

**Atlantic Chapter of APPA
2012 Spring Business Meeting
May 31 & June 1, 2012
Université de Moncton**

Minutes

In Attendance:

Marcel Falkenham	Acadia University
Jeff Lamb	Dalhousie University
Christine Matheson	Dalhousie University
Dennis Gillis	Dalhousie University
Rob MacCormack	Mount Allison University
Bruce MacNeil	Mount Saint Vincent University
Alex Doyle	Nova Scotia College of Art and Design
Leon MacLellan	Saint Francis Xavier University
Gary Schmeisser	Saint Mary's University
Arthur Walsh	University of New Brunswick
Craig Hickey	University of New Brunswick
Richard Gallant (Host)	Université de Moncton
Charles Maillet (Host)	Université de Moncton
Greg Clayton	University of Prince Edward Island
Troy Gallant	University of Prince Edward Island

Guest: Scott Wolstenholme – Interuniversity Services Incorporated

May 31, 2012

The Business Meeting commenced at 11 am.

1. Welcome Address, Business Meeting and Working Lunch – Jeff Lamb

Jeff welcomed everyone to the Conference and thanked Université de Moncton for hosting this year's conference. Jeff reviewed this year's agenda and requested additions or deletions from the agenda. Item 8 - budget was added.

2. Minutes – Jeff Lamb

Jeff asked for a motion to pass the 2011 Spring Business Meeting minutes, the motion was made by Greg Clayton and seconded by Christine Matheson.

3. Reports

Presidents Report – Jeff Lamb

- Unfortunately, due to pressing commitments at Dalhousie University in March, Jeff was not able to attend the Mid-Year Meeting in Philadelphia.

Membership/Treasurer – Arthur Walsh

- The starting balance on April 1, 2011 was \$28,951.69 and the end balance as of March 31, 2012 was \$91,462.63. The dramatic increase in the net financial position was due to AAPPa 50% host's share of the net proceeds from ERAPPA 2011 Annual Conference.
- Due to the ERAPPA Annual Conference being held in Halifax last year there was no fall AAPPa Conference.
- With the current balance of over \$91,000, it was determined we should explore setting AAPPa as a registered charity.

Membership – Greg Clayton

- Greg reviewed the regions membership statistics and AAPPa has a high membership percentage in the region.

Regional ERAPPA

- There are 6 scholarships available this year with 3 additional for EFP Certification. The AAPPa training and exams are now available online. The ERAPPA website demonstrates how to apply. AAPPa may want to offer our own scholarships.
- ERAPPA will be offering an ambassador scholarship program this year in Philadelphia. The scholarship value is \$595.00 USD. The criteria for selection is as follows:
 - You must be working in the jurisdiction for a minimum of 5 years, in a supervisory role, and have not attended an annual ERAPPA Conference. The deadline for applications is the same registration deadline for the annual conference. This year's conference is scheduled for September 30 - October 3.
- Greg will be attending the AAPPa meeting in Denver this summer as the ERAPPA membership representative to APPA.
- A discussion was held in regards to the mentorship program within APPA and the Committee will be reviewing this program for ERAPPA.

Communications Technology/Secretary – Bruce MacNeil

- We focused on the ERAPPA website.
- We discussed the AAPPa website minutes on Google documents.

Professional Development – Christine Matheson

- The majority of all mid-year meetings for the Professional Development Committee are centered on selecting the presenters for the annual ERAPPA Conference. The Committee reviewed a record 136 professional development presentation proposals. The Committee

has selected 5 possible tracks and these will be reviewed with the host committee. Once again this year there were too many presentations submissions on the same topic.

- Dana Peterson is the ERAPPA representative to APPA. Dana discussed the popularity of the drive-in workshop that is sponsored by APPA. Given the geographical challenges in Atlantic Canada this chapter should investigate the possibility of combining a drive-in workshop with the spring or fall conference.
- ERAPPA maintains an inventory of videotaped educational programs, many with facilitator's guides, in a wide range of facilities management and leadership topics. The inventory is housed at American University and access to titles for the cost of return postage is available to all ERAPPA members. In order to borrow one of the titles, please contact Michelle Frederick (mfrederi@american.edu) or Willy Suter (wsuter@ameircan.edu) and make arrangements. ERAPPA covers the cost of getting the tape to you and you cover the cost of return postage to American University. Christine has used this program on a number of occasions and it has been very beneficial, she encourages all AAPPA members to take advantage of this resource.
- The ERAPPA Professional Development Committee is investigating revamping the website.

4. Elections – Jeff Lamb

- Jeff will not re-offer for Chapter President this year. Greg Clayton has put his name forward for the Presidential role. Jeff requested nominations from the floor and no nominations were submitted. By acclamation, Greg Clayton will serve as the AAPPA President for a 2-year term. Christine has offered to serve another session as VP of Professional Development. Jeff requested nominations from the floor and no nominations were submitted.
- Rob and Leon are our current CAUBO representatives. Rob has offered to stay on for another 2 years. The CAUBO representatives will bring notice to AAPPA when elections are due. As noted, Rob's term will expire in June 2014 and Leon's will expire in June 2015.

5. ERAPPA 2011 Conference Update – Christine Matheson

- The feedback we received from the delegates, the ERAPPA Board, and the business partners was all very positive.
- Due to the very positive financial results, the Co-Chairs engaged an auditor to verify the results. The report from the auditor confirmed the conference financials.
- Gary thanked everyone for their help.

6. AAPPA Website <http://fm.dal.ca/appa> – Christine Matheson

- The current website, which is hosting at Dalhousie University, was discussed in detail. The discussions revolved around how the website is to be used, some ideas related to how the chapter was to be received locally and as an awareness tool for potential members. Some ideas that were introduced were:
 - Linking to the ERAPPA website, to see more information on the site such as, Professional Development Library, Scholarships, VFA, and Links to CAUBO, ERAPPA, and APPA.
 - If AAPPA were to offer scholarships this information should also be included on the website, as well as, an explanation on membership benefits.

- o A 2-tier information strategy was also discussed utilizing existing technologies such as Google docs and social media such as, Facebook, Linked-in, or Twitter.
- Due to a healthy discussion, a Sub-Committee consisting of Rob, Bruce, and Christine will explore options and report back to the Executive.

7. AAPPA 2012 Fall Professional Development Conference - Christine

- The fall 2012 Professional Development Conference will be held on November 29 & 30. The Delta Halifax is tentatively booked.
- Some of the feedback received last year was that the delegates wanted to be able to move between tracks.
- The participants at last year's conference, as well as, delegates attending the spring meeting felt the Wednesday could possibly be used as a meeting of the Directors or their delegates to discuss regional agenda items.
- A lengthy discussion took place on the size and type of Conference we would be holding in the fall. Spring meeting attendees felt that the social interaction between attendees was critical to the success of the conference as it provided valuable networking opportunities.
- Some of the Professional Development topics included the possibility of leadership training. In 2008 Glenn Smith presented a program at ST. FX. This year, some of the discussion focused on whether to present Track 1 again or to continue to Track 2. Christine indicated that Michelle Frederick could teach Track 1 and she will determine the cost and availability for the fall program. If we were to move in the direction of Track 2 the approximate cost would be \$20,000 with a minimum of 20 people attending.
- Gary Schmeisser motioned to dedicate \$10, 000. 00 for Professional Development this year and Jeff Lamb seconded the motion. **The motion was unanimously approved.**

8. Budget (New item) – Arthur Walsh

Financial Statement April 1, 2011 – March 31, 2012			
April 1, 2012	Opening balance		\$28, 951.69
	Income	\$62,582.34	
	Expenses	\$71.40	
	Closing balance		\$91,462.63
Proposed Budget April 1, 2012 – March 31, 2013			
As of April 1, 2012	Total Equity		\$91,462.63
2012-2013 Operations	Revenue		
	▪ Fall Education Meeting	\$37,000.00	
	▪ Interest on Savings	\$125.00	
	Total Revenue	\$37,125.00	
	Expenses		
	▪ Fall Education	\$31,000.00	

	Meeting ▪ Professional Development Initiatives ▪ Scholarships ▪ Professional Fees ▪ Bank Service Fees Total Expenses	\$10,000.00 \$5,000.00 \$1,000.00 \$71.00 \$47,071.00	
	Proposed closing balance		\$81,516.63

- It was agreed that a separate expense line of \$5000.00 should be created for scholarships with rules to be set by the Executive.
- Rob motioned that the AAPP Executive prepare an 8-year business plan leading up to the next hosting of the Regional ERAPPA Conference. Christine Matheson seconded the motioned. **Motioned carried.**
- Jeff Lamb motioned to adjourn the meeting and Rob MacCormack seconded the motion.

Memorial University will host the 2013 Spring Business Meeting.