

Report of the Co-Chairs for Professional Development to the CAPPa Executive Committee

February 21, 2013

1. *Continuing Education Awards.* At its last meeting, the Executive Committee approved changes in the CAPPa Scholarship awards process, including renaming the program Continuing Education Awards, considering applications at every meeting of the PD Committee (rather than just twice a year), and increasing the amount of travel funds for APPA events. As a result, Continuing Education Awards have increased. In FY12, CAPPa paid \$9,450 in scholarships plus \$2,500 in travel, or \$11,950. For FY13, the PD Committee has already awarded \$8,920 in CEA awards plus \$7,000 in travel, or \$15,920, and the PD Committee will consider at least two more award applications at its meeting tomorrow. Venues attended include the APPA Institute, the APPA Leadership Academy, CAPPa 2012, CAPPa 2013, 2013 CAPPa Technology and Leadership Conference, and Supervisor's Toolkit. The PD Committee has requested an increase in the budget for CEA awards from \$22,000 in FY13 to \$30,000 in FY14.
2. *2013 CAPPa Technology and Leadership Conference.* It would appear that this year's conference is a success. Current projections are for \$65,750 income, \$60,000 expense and a profit margin of no less than \$5,000. Attendance breakdowns are as follows:
 - a. 16 C/EFPP registrations through APPA
 - b. 36 Toolkit registrations (75% Texas schools)
 - c. 87 Higher Education registrations (47% Texas schools)
 - d. 41 Business Partners (29% Texas schools)

The Cvent system was used for registrations and invitations and seems to be well-accepted. Few questions or complaints were received regarding the registration process, and the Co-Chairs found working in the system to be simple and informative. The PD Committee will work with the CAPPa 2013 host committee to help get their registration website live, passing on lessons learned about the use of Cvent.

3. *2014 CAPPa Technology and Leadership Conference.* Currently set for February 24-27, 2014 in this location. A contract was signed with the hotel in order to lock in the final year of reduced room rates prior to complete renovation of the hotel associated with a change in ownership. Room rates for 2015 would be expected to increase significantly, though – at least 33%.
4. *2015 CAPPa Technology and Leadership Conference.* PD Committee will look at the pros/cons of a different venue for 2015 during the summer and report back to the Executive Committee in Galveston. Consideration may be given to other Texas locations or other states altogether since several CAPPa conferences will be consecutively held in Texas. Travel time (airport access), hotels (bigger venue? smaller venue?), dates (Spring Break?) and other issues may be considered in reaching this recommendation. May also consider a poll of 2013 CAPPa Technology and Leadership Conference attendees regarding location, price and other factors that may encourage or discourage attendance.
5. *Guidebook mobile app.* APPA provided this conference a mobile application. From the PD Committee's standpoint, setup was relatively easy since APPA did the set up – we just had to provide the information. The PD Committee will seek feedback from attendees who used the mobile app to see how they liked it.

Respectfully submitted,

Sue-Anna Miller and Lee McQueen, Co-Chairs