

**Minutes of a Meeting of
the Atlantic Chapter of APPA
held at UNB, Thursday June 2, 2004**

In Attendance

Name	Institution	E-mail
Jeff Lamb	Dalhousie University	jeff.lamb@dal.ca
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Keith Hiscock	Memorial University of Newfoundland	keithh@mun.ca
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1. Introductions – Gary Schmeisser opened the meeting and asked everyone to introduce themselves for the benefit of newcomers. Particular note was made of the first time attendance of Justin Dunn, a representative from Holland College on PEI. Gary then handed out copies of the FACIL-L listserv membership list to all attendees and asked that additions/corrections be sent through him.
2. Financial/Membership – Greg Clayton distributed a financial summary for the period May 1/04 to April 30/05 which identified a current balance of \$16,643.68. The main expense was the Fall workshop session held in Halifax, the cost of which was totally covered by the chapter.
3. Budget – Greg distributed a draft budget for 05/06, but indicated that it was only a strawman for discussion. He indicated that there would be two principal sources of revenue for the year; interest and any surplus from the Spring Meeting. Since it was intended that the Fall sessions be self-supporting (ie expenses covered by fee for attendance), the principal expense on the budget would be a proposed scholarship award(s). The scholarships would be a maximum expenditure of \$2000 annually and would only be awarded if a minimum balance of \$10,000 was maintained in the chapter funds. Comments were made supporting the \$10k minimum balance principle, but it was generally felt that expenditures should be made to provide support to the maximum numbers of people rather than a select few, so subsidization of the Fall training session was preferred over scholarships. It was also suggested that a three year rolling budget should be used due to the uncertainty of the revenue amount on an annual basis.
4. Technology - Darrell Miles invited everyone to review the APPA web site and provide any updates/feedback to Margaret Michaluk at MUN. Her contact info is on the web site.
5. Roles – Gary reviewed the respective roles of APPA, ERAPPA and the chapter. He reminded everyone of the chapter by-laws which are on the web site and he indicated that all of the current chapter executive had volunteered to retain their posts for another year so that the new format of Spring/Fall meetings that this executive had implemented could be more firmly established. There were no objections to this proposal.

6. Atlantic City Updates – The Mid-Year ERAPPA meetings were held in Atlantic City in March and the following reports were provided:
 - a. Gary – The main topic at the Chapter Affairs meeting was determining the appropriate level of Vendor involvement in ERAPPA.
 - b. Greg – Topics discussed included Emeritus members, renewal rates, institutional list review, diversity of involvement levels and the Top-30 campaign.
 - c. Darrell – Reported that he had not attended the Mid-year Technology committee meeting. He did indicate that the main item on the agenda had been the ERAPPA web site and improvements thereto. He invited everyone to check it our and provide feedback to him.
 - d. Jeff – The Education Committee discussed Syracuse Meeting after-action report, selection of new Circuit Speaker, videotape library, new training programs under development and the role of the ERAPPA education committee in ensuring quality control at the annual meetings.
 7. Fall / Spring meeting update – It was confirmed that the principle of holding a Spring business meeting at a rotating venue and a Fall training session at a location suitable to maximizing attendance would be followed from now on. Jeff indicated that he will contact the people who volunteered at the last Fall session to begin planning for a Fall session for this year. Topics to be covered will be based on the requests from last Fall. It was requested that 4 tracks be held even if no formal training could be identified for certain groups because the networking opportunity of last Fall was very valuable.
 8. Next Spring Meeting - June 1 & 2, 1006 at Mount Allison.