

AZAPPA Board Meeting Minutes

Date: July 6, 2026

Time: 10:00 AM - 10:35 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, Casey Faultner, Theresa Faultner.

3. Treasury & Organizational Updates

Treasurer Theresa Faultner provided an update on the chapter's financial and administrative transition activities.

- The IRS Employer Identification Number (EIN) application has been submitted and is pending final updates to complete the organizational transition.
- Renee forwarded notification that the Arizona Annual Report filing is due, and the Board reviewed the filing requirements and due date.
- The previously established AZAPPA business bank account was closed due to no deposits being made after the account was opened. Reopening or establishing the account remains pending until the IRS identification process is finalized and the remaining transition items are completed by Renee.
- Elease Foster will send an email to Renee requesting an update on all remaining legal and financial transition items to ensure the chapter has completed all required organizational, banking, and administrative responsibilities before moving forward.

4. Review of Previous Action Plans

The Board reviewed progress on action items from the previous meeting.

- Casey Faultner continues coordinating the AZAPPA networking social during the RMA Conference and will follow up with Jessie regarding conference planning.
- Chuck Hink is developing promotional postcards and marketing materials for the RMA Conference.
- Mic Sternard recommended pursuing an AZAPPA exhibit booth at future APPA conferences to promote the Arizona Chapter.
- The Board discussed participating in additional conferences, including the TDI Pueblo Conference, to increase chapter visibility.

5. Membership & Outreach

The Board discussed expanding outreach to facilities professionals throughout Arizona, leveraging conferences and educational events to recruit new members, and increasing visibility of AZAPPA through marketing materials and professional networking opportunities.

6. Action Items

- Casey Faultner: Follow up with Jessie regarding the RMA Conference agenda and networking social planning.
- Casey Faultner: Contact Tim Smith to discuss increasing participation and engagement for the Arizona Chapter.
- Chuck Hink: Complete promotional postcards and other marketing materials for the RMA Conference.
- Chuck Hink: Upload the Board of Directors page updates, AZAPPA Bylaws, Board Meeting Minutes, RMA registration information, and other chapter updates to the AZAPPA website.
- Tom Dunn: Submit a professional biography and headshot for inclusion on the AZAPPA website.
- Board Members: Continue identifying opportunities to promote AZAPPA through conferences, educational events, and professional partnerships.

7. Next Meeting

The next AZAPPA Board Meeting will be held on August 3, 2026, at 10:00 AM via Microsoft Teams.

8. Adjournment

There being no further business, the meeting was adjourned at 10:35 AM.

Submitted By:

Elease Foster
President, AZAPPA

Signature: _____

Date: _____