

**Atlantic Chapter of APPA
2011 Spring Business Meeting
May 19 & 20, 2011
Saint Mary's University**

Minutes

May 19, 2011

In Attendance:

Marcel Falkenham	Acadia University
Tom Carroll	Acadia University
Jeff Lamb	Dalhousie University
Christine Matheson	Dalhousie University
Justin Dunn	Holland College
Darrell Miles	Memorial University of Newfoundland
Cynthia Whelan	Memorial University of Newfoundland
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
Richard Gallant	Université de Moncton
Charles Maillet	Université de Moncton
Greg Clayton	University of Prince Edward Island
Don MacIsaac	Cape Breton University
Rick Bickerton	Cape Breton University

Guests: David Davidson – Interuniversity Services Incorporated
Diana MacDonald – Interuniversity Services Incorporated
Dr. Mark Fleming – Saint Mary's University

The Business Meeting commenced at 11:30 am

Introductions

- Gary welcomed everyone to SMU and provided a brief orientation, acknowledged the sponsors for the event, and addressed housekeeping items surrounding the spring meeting. Jeff Lamb asked that everyone introduce themselves around the table.

Approval of Minutes

Jeff reviewed the 2010 spring business meeting minutes and they were approved.

Reports

Presidents Report: Jeff

One of the key principles of the Chapter Affairs Committee is to compare notes and share practices from one Chapter to the next.

- This is an excellent avenue to discuss with others who have been there what works and what doesn't for a variety of matters (e.g. How do you handle business partners)?
- Stressed the importance of generating interest for this falls session with the ERAPPA membership, discussed the use of DVDs from destination Halifax.
- Focus this year falls on ERAPPA.

Membership: Greg

- To continue 1st time attendees, important to welcome new members and make it enjoyable for them.
- Scholarships process is now open for APPA based courses. This is a great program that can subsidize tuitions between \$100 and \$1500. Deadline is Aug 30, 2011.
- To increase your probability of a successful scholarship application, please follow the criteria carefully, and consider the scoring model when completing.
- Allows good upward potential in the Facilities Management field.
- Continuing to engage new community colleges. President of APPA this year is from a community College.
- Drive in workshop concept; work with APPA to set up sponsors so it is free for participants. Focus is basically a four hour short course to minimize travel.
- Focus on engaging young members, one concept is the Facilities Management Internship program. These young professionals would work within the FM arena, and the idea is to promote and raise awareness of the Facility Management field as a career path.
- The Membership Committee is looking to clean up the ERAPPA website specifically in the area of benefits of membership.
- We would like to acknowledge a well run campaign by our own Leon MacLellan (St. FX) running for APPA president.
- Following positions coming up for ERAPPA: Treasurer, Technology & Communications and Chapter Affairs.
- Halifax School Board has signed up to AAPP.

Treasurer: Greg

- Review of spreadsheets that Greg circulated for both AAPP business as well as ERAPPA 2011 related fiscal matters.
- Discussion on member institutions being more prompt on payment on their fees.
- Motion to approve the budget was passed by Greg, and seconded by Leon.

Technology and Communication: Justin

ERAPPA items – Mid-year meeting in Halifax

- ERAPPA Newsletter –
 - a. After using this service after a couple of years it is the spirit of the Committee that this is a value added service that allows ERAPPA members to keep up on trends in industry, allows an opportunity to learn more about our sister chapters / specific schools in those chapters.
 - b. 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.
 - c. Everyone is encouraged to either write an article or even suggest an article to the Technology and Committee rep or Bob Cornero directly.
 - d. The technology and communications group is focused on involving business partners to contribute as well, not to directly promote their brand but rather to educate on a specific topic.
 - e. If interested in submitting an article they are due 10 days before the beginning of the months specified above.
- Continued discussions on a SharePoint file sharing system. It seems like the other ERAPPA Committees see the need to have this shared service to ensure as many hands may work on a single body of work that version control is kept in order.
- Draft privacy policy has been reviewed and is working its way to acceptance by ERAPPA for its members. The nature of the Privacy Policy is quite generic in nature, and clearly describes how information is stored, and used by ERAPPA to provide membership lists to Chapters and to business partners as a member benefit.
- The joint Committee meetings were again very beneficial and one key point of interest is that the PD Committee is in the process of using the ERAPPA website to sign out educational materials. Although it was recognized that this area still needs some work and be made easier to find, the joint committees felt very positive that this is a great service that hopefully our chapters will enjoy and take advantage of.
- Cv bent and APPA Backoffice were discussed as possible solutions to the issue of host committees creating new registration systems for fall sessions. While the decision is still not made, there is a lot of momentum behind the APPA Backoffice solution as there is strong support, it has all the functionality required to perform the job, and APPA spends upwards of \$300,000 in ensuring data is strong, and the system is reliable.

AAPPA Updates

- Updating of contact list through ISI will be circulated for your review and amendments by Monday.
- AAPPA website discussion: Dalhousie continues to do a phenomenal job at maintaining our website. We do have a price to convert the website to a Joomla based site for approximately \$2000.
- Suggest that this be considered after Fall Conference.
 - Joomla is a content management solution 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.

Professional Development: Christine

ERAPPA PD Committee

- I attended the ERAPPA Professional Development Committee meeting in Pittsburgh (October 3 – 6, 2010).
- The PD Committee continues to discuss on the Educational Facilities Professional credentialing, EFP, CEF and Supervisor's Toolkit programs offered at annual meetings. This still is no not overly successful.
- 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
- Attended the Lessons Learned Meeting. This meeting provides the chairs of future Annual Meeting Committee to discuss the pros and cons of the conference.
- Gave update on the 2011 ERAPPA Conference
- Discussed the revamping of the ERAPPA PD web pages

ERAPPA MYM

- Along with the ERAPPA President, Terry Pellerin, Gary and I hosted the ERAAPPA Mid-Year Meeting, March 23- 26, 2011
- Main focus of the meeting was for ERAPPA to meet with Host Committees (2011, 2012 – Philadelphia, 2013 – New York) and review and prioritize the professional development presentations for ERAPPA 2011.

AAPPA – Vice-President PD

- 2010 Fall Education Conference November 18 and 19, 2010
- Key Note Speaker – Brian Thwait's, brain trainer', a learning and communication whiz
- Panel Discussion with University Vice-Presidents
- Tracks
- Administration
- Operations and Security
- Facilities Planning and Project Management
- Survey results

- 79 in Attendance - up by 5 from last year
- 12/17 institutions attended – same as last year
- 2 special guests from the ERAPPA Board – President, Terry Pellerin, Treasurer, Lou Dursi
- 12 sponsors – up from last year
- Only 15 responded to survey – down from last year
- Conference met or exceeded expectations
- Key note speaker - Brian Thwaites was ok – not memorable. Not as good as Bill Carr the previous year
- Received negative comments with respect to having sessions with ISI and Site Lines running concurrently with Track sessions. Suggestion that directors should meet ½ day in advance if these types of sessions are offered in future – they couldn't attend Track Sessions
- Less personal interaction with universities – previous conferences had round-table discussions with common problems between universities – would have preferred that forum over the VP Panel discussion
- Also received feedback that our sustainability counterparts would like to attend/participate in AAPPA
- We are still growing, we may have to change venue again

ERAPPA 2011 Conference

- Presentation coming up

Elections

- VP Communications and Technology – Bruce MacNeil
- VP Membership – Arthur Walsh
- CABUO Facilities Management Committee Rep – Leon MacLellan

Business Meeting

Spring Meeting – Purpose and attendance discussion

There was a discussion on the modifications to the by-laws for the spring meetings. Items to be considered include:

- Number of members to bring to the meetings.
- Associate members may want to participate as Chapter Executives.
- With a larger number of participants, how is the spring meeting being funded? Do we charge a fee?
- AAPPA Executive will look at changing the by-laws before the next spring meeting.
- The 2012 spring meeting will be held at **Université de Moncton**.

Historical Hosted Meetings

Fall	1997	Cape Breton University
Spring	1998	Memorial University
Fall	1998	University of New Brunswick
Spring	1999	Mount Allison University
Fall	1999	Saint Francis Xavier University
Spring	2000	Mount Saint Vincent University
Fall	2000	Acadia University
Spring	2001	Saint Mary's University
Fall	2002	Université de Moncton
Spring	2002	Memorial University
Spring	2003	University of Prince Edward Island
Fall	2003	Dalhousie University
Spring	2004	Cape Breton University
Fall	2004	Training APPA Halifax
Spring	2005	University of New Brunswick
Spring	2006	Mount Allison University
Spring	2007	Holland College
Spring	2008	Saint Francis Xavier University
Spring	2009	Mount Saint Vincent University
Spring	2010	Acadia University
Spring	2011	Saint Mary's University

Fire Marshall Discussion

- The N.S. Fire Marshall has downloaded responsibility to the Municipality for inspections.
- HRM has taken on this responsibility and focused on residences at universities.
- Law states that the Fire Marshall should inspect every 3 years.
- NFLD – no required inspections by Fire Marshall. Local fire department comes by regularly.
- PEI – work with local municipality, no regular inspections.
- NB – works with the province only, no regular inspections.

A discussion took place on the evacuation of persons with disabilities and how it's handled.

- There was no common standard operating procedure for dealing with persons with disabilities.
- It was agreed at the next meeting we should look at evacuation procedures for persons with disabilities. Some of the items discussed include the following:
 - Stairwells as a place of refuse.
 - Allocation of special rooms.
 - Code issues to be reviewed.

The Chapter may consider having a consultant speak at the next meeting. One of the suggested consultants was Bartlett's.

Department of Labour

Concerns were addressed on the inspection process. There appears to be a disconnect between the inspectors and the audit/fine committee. Another concern exists on the timing of the appeal process and the ability to meet the guidelines.

ISI - Sustainability

- The residence challenge was won this year by Saint Francis Xavier University.

APPA

- The national APPA meeting will be held in Atlanta this July and Denver next year. There is a scholarship of \$850.00 available for new participants wishing to attend.
- The location and timing of the event was a concern to possible attendees due to weather and conflicts with other events.

ERAPPA 2011

- Some Universities were wondering how to get more people to attend the conference while budgets are shrinking. It is increasingly more difficult to acquire training budgets and the Chapter was requested to look at a bursary program for attendees equating to \$350.00. The Chapter will investigate the bursary program, and depending on ERAPPA budgets and AAPPA, we may look at a type of scholarship.