

**Minutes of a Meeting of
the Atlantic Chapter of APPA
held at Mount Allison University, Thursday June 1, 2006**

In Attendance

Name	Institution	E-Mail
Jeff Lamb	Dalhousie University	jeff.lamb@dal.ca
Gary Schmeisser	St. Mary's University	Gary.Schmeisser@smu.ca
Greg Clayton	University of Prince Edward Island	gclayton@upei.ca
Justin Dunn	Holland College	jdunn@hollandc.pe.ca
Paul Reyno	Mount Saint Vincent University	paul.reyno@msvu.ca
Tex Barkhouse	Mount Saint Vincent University	tex.barkhouse@msvu.ca
Craig Quartermain	Acadia University	craig.quartermain@acadiu.ca
Jim Pemberton	Acadia University	jim.pemberton@acadiu.ca
Rob MacCormack	Mount Allison University	rmaccorm@mta.ca
Terry Koch	University of New Brunswick	tkoch@unb.ca
Darrell Miles	Memorial University of Newfoundland	dmiles@mun.ca
Mike Carter	University of New Brunswick	carter@unb.ca
Mary Jane Adams	Dalhousie University	mary.jane.adams@dal.ca
Leon MacLellan	Saint Francis Xavier	lmaclell@stfx.ca
Shaun Chisholm	Saint Francis Xavier	schishol@stfx.ca
Lisa Little MacKay	Saint Francis Xavier	llittle@stfx.ca
Bill Maclean	St Thomas University	billmacl@stu.ca

- 1) **Introductions** – Gary Schmeisser opened the meeting and asked everyone to introduce themselves for the benefit of newcomers.
- 2) **Approval of Minutes** – Gary indicated that the minutes had been distributed with the conference package and asked for any required corrections to be identified. As there were no corrections, the minutes were approved as written.
- 3) **Reports**
 - **President** – As outgoing president, Gary provided a summary of chapter activities since he took office about 5 years ago. Highlights included preparation for and hosting of the 2002 ERAPPA meeting in St John's, preparation of chapter by-laws and development of annual an Fall training program.
 - **Treasurer** – Greg Clayton provided a financial summary which indicates that the chapter is in good financial health with an end-year balance of \$18,877 in the bank as of March 31. He also provided a budget for the upcoming year which proposed a net expenditure of approximately \$1200 for the support of the Fall training session. Leon inquired about tax status for the chapter and Gary

indicated that it had been investigated and although we are not registered as a not for profit, we are not required to pay tax.

- **Membership** – Greg reported that he did attend the mid-year meeting at Mystic in March and that he or Leon would both be able to provide travel advice to get to this somewhat out of the way location for the Fall ERAPPA Conference. He indicated that the main membership concern was to remind all schools to check off the ERAPPA box on their APPA dues form because many institutions were registered with APPA without being affiliated with any region because they inadvertently did not register their region when applying each year.
 - **Education** - Jeff Lamb reported that he did not attend Mystic due to workload but that he had reviewed the agenda and minutes of the meeting and the main new initiative was the increased level of involvement of the Education committee in the program for the upcoming ERAPPA conference. The committee had taken a formal role at the mid-year meeting in reviewing the contributions for the program and in setting up the content for the conference. Also the committee has been working on a new course on construction contracting methods, but it had been more work than originally contemplated and it would not be ready for the fall. It would likely be Fall of 2007 before the course was ready to unveil.
 - **ERAPPA** – ERAPPA President Leon MacLellan reported that the last year at ERAPPA had been concentrated on a return to basics, in that the focus had been returned to the annual conference. The last two conferences have been very successful and the majority of the ERAPPA budget is spent on putting on a successful conference. Most members have indicated that a high quality conference is their most appreciated product from ERAPPA. Since the bank balance for ERAPPA is over \$200k, there are funds available to invest in high quality speakers so that ERAPPA doesn't have to be at the mercy of volunteers coming forward to make presentations. Leon is confident that the Mystic conference will be a good one. He pointed out that the conference will return to the Atlantic Chapter in 2011 so we should probably begin to consider what our approach will be.
- 4) **Elections** – Gary indicated that, in accordance with the chapter by-laws, two positions were open for election this year; President and Vice-President Education/Secretary. He also indicated that he had performed the role of one-man nomination committee and had names of volunteers for both positions. He opened the floor for other nominations and none were forthcoming. He then announced that the following members had agreed to stand for the two positions:

President – Jeff Lamb, Dalhousie University

Vice-President Education – Mike Carter, University of New Brunswick

Jeff took over the chair of the meeting and thanked Gary for his work as president over the last 5 years.

- 5) **Fall Training** – Jeff indicated that the AAPPA Education Committee had met twice; once at the Fall Training session and once by conference call on April 19. He indicated that committee members were looking at content for as many as 5 tracks from which 3 or 4 would be chosen to put on. Dates for the session were to be November 15th and 16th in Halifax.

- 6) **Spring Meeting 2007** – Jeff reviewed the rotating list which indicated that Saint FX would be next in line to hold the Spring meeting, but he also suggested that space would have to be made for new members such as Holland College. Justin Dunn indicated that Holland College was ready to take their turn, so it was agreed that the next spring meeting would be held in Charlottetown on May 31 & June 1, 2007.

- 7) **Web Site** - Darrell Miles invited everyone to review the AAPPA web site and provide any updates/feedback to Margaret Michaluk at MUN. Her contact info is on the web site.