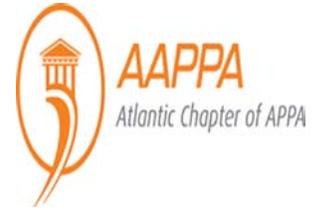


## **2010 AAPPA Spring Business Meeting Minutes - Acadia University**



**May 27, 2010**

### **In Attendance:**

Marcel Falkenham	Acadia University
Drew Peck	Acadia University
Craig Quartermain	Acadia University
Jeff Lamb	Dalhousie University
Christine Matheson	Dalhousie University
Justin Dunn	Holland College
Darrell Miles	Memorial University of Newfoundland
Kent Budden	Memorial University of Newfoundland
Rob MacCormack	Mount Allison University
Bruce MacNeil	Mount Saint Vincent University
Alex Doyle	Nova Scotia College of Art and Design
Lee Petter	Nova Scotia College of Art and Design
Leon MacLellan	Saint Francis Xavier University
Shaun Chisholm	Saint Francis Xavier University
Peter MacDonald	Saint Francis Xavier University
Gary Schmeisser	Saint Mary's University
Arthur Walsh	University of New Brunswick
Gary Wilkenson	University of New Brunswick
Craig Hickey	University of New Brunswick
Richard Gallant	University of Moncton
Charles Maillet	University of Moncton
Greg Clayton	University of Prince Edward Island

Guest(s):       Chuck Schouwerwou – Conference Planners Inc.  
                      Diana MacDonald – Interuniversity Services Incorporated

Business Meeting commenced at 11:30 am

### **Introductions**

- Marcel welcomed everyone to Acadia and provided a brief orientation and addressed housekeeping items surrounding the Spring meeting. Jeff Lamb asked that everyone introduce themselves around the table.

### **Approval of Minutes**

- Jeff reviewed the 2009 Spring business meeting minutes and they were approved.

## **Reports**

### **Presidents Report: Jeff**

- ERAPPA midyear meeting format changed to provide more content for participants
- Midyear meeting now a multiday event, expanded to include joint meetings between ERAPPA committees, which proved quite successful.

### **CHAPTER AFFAIRS**

- EFP (1<sup>st</sup> level/developmental piece) and CEFP (where applicants need 5 years experience) professional designations were discussed
  - Exams May 21<sup>st</sup> –short notice to get a session done locally
  - Possible to have a ½ day session and then an invigilated exam.
  - Target size 15-20 people
- Role of ERAPPA versus APPA was discussed
  - Looking to differentiate APPA as a higher level, can expect more expensive speakers at APPA event.
  - APPA is in Boston this summer.
  - One concept that is currently being discussed is to have the APPA and ERAPPA conferences in the same location to reduce travel costs.

### **Membership: Greg**

- Those who for not renew their memberships in ERAPPA they are contacted by local chapters.
- Personalized letters to new members
- Scholarships – encouraged to look within your organization for candidates to apply. There have been few applications within the Atlantic group. Go to ERAPPA.org to apply.
  - Suggestion: Look at the criteria and tailor your application with this in mind.
  - Up to \$1000 in travel and a significant portion of the registration costs

### **TREASURER; Greg**

- Review of spreadsheets that Greg circulated for both AAPP business as well as ERAPPA 2011 related fiscal matters.

### **Technology and Communication: Justin**

ERAPPA points - Midyear meeting in Pittsburgh

- Conference call system available for use through ERAPPA. Justin to send out to the group instructions on how to take advantage of the service.

- ERAPPA Newsletter –
  - a. Bob Cornero of the New Jersey chapter has primarily taken this under his wing and is looking to generate four newsletters annually in February, May, August, and November.
  - b. Publication will feature information on ERAPPA news, future events, as well as a chapter update and information about one school in the highlighted chapter.
  - c. Atlantic Chapter can to be showcased once a year.
  - d. If interested in submitting an article they are due 10 days before the beginning of the months specified above.
- Discussion on a file sharing system called Sharepoint. Discussions were held with the other ERAPPA Committees and this service seems to hold good value and application for many committee functions.
  - a. This type of tool appears to seem to very conducive for Host Committees and can act as nucleus of information.
- Draft privacy policy has been created by ERAPPA for its members.

#### AAPPA Updates

- Atlantic Chapter will have a username and password for Magnetmail next week. This will serve useful for maintaining various contact lists, such as membership, business partner contacts, presenters etc. The primary purpose of the Magnet Mail service is to send tailored e-mails to focus groups. ERAPPA can assist us in creating a template for our Magnet mail look and feel.
- Updating of contact list through ISI be emailed first of next week.
- AAPPA website discussion: While our product is solid the existing website puts an unbalanced work load on Dalhousie.
  - i. Suggestion to create a refreshed Joomla website using the services of Ogosense, that will provide us with username/password based website presence that will allow certain users with appropriate levels of access to manage/maintain pieces of the AAPPA website.
  - ii. Ogosense will assist us in creating a clean, professional, and modern web presence using Joomla. They can provide 4-5 training sessions, assist us fully in making decisions for the site structure, content migration, search engine migration, beta testing, and site release for approximately \$2000 USD.
  - iii. This group has created web sites for the ERAPPA fall sessions in the past and have a good understanding and traction of what works.
  - iv. We could integrate registrations for our Fall Sessions, Membership profiles, for an additional figure of approximately \$1000 USD

### **Professional Development: Christine Matheson**

I attended the ERAPPA Professional Development Committee meeting, which is held prior to the commencement of the Conference and the Annual Conference.

- The Committee continues to discuss on the Educational Facilities Professional credentialing, EFP, CEFP and Supervisor Toolkit programs offered at annual meetings. This was not successful in Portland - 3 in attendance at EFP.
- ERAPPA no longer has source to review engineering credits. ERAPPA needs to identify new source. CEUs (AIA/Engineering credits).
- Attended the Lessons Learned Meeting. This meeting provides the chairs of the Annual Meeting Committee to discuss the pros and cons of the conference.
- PD Committee is purchasing more training DVDs. We can borrow them for a month at a time and there is no charge to do so. ERAPPA Library – defining to be more visible on webpage.
- provided APPA w/AAPPA update

I participate in the PD Committee's bi-monthly conference calls

I attended the ERAAPPA Mid-Year Meeting in Pittsburgh March 24- 29, 2010

- Main focus of this meeting is to review and prioritize the professional development presentations for ERAPPA 2010
  - 77 proposals sorted – yes, no, maybe, backup
- Discussed the revamping of the ERAPPA PD web pages

AAPPA – 2009 Fall Education Conference November 5 & 6

- Key Note Speaker – Bill Carr, Comedian
- Tracks
  - Directors
  - Administration
  - Energy/ Sustainability
- Venue – Delta Barrington
- Survey results
  - Attendance 74 – sponsors, specials, etc. took up over 100
    - 12/17 institutions
  - 86% said Bill Carr well received
  - Well received
  - 50/50 – liked the change in locations but found the main room cramped

Working on AAPPA 2010 Fall Education Conference – November 18 and 19

- Venue – Delta Barrington – Putting a cap on how many guests sponsors can bring
- Tracks – new look – last year's survey said that people would like to move around the difference tracks. We heard you.
- Key Presenter Let's discuss

## **ELECTIONS**

- Christine and Jeff to remain in positions (by-law amended to allow President to have 3 – 2 year terms instead of 2 terms)

## **AAPPA WEB SITE**

- Christine has a new look and will pass over to Justin for implementation.

## **AAPPA 2010 Fall Session**

- Christine guided the group through a PowerPoint surrounding the date, agenda, and education topics considered.
- Sponsorships look strong for 2010 Fall

**NEXT SPRING MEETING LOCATION: Saint Mary's University.**