

# **Minutes of a Meeting of the Atlantic Chapter of APPA held at UCCB, Thursday June 3, 2004**

## **In Attendance**

Gary Schmeisser, SMU, Chair  
Jeff Lamb, Dal, Secretary  
Darrell Miles, MUN  
Perry Eldridge, Mt A  
Terry Koch, UNB  
Paul Reyno, MSVU  
Tex Barkhouse, MSVU  
Peter Howitt, Dal  
Leon MacLellan, StFX  
Shaun Chisholm, StFX  
Don MacIssac, UCCB  
Leslie Gilholme, Acadia  
Others whose names were not recorded .

1. Meetings - The training session in the Fall was discussed later in the meeting. The rotating list was reviewed and it was determined that it was UNB's turn to host the meeting next spring and it was suggested that an early June date was best. Several themes were suggested including:
  - FM Global: role and services
  - Use of video cameras and its legal implications
  - Environmental issues
  - Comparisons of union contracts
  - Use of APPA Staffing GuidelinesIt was agreed that the theme should be selected closer to the date (January 2005) to ensure that the theme was still relevant.
2. Reports
  - Membership* - Gary reported in Greg's absence that letters had been sent to various community college organizations in the Atlantic provinces inviting them to consider joining AAPPa and one reply was received from the College of the North Atlantic.
  - Education* - Jeff reported that the Education Committee had prepared a draft course outline for a workshop on automating the Maintenance Staffing Guidelines. Copies were distributed and comments invited. Darrell announced that the APPA Supervisors Toolkit Course had been run at Memorial for his staff and it was very well received.

*Technology* - Darrell reviewed the contents of the AAPPA web site through a data projector. Everyone was very impressed and Margaret is to be complimented on her excellent work. Anyone with further suggestions or content info should contact Margaret at michalak@mun.ca Or Darrell at dmiles@mun.ca .

*Treasurer* - Gary reported on Greg's behalf that the chapter bank balance was just over \$20,300. The question was raised as to whether AAPPA was actually registered as a charitable organization as stated in the By-Laws. This will be investigated by the Executive.

3. ERAPPA Meeting - There was a brief discussion about the Syracuse meeting and the logistics of getting there. The ERAPPA committee meetings were held there in the spring and the best route seemed to be to fly to Ottawa and rent a car to drive to Syracuse. Some surprise was expressed that the Fall meeting was so early.
4. Fall Training Session - Jeff asked for suggestions/requests for possible topics for a training session to be held in the fall. The following ideas were offered:
  - APPA Supervisor Toolkit
  - Auditing Custodial Services
  - Emergency Response Planning (joint course with Safety staff?)
  - Facility Audit
  - Spec Writing Course
  - Building Envelope Seminar
  - FM Global - Life Safety System managementIt was suggested that Jeff contact Ron MacDonald at ISI to see what assistance they might provide in developing a training session.
5. Adjournment.