

AZAPPA Board Meeting Minutes

Date: June 8, 2026

Time: 10:00 AM - 10:48 AM

Location: Microsoft Teams

1. Call to Order

President Elease Foster called the meeting to order at 10:00 AM and confirmed that a quorum was present.

2. Attendance

Present: Elease Foster, Chuck Hink, Mic Sternard, Theresa Faultner, Casey Faultner, Phillip Schaefer, and Tom Dunn.

3. Recap

The Board reviewed key discussion points and action items from the May 29, 2026 Arizona Facilities Networking Meeting hosted by Chris Kopach via Zoom and open to facilities professionals throughout Arizona. Discussion included increasing awareness of the revitalized AZAPPA Chapter, outreach to prospective members and industry partners, engaging higher education institutions, K-12 districts, community colleges, and business partners throughout Arizona, and confirming follow-up priorities for the June Board Meeting.

4. Conference Updates

APPA Annual Conference (July 13-19, 2026)

Chuck Hink and Elease Foster will attend the APPA Annual Conference in Washington, D.C. to officially represent the Arizona APPA (AZAPPA) Chapter. Chuck will promote AZAPPA during his educational presentation by highlighting membership opportunities and upcoming events.

RMA Conference (September 8-10, 2026)

The Board agreed to host an AZAPPA networking social to recruit members and strengthen partnerships. Phillip Schaefer discussed partnering with Arizona community colleges to strengthen membership and apprenticeship initiatives and shared that community colleges have approximately \$4,000 in professional development funding available to support attendance at the RMA Conference.

5. Board Recruitment & Membership Development

The Board discussed advertising current Board vacancies, expanding outreach beyond the Phoenix metropolitan area, leveraging universities, community colleges, business partners, and professional contacts, and continuing to build a diverse statewide leadership team.

6. Website & Marketing Updates

Website updates include adding Tom Dunn to the Board page, creating a Meeting Minutes section, uploading the AZAPPA Bylaws, and maintaining Board information.

Marketing initiatives include developing a membership flyer, email campaign, promotional materials, and increasing chapter visibility through conference presentations and educational sessions.

7. Treasury & Organizational Updates

Treasurer Theresa Faultner reported that all legal organizational transitions have been completed, including transfer of the Arizona Articles of Incorporation, establishment of the AZAPPA bank account, transfer of banking authority, updating Board records, filing the Arizona Corporation Commission Annual Report, and transitioning legal and administrative records to the current Board.

8. Action Items

- Elease Foster: Reach out to Jessie regarding chapter engagement and recruitment efforts.
- Chuck Hink: Update the AZAPPA website by adding Tom Dunn, creating a Meeting Minutes section, uploading the AZAPPA Bylaws, and updating chapter information.
- Chuck Hink: Promote AZAPPA during his presentation at the 2026 APPA Annual Conference in Washington, D.C.
- Mic Sternard: Partner with Tim Smith from Arizona State University to increase chapter meeting attendance and engagement.
- Casey Faultner: Coordinate planning for the AZAPPA networking social during the RMA Conference.
- Board Members: Continue promoting open Board positions and distributing recruitment materials.

9. Next Meeting

July 6, 2026, at 10:00 AM via Microsoft Teams.

10. Adjournment

There being no further business, the meeting adjourned at 10:48 AM.

Submitted By:

Elease Foster
President, AZAPPA

Signature: _____

Date: _____