

**Atlantic Chapter of APPA
2008 Spring Business Meeting
May 29 and 30, 2008
St. F.X. University**

Minutes

In Attendance:

Name:	Institution:
Jeff Lamb	Dalhousie University
Christine Matheson	Dalhousie University
Greg Clayton	University of Prince Edward Island
Justin Dunn	Holland College
Leon MacLellan	Saint Francis Xavier
Gary Schmeisser	Saint Mary's University
Don MacIsaac	College of Cape Breton
Les Gilholm	Acadia University
Craig Quartermain	Acadia University
Marcel Falkenham	Acadia University
Mike Carter	University of New Brunswick
Terry Koch	University of New Brunswick
Alex Doyle	Nova Scotia Community College
Rob MacCormack	Mount Allison University

Guest: Lou Dursi, ERAPPA Treasurer

- 1. Introductions** – Jeff Lamb welcomed all to the meeting and asked that they introduce themselves. He also introduced Lou Dursi, who was representing the ERAPPA Executive.
- 2. Approval of Minutes**- The minutes of the 2007 Spring Business Meeting were approved as circulated.

3. Reports:

3.1 President: Jeff provided a summary of chapter activities, including his attendance at the ERAPPA mid-year meeting held in Baltimore. He also mentioned APPA's new branding initiative and indicated that APPA was the first chapter to change to the new look. Leon MacLellan, who served on the APPA Branding Committee, said that committee had lengthy discussion regarding APPA's purpose and what APPA trying to accomplish. Part of APPA's mission is to provide good training and education. Jeff went on to say that, in order for chapters to move to the new branding initiative, APPA will host a chapter's website, if required.

Jeff also reported on the APPA's new certification initiative (ie. Educational Facilities Professional – EFP, Certified Education Facilities Profession - CEFP). For more information, please go to certification@appa.org

Jeff mentioned the following Senior Facilities Officer Summits:
July 2008 – Texas and July 2009 – Vancouver

Upcoming ERAPPA Conferences, as follows:

2008 – Baltimore
2009 – Portland
2010 – Pittsburg
2011 – Halifax

Jeff also mentioned that with the upcoming ERAPPA Conference there will be numerous elections for Board positions, as follows:

Secretary
President Elect
VP Membership (Greg Clayton is acting as interim VP)
VP Annual Meetings
VP Education

Leon mentioned that serving on a committee is very time consuming yet rewarding (5-6 trips to the US per year). Expenses are picked by ERAPPA, with the exception of the Annual APPA Meeting.

3.2 Treasurer: Greg Clayton circulated a financial summary showing an opening balance of \$12,000. With the 2007 Fall Conference breaking even and interest, the chapter has an end-year balance of \$12,455.

Mike Carter questioned as to who is responsible for paying for meals at AAPPA Spring Business Meetings (ie. individual institutions or host institute). Greg responded that it was the host institute's responsibility.

3.3 Membership: Greg Reported that he's acting as ERAPPA's interim Vice-President of Membership. He will be attending the annual ERAPPA Board Meeting in June (Connecticut). One item to be discussed will be the ERAPPA scholarship process. He went on to say that all institutes should consider applying for an APPA Institute scholarship. The scholarship covers the cost of the course plus \$1000 for travel and accommodation. The deadline for submission of applications is September 1.

Lou mentioned that scholarship applications have increased by one each year by chapter. Applications for scholarships can be used for the APPA Institute or Supervisor Toolkit.

Greg mentioned that renewal for APPA membership now includes one free member for an institute of a certain size.

3.4 Communication/Technology: Justin reported that ERAPPA's new website recently went live. He would welcome any feedback. He also mentioned that he's been working with ISI on AAPPA's mailing list. He will circulate the list. Also mentioned was ERAPPA is looking at updating their mailing list, as it's not in sync with APPA's. The list is used to communicate with members, business partners, etc. Justin asked that if anyone is not getting information from ERAPPA to contact him.

Justin thanked Dalhousie for all their work on AAPPA's website.

Education: Christine reported that she attended the ERAPPA Education Committee meetings in Baltimore, which were held prior to the commencement of the conference. The following are some of the initiatives undertaken by the committee:

- Billy Riggs has been named ERAPPA's Featured Circuit Speaker for 2007-09.
- In-depth Training Programs will now be included in the annual conferences.
- ERAPPA has been named an AIA Continuing Education Provider
- The Education Resource Library budget has been increased and the library will be converted to DVDs. New DVD purchases include: The Practical Coach, "I Wish My Manager Would Just..." and "Green Clean"

Christine also reported that this year's Fall Education Conference is scheduled for November 6 and 7, 2008 in Halifax. Program information will be circulated soon. She also mentioned that work is already underway for the 2011 ERAPPA Conference. She said that following this meeting, she will be giving a PowerPoint Presentation on current and future activities. This presentation will be made available on the AAPPA website <http://fm.dal.ca/aappa/>

4. Elections: Jeff indicated that, in accordance with the chapter by-laws, two positions were open for election - President and Vice-President Education/Secretary. Jeff mentioned that he is willing to stand for another term. He also mentioned that Christine has indicated that she would be willing to serve as VP Education/Secretary, as she's been serving as acting VP Education/Secretary since Mike Carter resigned from the position the previous year. He opened the floor for other nomination and none were forthcoming.

President – Jeff Lamb, Dalhousie University
Vice-President, Education/Secretary, Dalhousie University

Leon moved/all agreed.

The next meeting will be held at Mount Saint Vincent University – May 28 and 29, 2009 (date to be confirmed). It will be held at Acadia in 2010 and Saint Mary's in 2011.

5. New Business - Gary Schmeisser mentioned that he's on the CAUBO Facilities Management Committee. He is helping plan the June 14 meeting in Winnipeg. The committee gathers information on deferred maintenance. He mentioned that some institutions in Atlantic Canada use Recapp and some VFA.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Christine Matheson
VP Education/Secretary

