conference. They also stated the rooms would be at the state rate which is currently \$105. Debi also provided a handout showing the layout of the hotel and conference center along with the dimensions.

**Discussion:** Local Arrangements with Corpus Christi

Tammy reviewed a folder of local arrangements information and visitor bureau representative, Amy Lee was in attendance.

Mayor request must only be two weeks out.

Discussed having a reception rather than a fireside chat, planning for Kokomos light reception Tuesday with (Kokomos reception) menu.

Wednesday would be the Pacific Islanders Show for full hour (Gracie recommended 30 minutes) and full performance. Meal provided and cash bar is being planned for show.

Visitors Bureau mentioned floating casino for Thursday night but that would be up to individuals to plan for themselves.

Maps, visitor guide, area map, name badge and inserts, lapel pin, dignitary gifts were requested of the Visitor's Bureau. CVB will need the address for when to send/delivery, noted will need items Monday of the conference, March 6<sup>th</sup>. They will also provide a promotional video and links to enhance TACVPO website.

**Discussion:** TACVPO Swag

Tammy provided context on SWAG and the reason they started providing them to the membership two years ago.

Discussed wearing the TACVPO shirt the first and the last day of the conference.

Tammy submitted an order for the following after a discussion with present board members:

Fun tote (with black and blue with white letters) 200 count

Lanyards 300 count

Earbuds with ID holders (with black and blue with white letters) 200 count

Cell phone power bank 200 count metallic blue

Some festive items will be purchased at dollar store or party store that will complement the beach theme of the location.

Motion was made by Tammy to accept shopping cart preliminary total of \$3745 for 4imprint. Second by Leah Morales. Passed unanimously.

**Discussion:** Agenda for 43<sup>rd</sup> TACVPO Conference.

Board members discussed meals and other arrangement to complete agenda.

The board will submit a call for proposal for some presentations.

Food will likely be reevaluated in 6 months once prices are set at that time. Catering order must be set within 2 months of event, will need number of plates requested for each meal 3 business days in advance.

Registration of conference for attendees will conclude before general session to allow the treasurer to attend sessions.

Discussed the baffle raffle changing to a selection of items on a table.

**Discussion** – Compensation of Expenses for Planning Meeting

Board members present at meeting discussed covering the expenses of the other members who were unable to attend due to illness or travel complications.

Motion was made by Bernice to cover all expenses for all board members. Second by Tammy. Passed unanimously.

**Meeting was adjourned at 3:40 pm.**