

2007 Spring Conference Meeting Minutes

1. Introductions - Jeff Lamb opened the meeting and asked everyone to introduce themselves for the benefit of newcomers.
2. Approval of Minutes – Jeff indicated the minutes had been previously sent out electronically and a copy was included in the conference folder. He asked for any corrections to be identified. As there were no corrections, the minutes were approved as written.
3. Reports
 - President – Jeff provided an overview of several items:
 - Annual fall ERAPPA conference will be held in Ottawa Sept. 30 – Oct. 3. He spoke briefly on the theme of the conference and encouraged those who could to attend.
 - Mid-year conference in March was also held in Ottawa. The thrust of this meeting was to ensure the planning for the fall conference was moving along on schedule.
 - Last two ERAPPA conferences made over \$100,000 each. The tax folks are starting to pay attention. There is discussion at ERAPPA and APPA on how to legally deal with this issue, as most of the chapters do not have non-profit exemption. Leon, as past president of ERAPPA is working on this issue.
 - ERAPPA conferences are held every fall, but the next ERAPPA conference to be held in the Atlantic Provinces will be in 2011. We need to be prepared for the tax implications, and are watching Ontario this year on how they deal with this issue and may follow their lead.
 - Accreditation is an important issue, especially with younger professionals. Jeff discussed accreditation and the 7 key strategies offered by APPA. Accreditation is important to engage young professionals and to give them something to show they have gone through the training programs. At the end of the 4th time at the APPA Institute, you will be able to write an exam and be accredited.
 - Treasurer – Greg Clayton provided an overview of several items:
 - Greg circulated and reviewed the:
 - AAPP financial summary for the period April 1, 2006 to March 31, 2007,
 - AAPP budget for April 2007 to March 2008
 - AAPP 2006 Fall Conference Budget to Actual comparison.
 - Greg indicated that although we are in a generally healthy financial state with a year-end balance of \$12,424, we need to re-think the fall conferences or we will go broke. The 2006 fall conference cost the chapter \$6,791 and so to help ease the impact of the 2007 conference on

the budget, he has proposed a conference budget of only \$4,150. Therefore we have to explore ways to reduce costs or increase revenues. For example we can reduce expenses by lowering the cost of the guest speaker, increase the attendees' fee to attend, increase sponsorship, and maybe others.

- Jeff spoke about how this is the first time APPA received funding for the speaker from ERAPPA, and we were happy to be able to do that. As mentioned above, the \$ for attendees might need to be increased if we are to continue to put on similar or even better conferences in the future. The fall conference is well attended and based on the survey conducted after the last one, there is lots of interest.
- Membership – Greg Clayton provided an overview:
 - Greg reinforced the importance of continuing to look for potential new members to the AAPPA chapter and asked for all members to be on the lookout for new members. Some discussion followed on possible members.
- Education – Mike Carter provided an overview of several items:
 - This was my first year as Vice-President Education of the AAPPA organization. The past year proved to be somewhat of a learning experience, in terms of the role within the AAPPA chapter and the ERAPPA organization. As many of you will know the VP-Education of the various chapters form the Education Committee of ERAPPA.
 - Some of the many initiatives and events the ERAPPA Education Committee has been actively working on in the past year are as follows.
 - Defining the support role of the Committee in regards to the annual ERAPPA fall conferences (and specifically the 2007 Ottawa ERAPPA).
 - The Committee developed formal guidelines and standards for education sessions at ERAPPA annual conferences. They are intended to promote and maintain the quality and overall value of educational programs offered.
 - The Committee developed a schedule defining the major milestones for development of program themes through presentation selection. This schedule is to be incorporated in the “annual meeting guide” used by organizers of annual ERAPPA meetings. This is in response to host committees requesting a more defined schedule to ensure the selection process is started early enough to have time to evaluate each submission.
 - Evaluated the responses to “call for presentations” for the 2007 ERAPPA fall conference. Recommended presentations to the host committee.

- Established criteria for consistent delivery of educational sessions at ERAPPA conferences to allow facilities professionals to earn PDH's and other professional education credits.
- In conjunction with the Mystic host committee, participated in a "Lessons Learned" session to learn from deficiencies, oversights, and of course the good things that happened at Mystic ERAPPA in fall 2006.
- The Educational Resources library continues to be a source of educational materials for facilities staff. The committee discussed items such as the need to update the inventory. Funding is always at the forefront of this type of discussion. Usage is reportedly increased from previous years. There is frequent use of:
 - The practical Coach
 - Fish
 - Housekeeping Series
- Working on selection of a new circuit speaker for the October 2007 to October 2009 period.
- In addition to the role on the ERAPPA Education Committee, I played a modest role in supporting the host university (Holland College – Justin) in planning the educational component of the spring 2007 AAPPA business meeting/conference.
- An upcoming task is to work with Dalhousie staff on the planning of the fall 2007 AAPPA educational conference.
- Jeff indicated he was happy to hear ERAPPA education committee was able to participate in working with the host committee in the planning of ERAPPA 2007 fall conference.
- Communication/Technology – Darrell Miles provided an overview of several items:
 - Darrell listed the locations of the next several ERAPPA meetings.
 - If we can get a photo from this conference, it might be put on the ERAPPA web site.
 - He reviewed the ERAPPA executive vacancies.
 - Concept of a blog was discussed. Generally not much support for such a thing, as most people feel they have enough listserv's to review as it is.
 - Jeff added that Gary has put his name forward for the position of VP Chapter Affairs. He further encouraged all AAPPA members to consider volunteering and submitting their name for ERAPPA positions.

4. Location of 2011 ERAPPA Conference - Jeff on behalf of Leon MacLellan said the 2011 ERAPPA conference will be held in the Atlantic Provinces. It is soon going to be time to choose the location. Significant discussion followed, identifying the pro's and con's of various locations. Jeff said there is consideration in ERAPPA for providing a consultant to the host committee to aid in organizing these annual conferences. The discussion that followed strongly supported Halifax as being the most appropriate location, primarily on the basis of being able to accommodate the number of attendees, the presence of the ever popular casino and other after hours (tourist) attractions, and ease of transportation to and from the city. Jeff asked for a show of hands of support and was overwhelmingly in support of Halifax. Hence, Halifax has been chosen as the location of the 2011 ERAPPA annual conference.

5. Elections:

- Jeff indicated there are two AAPPA executive positions available due to end of terms: VP Membership/Treasurer and VP Communications/Technology.
- Jeff thanked Darrell and Greg for their efforts in these positions.
- Darrell has said he would like to step down.
- Greg has said he would like to let his name stand for election for another term.
- By acclamation, Greg was re-elected for VP Membership/Treasurer.
- Justin Dunn elected VP Communications/Technology
- Mike Carter resigned as VP Education/Secretary.
- Christine Matheson elected VP Education/Secretary.
- Co-chairs of 2011 ERAPPA conference: Gary Schmeisser and Christine volunteered to co-chair. Jeff will call for other volunteers soon via the listserve.

6. Fall AAPPA Conference

- Christine gave a report on the 2006 AAPPA fall Conference.
 - 58 participants
 - 9 institutions
 - 98% response rate on follow-up survey
 - Response on Tracy was very good to excellent.
 - Conference is appreciated by attendees and should be continued.
- Christine gave information of this year's AAPPA fall conference
 - Conference will be November 7th and 8th, 2007.
 - Likely will again be held at Halifax Citadel Hotel – newly renovated.
 - Christine will send email asking for educational track ideas and for volunteers to assist with planning.

7. AAPPA 2008 Spring Meeting:

- Jeff indicated St. Francis Xavier is next on the list.

- After quick consult with a calendar, it was established that it will be held May 29th and 30th, 2008.

8. Website: (Jeff and Christine)

- Web site has moved from Memorial Univ. to Dalhousie Univ.
- Briefly discussed the new site.
- Asked if any comments and suggestions for the new web site could be forwarded to Christine.
- Jeff thanked Memorial Univ. for hosting the site until now.
- Christine showed and described the new AAPPA logo that is in place on the new web site, and asked for any comments to be directed to her.

9. Other business – none.

10. Jeff concluded the meeting at 1:40 pm.