

**AAPPA Spring Business Meeting
Mount Saint Vincent University
LOCATION
May 21 – 22, 2009**

AGENDA

Thursday, May 21

- | | |
|------------------|---|
| 11:30am – 1:00pm | <ol style="list-style-type: none">1. Welcome Address, Business Meeting and Working Lunch – Bruce and Jeff2. Minutes – Jeff3. Reports<ul style="list-style-type: none">• President - Jeff• Membership/Treasurer - Greg• Communications and Technology - Justin• Education/Secretary – Christine4. Elections - Jeff<ul style="list-style-type: none">- Membership/Treasurer- Communications and Technology5. AAPPA 2009 Meeting – Christine |
| 1:00pm – 2:30pm | ERAPPA Conference 2011 – Christine and Gary
(see attached agenda) |
| 2:30pm – 3:00pm | Break |
| 3:00pm – 4:30pm | ERAPPA Conference 2011 - continued |
| 6:00pm – 7:00pm | Reception – LOCATION |
| 7:00pm – 9:00pm | Dinner – LOCATION |

Friday, May 22, 2009

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|--------------------------|--|
| 8:00am – 9:00am | Breakfast – LOCATION |
| 9:00am – 10:00am | GUEST SPEAKER -TBD |
| 10:00am – 10:15am | Break – LOCATION |
| 10:15am – 11:30am | Round Table Discussion on issues affecting Facilities Management Departments |
| 11:30am – 11:40am | Box Lunch Pickup |
| 12:30 pm - | Golf Event – LOCATION
Tee times: |

**Atlantic Chapter of APPA
2009 Spring Business Meeting
May 21 & 22, 2009
Mount Saint Vincent University**

Minutes

Attendance:

Marcel Falkenham
Les Gilholme
Jeff Lamb
Darrell Boutilier
Christine Matheson
Justin Dunn
Darrell Miles
Cynthia Whelan
Bruce MacNeil
Tex Barkhouse
Alex Doyle
Lee Petter
Leon MacLellan
Gary Schmeisser
Arthur Walsh
Greg Clayton

Institution:

Acadia University
Acadia University
Dalhousie University
Dalhousie University
Dalhousie University
Holland College
Memorial University of Newfoundland
Memorial University of Newfoundland
Mount Saint Vincent University
Mount Saint Vincent University
Nova Scotia College of Art and Design
Nova Scotia College of Art and Design
Saint Francis Xavier University
Saint Mary's University
University of New Brunswick
University of Prince Edward Island

Guest: Scott Wolstenholme – Interuniversity Services Incorporated

Introductions

- Bruce MacNeil started the meeting with a brief orientation of where everything is located at the Mount. He welcomed everyone to Mount Saint Vincent University. Jeff Lamb asked that everyone introduce themselves.

Approval of Minutes

- The minutes of the 2008 Spring Business Meeting were approved as circulated with a few minor changes.

Reports

President: Jeff Lamb

- Jeff stated he wasn't able to attend the mid-year meeting in Portland, Maine. He was able to attend the fall meeting in Baltimore. Jeff gave several updates from that meeting. One item is the certification for the two levels of Educational Facilities Professional certification; he stated they are starting to work on the certification exams. You can find more information out on the APPA website.

- Jeff gave an overview on the Guiding Principles for Organizational Affiliation between APPA, Regions, and Chapters.

Membership/Treasurer – Greg Clayton

- Greg gave an update on APPA membership. The annual APPA invoices have been sent out.
- I'm Vice President of Membership for ERAPPA and I'm involved in the Membership for the Region.
- The ERAPPA annual fall conference will be in Portland, Maine. It's a good opportunity to network with people from all over New England and Eastern Canada.
- Greg gave an overview on the APPA Scholarship process. We have one scholarship recipient from ERAPPA, Arthur Walsh, University of New Brunswick. Congratulations, it is well deserved. The process is open again. It will be online this year, making it easier to track.
- Greg gave an overview on the following financial reports: AAPP Chapter Financial Summary for the period from April 1, 2008-April 1, 2009, the AAPP budget for the period from April 2009-March 2010, and the fall 2008 AAPP Conferences.

Communications/Technology – Justin Dunn

- Justin gave an overview on business pertaining to the local chapter and the Eastern Region.
- I wasn't able to attend the Technology/Communications meeting in Baltimore, but I did have an opportunity to attend the spring meeting in Portland, Maine.
- Justin gave an overview on Magnet Mail and the functionality of the program. Jeff wanted to know if someone has to run it. Justin stated its web based and we may need some assistance, which they can provide. Darrell asked when the e-mails go out is there a statement on the e-mail stating its being tracked. It may violate the privacy legislation within the province of Newfoundland, especially if it's not indicated that it is being tracked. Justin stated it's a good question. I'll check into and get back to you.
- The mailing list for ERAPPA is derived from the APPA list which APPA governs. There has been a good effort between the two groups to work together to filter the list. There have been some improvements over the last several years.
- Justin gave an overview on JOOMLA – open source software off the net used to track membership.
- If anyone would like to submit a school picture we can place it in the top banner of the ERAPPA site. If anyone is interested they can contact me for specifics.

Education/Secretary – Christine Matheson

- I attended the ERAPPA Conference and the Education Committee meeting in Baltimore. The name of the ERAPPA Education Committee was officially changed to the Professional Development Committee. There has been an ongoing discussion on the Educational Facilities Professional credentialing, ERP & CEFP. I sent out an E-mail earlier this year asking if anyone had someone who would like to write the exam to let us know. A group discussion proceeded.

- Through ERAPPA, we are purchasing more training DVD's. You can borrow them for a month at a time and there is no charge to do so.
- We held our Fall Education Conference in November 2008. It was well attended. We sent out a survey, although we didn't get many responses, the responses we did get were well received. The 2008 tracks included – asset management, sustainability, and Human Resources. Billy Riggs was the guest speaker.
- Christine gave an overview on the mid-year meeting she attended in Portland, Maine.

AAPPA Bylaws – not on the Agenda

- Jeff gave an overview of the AAPPA Bylaws Proposed Amendments (5). Motion to accept the Bylaws was brought forward and approved.

Elections – Jeff Lamb

- Jeff indicated that, in accordance with the chapter by-laws, two positions were open for election - Membership/Treasurer and Communications/Technology/Secretary. Jeff stated both Greg Clayton and Justin Dunn are willing to remain in their positions unless there is someone else who would like volunteer or nominate someone. Jeff opened the floor for other nominations and none were brought forward.

Membership/Treasure – Greg Clayton, University of Prince Edward Island
 Communications/Technology/Secretary – Justin Dunn, Holland College

All agreed.

Gary Schmeisser

- Gary gave an update on the CABOU Facilities Management Committee.

AAPPA 2009 Meeting

- Christine gave an update on the AAPPA Fall Education Conference scheduled November 5 & 6, 2009 in Halifax at the Delta Barrington. In preparation for the Conference I will need your input on the educational track topics.
- The 2010 meeting will be held at Acadia University and the 2011 meeting will be held at Saint Mary's University.