

# **Minutes of a Meeting of the Atlantic Chapter of APPA held at Dalhousie University, Thursday October 23, 2003**

## **In Attendance**

Gary Schmeisser,	SMU, Chair
Jeff Lamb,	Mt A, Secretary
Greg Clayton,	UPEI,
Darrell Miles,	MUN
Perry Eldridge,	Mt A
Mike Carter,	UNB
Steve Ball,	UNB
Bob Carter,	Dal
Peter Howitt,	Dal
Leon MacLellan,	StFX
Don MacLissac,	UCCB

Others whose names were not recorded  
because the attendance sheet went astray.

### **1. Web Site**

The meeting began at 11 AM and, since not everyone had arrived, it was agreed to begin with a discussion of web site structure and requirements. The following suggestions were made for web site content:

- o Communications is the key purpose for the site
- o Chapter member list
- o Links to ERAPPA
- o Links to chapter member schools
- o By-laws and chapter structure
- o Information regarding the chapter listserv and the APPA/ERAPPA listserv

### **2. Reports**

Membership - Greg reported that the Philadelphia meeting had focused on increasing membership in ERAPPA. Chapters had been challenged to increase their local membership and his conclusion was that the only capacity we had to increase was to include Community Colleges and School Boards. The benefits for existing members would be to provide increased economies of scale in providing training to a wider number of institutions. Greg will work with one representative in each province to increase efforts with

the Community Colleges.

Education - Jeff reported that he had attended the Education committee meeting in Philadelphia. Work has begun on the Education portion of the ERAPPA web site which will be enhanced by the election of a new VP Technology at the ERAPPA meeting. It was agreed that Robin Lawton would remain the Circuit Speaker until the 2004 ERAPPA meeting. PIE funding was clarified and it can be used for a variety of educational purposes at a chapter meeting or training session. Supervisor's Toolkit is available locally for \$3,500 to \$4,000 for a 3.5 day session.

Technology - Darrell reported that a new VP had been elected in Philadelphia and that their work would be centering around web site improvement.

Treasurer - Greg did not have a formal financial statement to present, but he did report that chapter bank accounts would be set up soon and that our assets included \$2900 from the UPEI meeting and approximately \$13,000 from ERAPPA 2002.

### 3. Next Meeting

- According to the rotation list confirmed at the last meeting, it was UCCB's turn to host the Spring '04 chapter meeting and Donnie agreed to do so. Tentative date was to be June 3-4 and the theme was proposed to be Risk Management/Insurance.

### 4. Future Meetings

- There was considerable further discussion about the purpose and timing of chapter meetings. It was confirmed that the spring AAPPA meetings will be the Annual General Meeting of the chapter and will include education sessions on various topics of general interest to chapter members, particularly at the Director level. The Fall meeting will generally be a training session aimed at specific areas of the Facilities Management departments such as Custodial, Energy & Technology, Construction & Planning and/or Administration & Benchmarking. It was suggested that the Spring meetings be sited according to the rotation list and Fall sessions be held in central locations as appropriate to the training subject and candidates. Considerable interest was shown in the Supervisors' toolkit training, especially if it could be offered as a "road show" in various locations. Perhaps the idea of a train the trainer session should be investigated so that repeat sessions could be organized more economically.

### 5. Meeting Sponsors

- Jeff reported that External Relations staff at his institution did not

consider sponsorship of an AAPPA event to be in conflict with institutional fund raising as long as it was made clear that the sponsorship was tied to the professional organization (ie. APPA) and to the potential audience of facilities professionals available to the sponsoring businesses. Dal was quite successful at getting a number of sponsors for the events associated with this business meeting. It was agreed that the Executive should develop guidelines for sponsorship of AAPPA events and that a draft letter to potential sponsors should be created for use by all host institutions.

6. Adjournment.