



# ANNUAL REPORT

## *To Membership*

### 2013- 2014



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## ERAPPA BOARD 2013 – 2014

President	Michelle Frederick – American University
President - Elect	Dale DeBlois – Colby College
Vice President, Professional Development	Christine Matheson – Dalhousie University
Vice President, Membership	Chris Dupuis – University of Hartford
Vice President, Annual Meetings	Beth Clark – Pennsylvania State University
Vice President, Technology and Communications	Steve Peary – University of Vermont
Vice President, Chapter Affairs	Pete Buchheit – University of Pittsburgh Bradford
Secretary	Kevin Mann – Salisbury University
Treasurer	Arthur Walsh – University of New Brunswick Fredericton
Past President	Dan Gearan – New England College
APPA Liaison to ERAPPA	John Bernhards – APPA
Business Partner Representative	Tracey Beauregard Hartford – Windover Construction

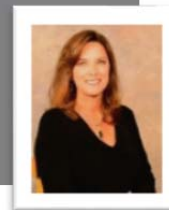
## ERAPPA Reps to APPA Committees 2013 – 2014

Professional Development Committee	Rick Battistoni – Saint Michael's College
Membership Committee	Greg Clayton – University of Prince Edward Island
Information & Research Committee	Steve Peary – University of Vermont
Awards & Recognition Committee	Keith Woodward – Quinnipiac University
Professional Affairs Committee	Leon MacLellan – Saint Francis Xavier University

## President's Message

Michelle Frederick, ERAPPA President 2013-2014

Training & Organizational Development Manager  
American University



It has been an honor and a pleasure to serve as the ERAPPA President this past year. The people that make ERAPPA work have made leading the organization easy. The quality of work and effort that is put forth by our many volunteers - fellow board members, various ERAPPA committee members, representatives to APPA, and host committees - is truly amazing. If you have not had an opportunity yet to get involved, please consider doing so. There are many ways to serve at the Chapter, ERAPPA, or APPA level. Not only will you find volunteering extremely rewarding, but your institution will benefit from your leadership experience. It is a win-win for the organization and your institution.

Over the past year the Board has, among many other things, been focusing on the continuing implementation of the ERAPPA Strategic Plan. The focus is for the organization to continue to provide outstanding educational and professional resources to our members, clearly identify who we are and what we do, bolster our membership, and further engage Business Partners in the organization. The key initiatives for the past year have been:

**Election Nomination Process** – One of the objectives of the ERAPPA Strategic Plan is to increase participation in the leadership of the organization. A desired result is multiple people running for office. At our Mid-Year Meeting the Chapter Presidents identified that our nomination process could be improved allowing for more time for the members to review candidates and make an informed decision. Currently our nominations committee meets once a year just prior to the annual meeting with the election taking place at the annual meeting. We are looking into moving our nomination process back to start earlier in the year in an attempt to identify candidates earlier and allow for candidate information to be put in front of the membership. We hope to avoid the last minute scrambling to find candidates.

**Bylaws Update** - It has been several years since a review and update of the ERAPPA bylaws has taken place. We have completed a review, in addition to some housekeeping modifications, will be adding sections to support greater Business Partner involvement at the ERAPPA Board and on our standing committees, as well as, establishing a standing Annual Meetings Committee.

**Video Project** – One of the strategies in the ERAPPA Strategic Plan is marketing to support the objectives of the plan. To that end, we started a video project at our Annual Meeting in Rochester in 2013. The video will be used for recruitment, retention (identify benefits...), ERAPPA promotion (APPA professional development, Chapter Meetings...) and event promotion (Drive-ins, Toolkits, Chapter Meetings). The results of our first effort will be shown our region table at the APPA 2014 in San Diego.

**Canadian Town Hall** – While the Mexican Initiative has little impact on the Eastern Region, we have challenged ourselves with working on our relationship with our Canadian Chapters and members. Several initiatives have been planned to begin working on this valuable relationship. First a town hall type of meeting to be held at our annual meeting in Atlantic City. The purpose of the meeting would be to stay engaged with our Canadian members and address any concerns they may have. John Bernhards is working with Dave Button for possible participation. While Dave may not be available, another avenue

is being explored, a possible webinar with Dave being the main speaker. Christine Matheson, a Canadian ERAPPA Board member, has volunteered to be the moderator of both events.

**Finances** – ERAPPA continues to be strong financially. In fact the ERAPPA Board feels that our reserves have grown to a point where we need to spend some of it down. Each year overly conservative budgeting has led to operating surpluses that continually grow our reserves. We would like to bring our budget closer to balanced. But this requires spending beyond what we anticipate for income. This approach is difficult as much of our revenue comes from our annual meeting which is run by Chapter Host Committees and we must rely on their budgeting. This is a nice problem to have but difficult to explain.

**Mentoring Program** – Our New Mentoring Program was introduced and launched at the 2013 Annual Meeting. We currently have 6 mentoring pairs. At the ERAPPA Mid-Year Meeting, a presentation and exercise was conducted by Nancy Yeroshefsky on how to be a mentor. The presentation helped the Board and Committee members understand what mentoring is and its benefits. It also identified the role and responsibilities of a mentor (and mentee) and skills and characteristics needed for success. A goal of the session was to get our members thinking about participation in the ERAPPA Mentorship Program. Since the program in March, the presentation and supporting tools were uploaded to the website and six mentoring pairings have taken place to date. The focus is how to develop the program and bring it to the next level.

In addition to these new initiatives, the Board has also focused on our internal governance. We have completed an insurance review, undergone a complete financial audit, and brought the organization's tax exempt filings up to date. We have also established a number of new policies, procedures, and controls to ensure the organization continues to run smoothly into the future.

Finally, the Board finalized a more robust awards and recognition program to formally include three new award categories. These include the Chapter Champion, Rising Star and President's awards. The Board believes it is important to create opportunities to recognize our membership and all that they do to make this organization so great.

I would like to thank all of the volunteers that have worked hard to make all of the above things happen. We have accomplished a lot and continue to make ERAPPA the organization of choice among educational facilities professionals. I'd like to offer a special thanks to Andrew Christ, Mark Showers and the entire 2014 Atlantic City Host Committee for their tireless efforts under extraordinary circumstance in planning and delivering another outstanding Annual Meeting.

## ERAPPA Strategic Plan 2012-2015

### Objectives

#### A. PARTICIPATION

Desired Result

*Increased participation of membership in leadership positions within ERAPPA and APPA*

Examples:

- Multiple candidates seeking office each year
- All committee positions filled

#### B. CLARITY

Desired Result

*There is clarity and understanding of the organizational structure, roles, offerings and value of APPA, ERAPPA, and the Chapters*

Examples:

- Number of questions and inquiries decreases
- Members survey results demonstrates understanding

#### C. EDUCATION

Desired Result

*Professional development offerings are expanded, diversified, and accessible.*

Examples:

- Multiple ERAPPA or ERAPPA sponsored programs per year
- Localized offerings
- Increased utilization of scholarship opportunities

#### D. MEMBERSHIP

Desired Result

*Membership is broadened and the number of members is increased*

Examples:

- Institutional Membership has Increased
- Business Partner membership has Increased
- Annual Meeting Attendance has Increase
- More Emerging Professional attending offerings

#### E. BUSINESS PARTNERS

Desired Results

*Business Partners are engaged and support the ERAPPA mission through clearly defined roles*

Examples

- Subject matter experts
- Represented in the organization
- Continued promotion of ERAPPA

#### F. CREDIBILITY

Desired Result

*ERAPPA's credibility and value has increased*

Examples

- Advancement of the Facilities Profession
- Research Projects
- Go to source for regional professional development

## ERAPPA Strategic Plan 2012-2015

### Strategies

#### I. MENTORING

*Establish a robust and productive mentoring program*

Initiatives:

- Identify emerging professionals
- Engage emerging professionals with experienced members
- Use of Social media (see Virtual Presence)
- Recognition for professionals graduating from APPA Programs

#### II. VIRTUAL PRESENCE

*Improve virtual presence and information delivery*

Initiatives:

- Update Website (front page news, job openings, production schedule)
- Social media (automatic links, encourage participation)
- Mobile Apps (Guidebook, ERAPPA App, Mobile Website)
- On line learning

#### III. MARKETING

*Implement a comprehensive marketing and communications program for member recruitment and engagement*

Initiatives:

- Recruitment (outside ERAPPA, "Try Before you Buy," BP pro-rated rates)
- Retention (identify benefits, capitalize on data)
- ERAPPA promotion (APPA Meeting, wider mailing lists)
- Event promotion (Drive-ins, Toolkits, Chapter Meetings)
- Why ERAPPA

#### IV. PROFESSIONAL DEVELOPMENT

*Continue to identify professional development needs of membership and potential members to keep ERAPPA relevant*

Initiatives:

- Identify needs of the membership (soft skills, technology use, "how to")
- Build new curricula
- Link with resources to meet identified needs
- Improve Media Library
- On-line Offerings
- CEU Opportunities (Engineers, CEFPS)
- Increase Scholarship Opportunities

#### V. BUSINESS PARTNERS

*Research, develop and implement a BP engagement plan*

Initiatives:

- Define ERAPPA goal for BP participation (Selling ERAPPA, committees)
- Clarify role of BPs in ERAPPA (code of ethics)
- Identify additional Benefits for BP's (web site recognition)



## Technology and Communications Committee

Steve Peary, Vice President

University of Vermont



The ERAPPA Technology & Communication Committee Representatives for 2013/2014 are:

Bruce MacNeil	Atlantic Provinces	AAPPA
David Rabold	Delaware Valley	DVAPPA
Rick Phillips	Keystone	KAPPA
Sherell Vucci	Maryland/ DC	MDDCAPPA
Todd Miller	New Jersey	NJAPPA
Barry McHugh	New York	NYAPPA
Steve Peary	Northern New England	NNECEAPPA
Peyton Gibson/John Marshall	Southern New England	SNEAPPA
Paul Martin	Ontario Universities	OAPPA
No Representative	Ontario Colleges	OCFMA
No Representative	Quebec	QUEBEC

### A. Host Committee Liaison

**Web Sites for Hosts** - Provide Guidance and support to NJAPPA and SNEAPPA as they prepare for ERAPPA 2014 and 2015.

- ERAPPA 2014 - The 2014 Host Committee is handling the web site for 2014.
- ERAPPA 2015 - The 2015 Host Committee is ready to launch the 2015 web site after Annual Conference.

**On-Line Technology** - Assist in Call for Presentations & ERAPPA Scholarship application support.

**Magnet Mail** - Continue support and use of Magnet Mail to move toward less paper and fewer mailings. Magnet Mail launched a new feature, making it possible to provide a web link in each email for easier viewing on PCs and mobile devices.

- ERAPPA 2014 - Implemented an electronic floor plan for business partner booth selection and will continue to use both Magnet Mail and Guidebook.
- ERAPPA 2015 - The Host Committee has been successfully using Magnet Mail and will use Guidebook for the Annual Meeting program.

**Guidebook** - APPA has incorporated the ERAPPA educational session evaluation form into Guidebook for real time feedback from session attendees. This feature will be available for 2014.

### B. Magnet Mail

After the 2014 Annual Conference, the Technology & Communication Committee will investigate alternatives to this marketing tool. There were numerous issues encountered during the ERAPPA 2014 campaign that suggest it is time to re-evaluate the use of this product.

### C. APPA Dialogue

**Mailing Lists** - APPA has given ERAPPA access to their BackOffice Mailing List Data that now includes all integrated memberships. The list is current as of July.



- Work is currently underway to provide a feed to the ERAPPA directory from APPA back office. This will provide current membership information through the ERAPPA website continuously.

#### **D. Web Site**

**The ERAPPA Web Site** continues to add value to ERAPPA membership.

- The web site has continued with OGO Sense providing hosting services this year. OGO Sense also provides backup and maintenance services. This will allow for continuity when the VP of Technology & Communications changes.
- The web site is currently being redesigned to provide a better end-user experience and more closely align the site with the strategic plan. This project is scheduled to complete during the last quarter of 2014.

#### **E. Chapter Web Sites**

**Hosting of Chapter Web Sites** - ERAPPA continues to offer hosting of Chapter Web Sites on the ERAPPA web Server.

- This continues to be available with our new web hosting service, most chapters are now utilizing content management systems hosted by the same service.

#### **F. Newsletter**

**The electronic ERAPPA Newsletter** has continued to develop into a more informative publication, however it is administratively cumbersome, and the new website design combined with the committee sustainment initiative should ease this burden and allow for more timely content and dependable delivery.

#### **G. Conference Call Service**

**Conference Call Hosting** - ERAPPA continues to offer hosting of conference calls for the ERAPPA Board, ERAPPA Committees, and Chapter use. Conference call services are now being scheduled through the ERAPPA Web site. The Board is also using a web-meeting system that allows for live document sharing and webcam feeds.

#### **H. Social Media**

**LinkedIn** – Has seen the most activity among the social media sites used by ERAPPA membership.

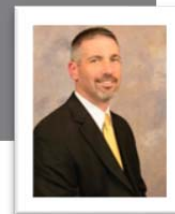
#### **I. Other Initiatives**

**Committee Sustainment** – Started an initiative to cross train committee members and assign areas of responsibility to committee members on a rotating basis. This effort is intended to load balance the work of the committee and develop the members so that over the course of a two year term everyone has been exposed to every major aspect of this committee. This will prepare future members for possible election to the VP for Technology & Communication position and provide redundancy for the organization.

## Membership Committee

Chris Dupuis, Vice President

University of Hartford



### The ERAPPA Membership Representatives for 2013/2014 are:

Arthur Walsh	Atlantic Provinces	AAPPA
Tom Wilson	Delaware Valley	DVAPPA
Daniel Barlup	Keystone	KAPPA
Chuck Bagley	Maryland/ DC	MDDCAPPA
Patty Smith	New Jersey	NJAPPA
Jeff Foster	New York	NYAPPA
Connie Simmons	Northern New England	NNECEAPPA
Jessica Abbott	Southern New England	SNEAPPA
Steve Sicluna	Ontario Universities	OAPPA
Ralph Aprile	Ontario Colleges	OCFMA
John Bernhards	Associate VP	APPA
No Representative	Quebec	QUEBEC

### Outgoing members from 2012/2013

Roy Langille	Ontario Universities	OAPPA
David Cotie	Ontario Colleges	OCFMA
Pete Buchheit	Keystone	KAPPA
Leon Bivens	Maryland/DC	MDDCAPPA

**The Membership Committee met twice this year:** (1) at the ERAPPA Annual Meeting in Rochester, and (2) during the ERAPPA Mid-Year Meeting in Atlantic City. It was also at this meeting that the committee held joint meetings with the Technology and Communications Committee and the ERAPPA Business Partner Liaison representative. Conference calls were held and emails were exchanged with the Committee Members throughout the year to discuss various initiatives.

### The focus this year was on:

- *Enhancing the ERAPPA Scholarship Program by receiving more applications from a wider range of chapters and awarding all scholarship offerings for a 2<sup>nd</sup> consecutive year*
- *Growing the newly formed Mentorship Program*
- *First Time Attendees reception*
- *Meeting Membership Recruitment Targets through Goals and Initiatives*
- *Aligning the Membership Committee activities to support ERAPPA's Strategic Planning Goals*

### A. ERAPPA Membership Committee Mission Statement

The ERAPPA Membership Committee provides strategic guidance to retain and grow an actively engaged membership in concert with the local chapters with the requisite knowledge, skills, abilities and values to elevate the education facilities professional. The Committee recommends to the Board strategies for growing ERAPPA membership and retaining current members. The Committee accomplishes this in part by working closely with APPA, and the local Chapters and by producing and approving annual member recruitment goals and strategy, and periodically reviewing and adjusting

these goals as needed. Finally, the Membership Committee provides perspective on the needs and expectations of ERAPPA's membership and works in tandem with other ERAPPA committees to assist in achieving this.

## B. First Time Attendees Reception

Planning occurred for the 10<sup>th</sup> Annual First Time Attendee Reception being held in Atlantic City. This important reception:

- Provides a forum for new members to meet the Membership Committee members, the ERAPPA Board, Chapter presidents, and APPA executives.
- Provides an opportunity to offer information on our conference and introduces them to next year's conference (including a drawing for a free registration to ERAPPA 2015 in Providence).
- Allows new attendees an opportunity to ask any questions they may have concerning the conference or our association.

## C. Membership Scholarships and Recognition

The Scholarship Committee reviewed and scored all applications before the ERAPPA Annual Meeting held in Rochester. The successful applicants were announced during the Business Meeting.

**The 2013 ERAPPA Education Scholarship winners were:**

Last	First	Chapter	Institution
Redmond	Lester	Maryland-DC	American University
Brooks	Douglas	New York	Roberts Wesleyan College
Thorton	Derek	Maryland-DC	St. Mary's College of Maryland
Vaughn	Jane	Northern New England	University of New Hampshire
Lucas	Corey	Keystone	Penn State University
Mills	Kyle	Keystone	Kutztown University of Pennsylvania

In addition, the Ambassador Scholarship program was opened on April 1<sup>st</sup> and all 10 Ambassador Scholarships were awarded this summer. The following members will be attending their first ERAPPA Annual Conference ever or for the first time in 5+ years!

**The 2014 ERAPPA Ambassador Scholarship winners are:**

Last	First	Chapter	Institution
Grube	Mary	Maryland-DC	St. Mary's College of Maryland
Nely-Diaz	Mary	New Jersey	Raritan Valley Community College
Iodice	David	Southern New England	Bentley University
McCaughey	Ryan	Keystone	Penn State University
Denny	Judy	Southern New England	University of Hartford
Candia	Marco	Maryland-DC	American University
Fedon	Randall	New Jersey	Rutgers University
Coduti	Kurt	Keystone	Penn State University
Kearns	Jonathan	Southern New England	Bridgewater State University
Kennedy	JoLynn	Southern New England	Quinnipiac University

## D. ERAPPA Membership Goals

Institutional membership targets were met this year thanks to the recruitment efforts of Membership Committee members. This year's goals were broken down as follows:

Member Type	2013-14 Actual	2013-14 Target
Institutional	381	367

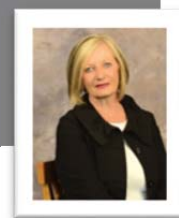
Recruitment efforts include the committee members calling potential institutional members using the Try-Before-You-Buy and non-renewal list. Goals include:

- ✓ Award all of the 19 scholarships for all 3 ERAPPA Scholarship Programs (6 Education, 3 Credentialing, and 10 Ambassador), with a primary focus of increasing the total number of applications received and improving the number of chapters submitting scholarship applications.
- ✓ Reach **Membership Recruitment Targets**, using APPA's overall targets for guidance. This year's targets are outlined above. This includes reaching out to non-renewed members.
- ✓ **Work with APPA Emerging Professionals Group to assist the committee** to review how to get emerging members more involved
- ✓ Continue to improve **Membership Section of ERAPPA's website** to provide more information to help in recruitment efforts.
- ✓ Implement and grow the new **Mentoring Program** for ERAPPA Members to better engage them into our association.
- ✓ Continue to improve **First Time Attendees Reception**.

## Professional Development Committee

Christine Matheson, Vice President

Dalhousie University



The ERAPPA Professional Development Committee (PDC) has continued the pursuit of the goals and programs it has recently put into place, strengthening and refining them, and weaving them seamlessly into the fabric of ERAPPA's professional development connections with the membership and the Chapters.

### The ERAPPA Professional Development Committee Representatives for 2013-2014 are:

<b>Christine Matheson</b>	..... Dalhousie University	..... AAPPA
<b>Andrew Wilson</b>	..... Slippery Rock University	..... KAPPA
<b>Dan Branigan</b>	..... St. Mary's College of Maryland	.. MD/DCAPPA
<b>Dianne Gravatt</b>	..... Rutgers University	..... NJAPPA
<b>Doug Michael</b>	..... University of Rhode Island	..... SNEAPPA
<b>Kevin Gallinger</b>	..... Carleton University	..... OAPPA
<b>Mike Patterson</b>	..... Bucknell University	..... DVAPPA
<b>Phil Rouble</b>	..... Algonquin College	..... OCFMA
<b>Rex Giardine</b>	..... Syracuse University	..... NYAPPA
<b>Rick Battistoni</b>	..... Saint Michael's College	..... NNECERAPPA

### A. Annual Meeting

**Collaboration with Host Committees** - The Committee continues its active involvement with the Chapter Host Professional Development Committees (HPDC) in jointly collaborating on the selection of educational programs for ERAPPA's Annual Meeting, and supporting the HPDC at the conference with various activities related to the educational programming.

### B. New Initiatives

**ERAPPA Webinar** – ERAPPA will be offering regular webinars on topics of interest to its membership. As part of the strategic plan for the ERAPPA Professional Development Committee, it is our goal to continue to identify professional development needs of the membership and potential members to keep ERAPPA current and up-to-date. These webinars are live interactive seminars that participants can join from the comfort of their home or office.

The PDC aims to offer two (2) webinars per year. There will also be the possibility of additional webinars if there is a specific topic of interest. Each webinar will be one (1) hour in duration with time for set-up and debrief and will be scheduled on a Wednesday from 1:00 - 2:00 pm EDT/EST.

The "Call for Presentations" submission form can be found on the ERAPPA website:

<http://www.erappa.org/professional-development/call-for-presentations-erappa-webinars.html>

## C. Continuing Education Credits

**Program Certifications** – The PDC continues to certify qualifying programs for AIA CEU credits for Member Architects. The PDC also supplies certificates of attendance for other registered professionals (Engineers, LEED Certification, and Landscape Architects, etc.) that chose to self-certify with their respective organization. This year, 15 out of 35 educational sessions were approved for AIA CEU credits.

**Credits for Chapter Programming** – The PDC can help chapters get programming certified for AIA CEU credits. The Committee continues to work with APPA in obtaining Continuing Education Credits (CEU) for types of programming other than AIA or Engineering.

## D. Professional Development Database and Library

**Database** – The Committee continues to develop the database. We are currently transitioning the database to an e-commerce format. This will allow better tracking and requesting of materials from the library, as well as allow users to leave reviews and comments about the holdings.

**Library** – The library continues to get new titles based on membership needs and recommendations.

## E. APPA Initiatives

**Drive-In Program** – APPA's Facilities Drive-In Workshops are an excellent way for APPA member institutions to encourage networking and professional development among educational facilities professionals within their local area at no cost.

**Leadership Academy: Track II** – Tracks I and II of APPA's Leadership Academy are offered regionally. If a chapter would like to host Track I or II, contact the APPA office directly to get started.

**Supervisor's Toolkit** – APPA's Supervisor's Toolkit is another offering that chapters can bring to their membership. To find out more information, Please contact the APPA office.

## Annual Meetings Committee

Beth Clark, Vice President

Pennsylvania State University



The ERAPPA Annual Meetings Committee (AMC) consists of the Vice President for Annual Meetings and the Chair or Co-Chairs for any and all established host committees for future ERAPPA Annual Meetings. The AMC meets twice per year – at the ERAPPA Mid-Year Meeting and the ERAPPA Annual Meeting to review broad issues that may affect several host committees (changes to the Annual Meeting Guide or budget template, for example).

Additionally, the Vice President for Annual Meetings joins each individual host committee's regularly scheduled meetings (typically by conference call) to remain engaged in each year's planning process. The Vice President for Annual Meetings serves as the liaison between the ERAPPA Board and all active host committees.

### The ERAPPA Annual Meetings Host Committee Chairs/Co-Chairs are:

<b>Andrew Christ</b> .....	NJ Institute of Technology .....	NJAPPA (2014)
<b>Mark Showers</b> .....	Rowan University .....	NJAPPA (2014)
<b>John Cannon</b> .....	Holy Cross College .....	SNEAPPA (2015)
<b>Richard Francki</b> .....	York University .....	OAPPA (2016)
<b>Ron Swail</b> .....	University of Toronto .....	OAPPA (2016)
<b>Kelly Geishauser</b> .....	Catholic University .....	MD/DC APPA (2017)
<b>Sherri Vucci</b> .....	Smithsonian Institute .....	MD/DC APPA (2017)
<b>Leo Deon</b> .....	Univ. of Maine-Farmington .....	NNECERAPPA (2018)
<b>John O'Shaughnessy</b> .....	St. Paul's School .....	NNECERAPPA (2018)

### A. Registration System

2014 marks the third year we have utilized the APPA registration system for our ERAPPA Annual Meeting. We made the switch in 2012 to allow us to tap into APPA's membership database (where our own membership data is housed) as well as to establish and build consistent historical registration data. Feedback after the first two years of use has been generally favorable.

Given the improvements that have been incorporated into the system as a result of the past two years of usage, we expect feedback to continue to be positive. There is a bit of a learning curve from year-to-year for the conference planners; as such, we conduct a review of the back- and front-ends of the registration system annually at the ERAPPA Mid-Year Meeting. We owe a debt of gratitude to the conference planners from 2012, 2013, and 2014, as well as Suzanne Healy at APPA and Heather Lukes at Digital Wise for the enhancements and improvements that have been made to date.

### B. Event Cancellation Insurance

Recognizing the magnitude of the ERAPPA Annual Meeting and the financial ramifications of a cancelled event, the ERAPPA Board asked that each Host Committee, beginning with 2014, purchase Event Cancellation Insurance to protect the Host Chapter and the ERAPPA organization. In uncertain economic times, this insurance could prove invaluable to the organization and the Host Chapter in the event of a venue closure, natural disaster, etc.



### **C. Agreement Between ERAPPA and Hosting Chapters**

In 2013, the existing Agreement Between ERAPPA and Hosting Chapters – a document signed annually by a Host Chapter's President when a new Host Committee comes online – was been presented to the Chapter Affairs Committee for review, discussion, and revision. This action was taken to ensure the agreement was fair and equitable for both ERAPPA and the Hosting Chapters. A reviewed and revised document is now available. Agreements between ERAPPA and all Chapters with active Host Committees have been executed.

### **D. Formal Standing Committee Recognition**

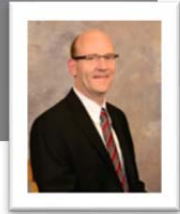
With bylaw changes proposed to the membership at the 2014 Annual Business Meeting, the Annual Meetings Committee hopes to be formally recognized as a standing committee of ERAPPA. These changes would remove the financial burden of attending the ERAPPA Mid-Year Meeting from the conference budgets and, instead, be an ERAPPA expense (just as it is for every other committee). Until Annual Meeting sponsorship dollars begin to trickle in (approximately one year in advance of a meeting), many chapters are not in a position to fund the travel of the Chair or Co-Chairs to the MYM. However, it is becoming increasingly important for Chairs or Co-Chairs to be connected to the goings-on of ERAPPA and the Annual Meeting planning process early and often.

## Treasurer's Report

Arthur Walsh, Treasurer

University of New Brunswick Fredericton

**ERAPPA Year-End Treasurer's Report  
July 1, 2013 – June 30, 2014**



I'm excited to report the 2013-2014 fiscal year was another busy, productive year with solid financial results for the members of ERAPPA.

Revenue from membership dues was both up from the previous year and exceeded the budget by 9%. Although the annual meeting revenue in Rochester was only 87% of anticipated budgeted, this still translates into record revenue of \$152,640. Overall, revenues were 94% of budget.

The Board was thrilled to award all our scholarships! Unfortunately, not all chapters were able to take advantage of the Partner's in Education funding available.

Accounting fees were over-budget. However, I am pleased to report the extensive work required to file the form 1023, required to re-establish ERAPPA's charitable status, has been completed and filed. We are currently waiting government review. As well, the annual 990 return has been filed and the financial records for the year ending June 30, 2014 have been successfully audited by the Certified Public Accountants firm Novak|Francella. As well, we have completed the conversion of ERAPPA's accounting from a manual spreadsheet system to an online software system.

To ensure funds are available and properly accrued, accounts payables have been updated and consist of: scholarships awarded, but not yet paid, accounting fees for services relating to the period ending June 30, 2014, and 2013-14 various services received but unpaid at year-end.

Similarly, prepaid expenses have been identified and relate to airline tickets purchased for travel, which will occur in the 2014-15 fiscal year. The account receivable of \$9,640 includes \$7,000 seed funding advanced to the host committee for ERAPPA 2016, to be repaid post-meeting, and \$2,640 due from the 2013 meeting.

Although revenues were under-budget, the \$77,584 surplus of revenue over expenses realized exceeded the budget, as most expense categories were also under budget. The 2013-14 fiscal year has benefited from a meeting generating a significant surplus.

It is important to note that the proceeds from annual meetings will vary based on meeting location. Some locations are simply more accessible to a larger number of delegates and/or provide more favorable operating costs. That it not at all to diminish the efforts exerted by the host committee, nor is it to say a meeting with a lower surplus reflects any less effort by a host committee, it is just the reality the location has on the financial outcome. In the spirit of providing education accessible to all our members, the ERAPPA Board is committed to rotating the annual meeting; realizing financial fluctuations will occur. It is incumbent upon the Board to manage the 10-year rotation cycle to ensure the financial sustainability of the organization.

ERAPPA remains very financially stable. At June 30, 2014 our cash balance was \$407,590 and we had prepaid expenses of \$1,465, accounts receivable of \$9,640 and accounts and scholarships payable amounting to \$12,575 for a net asset balance of \$406,120. This is an increase in our net asset position of \$77,584 over June 30, 2013.

## ERAPPA YEAR-END STATEMENT

July 1, 2013 - June 30, 2014

ITEM	BUDGET	Yr End TOTAL	Over / (Under)
<b>INCOME:</b>			
Interest	350.00	267.27	(82.73)
Dues	107,778.00 (1)	117,342.34	9,564.34
Annual Meeting Proceeds	175,000.00	152,640.00	(22,360.00)
Other	<u>5,000.00</u>	<u>0.00</u>	<u>(5,000.00)</u>
<b>TOTAL INCOME</b>	<b><u>288,128.00</u></b>	<b><u>270,249.61</u></b>	<b><u>(17,878.39)</u></b>
<b>OPERATING EXPENSES:</b>			
<b>VP Annual Meetings</b>			
Host Com Visits	0.00	3,671.91	3,671.91
Winter (Mid-Year) Meet - Co-hosts	<u>4,500.00</u>	<u>340.80</u>	<u>(4,159.20)</u>
<b>sub-total</b>	<b><u>4,500.00</u></b>	<b><u>4,012.71</u></b>	<b><u>(487.29)</u></b>
<b>VP Chapter Affairs</b>			
Chapter Visits	3,500.00	0.00	(3,500.00)
Winter (Mid-Year) Meet - CA Com	<u>9,000.00</u>	<u>7,062.05</u>	<u>(1,937.95)</u>
<b>sub-total</b>	<b><u>12,500.00</u></b>	<b><u>7,062.05</u></b>	<b><u>(5,437.95)</u></b>
<b>VP Membership</b>			
Winter (Mid-Year) Meet-Mem Com	8,600.00	5,393.31	(3,206.69)
Membership Initiative	<u>3,000.00</u>	<u>2,095.00</u>	<u>(905.00)</u>
<b>sub-total</b>	<b><u>11,600.00</u></b>	<b><u>7,488.31</u></b>	<b><u>(4,111.69)</u></b>
<b>Board – Administration</b>			
Miscellaneous	1,200.00	1,549.34	349.34
Travel – ERAPPA Annual Meeting	2,500.00	935.14	(1,564.86)
Travel to APPA Annual Meeting	1,750.00	1,861.50	111.50
ERAPPA Meeting Expense	1,000.00	0.00	(1,000.00)
Printing & Postage	150.00	69.14	(80.86)
Marketing	5,000.00	6,666.00	1,660.00
Insurance	4,000.00	5,525.25	1,525.25
Incorporation	25.00	876.00	851.00
Board Meet - Winter (Mid-Year) Meet	51,000.00	54,114.69	3,114.69
Board Meet – Summer	11,000.00	13,664.80	2,664.80
Board Meet - Annual	16,000.00	6,358.28	(9,641.72)
Bank Fees	800.00	717.08	(82.92)
Accounting Fees	2,500.00	13,692.63	11,192.63
Dues Collection Fees	10,778.00 (1)	11,734.23	956.23
Ad-Hoc Meetings - Conference Calls	<u>3,000.00</u>	<u>4,274.69</u>	<u>1,274.69</u>
<b>sub-total</b>	<b><u>110,703.00</u></b>	<b><u>122,038.77</u></b>	<b><u>11,335.77</u></b>
<b>VP Technology-Communications</b>			
Web Review & Development	5,000.00	5,928.42	928.42
Winter (Mid-Year) Meet - T&C Com	8,600.00	3,441.29	(5,158.71)
ERAPPA Newsletter	<u>3,750.00</u>	<u>3,994.00</u>	<u>244.00</u>
<b>sub-total</b>	<b><u>17,350.00</u></b>	<b><u>13,363.71</u></b>	<b><u>(3,986.29)</u></b>
<b>Awards / Scholarships</b>			
Scholarships & Expenses	23,550.00	21,200.54	(2,349.46)
Credentialing Scholarship	3,000.00	3,000.00	-
Ambassador Scholarship Top-Up	0.00	950.00	950.00
Awards	<u>4,000.00</u>	<u>1,176.83</u>	<u>(2,823.17)</u>
<b>sub-total</b>	<b><u>30,550.00</u></b>	<b><u>26,327.37</u></b>	<b><u>(4,222.63)</u></b>
<b>Professional Development</b>			
Misc. Prof Develop. Expenses	5,000.00	850.00	(4,150.00)
Major Update of PD Materials	10,000.00	0.00	(10,000.00)
Partners-in-Education Support (PIE)	12,000.00	4,437.65	(7,562.35)
Winter (Mid-Year) Meet - P.D. Com	9,600.00	7,085.30	(2,514.70)
ERAPPA A.M. "Seed" Funding	<u>5,000.00</u>	<u>0.00</u>	<u>(5,000.00)</u>
<b>sub-total</b>	<b><u>41,600.00</u></b>	<b><u>12,372.95</u></b>	<b><u>(29,227.05)</u></b>
<b>Expenses Total</b>	<b><u>228,803.00</u></b>	<b><u>192,665.87</u></b>	<b><u>(36,137.13)</u></b>
<b>NET</b>	<b><u>59,325.00</u></b>	<b><u>77,583.74</u></b>	<b><u>18,258.74</u></b>

(1) budgeted membership dues collection fees have been detailed as required by GAAP

**ERAPPA Proposed Budget Treasurer's Report  
July 1, 2014 – June 30, 2015**

For 2014-2015 the Board is proposing an operating budget that will result in a deficit of \$80,178.

The budgeted revenue for membership dues represents the three-year average. As ERAPPA dues are a percentage of the APPA dues, an increase in APPA dues results in an increase in ERAPPA dues. Beyond any such increase that may occur, the ERAPPA dues percentage will not increase this fiscal year.

ERAPPA's other major revenue source is the Annual Meeting revenue. The host committee determines the projected annual meeting income. The Atlantic City host committee is projecting both them and ERAPPA will net \$31,000. This is on the lower end of the levels of surpluses various locations realize.

It is important to note that the proceeds from annual meetings will vary based on meeting location. Some locations are simply more accessible to a larger number of delegates and/or provide more favorable operating costs. That it not at all to diminish the efforts exerted by the host committee, nor is it to say a meeting with a lower surplus reflects any less effort by a host committee, it is just the reality the location has on the financial outcome. In the spirit of providing education accessible to all our members, the ERAPPA Board is committed to rotating the annual meeting; realizing financial fluctuations will occur. It is incumbent upon the Board to manage the 10-year rotation cycle to ensure the financial sustainability of the organization.

The Board continues to support continuing education for our members maintaining all previous scholarships. New this year, ERAPPA will provide \$10,000 support towards the offering of the APPA Toolkit program at the Annual Meeting. Also, a line item has been added to cover the difference between the Ambassador scholarship and the actual cost of annual meeting registration.

Recognizing an impediment of some individuals being able to offer to serve on the ERAPPA Board is the lack of institutional funding to attend meetings, the budget now includes \$20,900 to cover the travel and accommodation expenses for Board members to attend the Annual Meeting.

One-time costs in the budget include \$5,000 for a major update to the web site and \$3,000 to fund the new Board requirement for Annual Meetings to undergo a complete financial audit. In subsequent years this expense can be built into the Annual Meeting budget.

The mid-year meeting continues to be a significant, productive event, but is also a major operational expense. The host committee members, for meetings several years out, play a vital role at the mid-year meeting. The value of their attendance and benefit to our members is validated every year through the delivery of exceptional annual meetings. To that end, the budget will now fund their attendance at the mid-year meeting, an expense historically covered by local chapters or institutions.

It is important to note, every line item has been reviewed and many have been reduced to reflect both actual need as well as historical expense levels.

On the surface this budget can be unsettling; new expenses are being introduced while forecasting lower revenues. It is important to recognize this budget is but one in a cycle, and follows six straight years of surpluses. Rest assured the Board is carefully managing this cycle for you our members.

**ERAPPA BUDGET**  
**July 1, 2014 - June 30, 2015**

<b>Operating Revenue</b>		<b>NOTES</b>
Annual Meeting Proceeds	31,152	Previous 9 year average \$73,700
Interest - Savings Account	300	Reflects low interest rates
Membership Dues	110,000	Represents the 3 year average
Refund - ERAPPA Program Support	<u>5,000</u>	
<b>Total Operating Revenue</b>	<b><u>146,452</u></b>	
<b>Operating Expense</b>		
<b>Annual Meetings</b>		
Expenses and Travel	13,500	Increase due to 8 new committee members @ \$1,500 each
Host Committee Visits	1,500	
<b>Total Annual Meetings</b>	<b>15,000</b>	
<b>Chapter Affairs</b>		
Travel - Chapter Meetings	-	Not required as contract is made at the Mid-Year meeting
Chapter Affairs Comm Mtg	8,500	
<b>Total Chapter Affairs</b>	<b>8,500</b>	
<b>Membership</b>		
Membership Comm Mtg	6,500	
ERAPPA Membership Initiative	2,500	
<b>Total Membership</b>	<b>9,000</b>	
<b>Administrative/Governance</b>		
Miscellaneous expense	1,300	
Travel - ERAPPA Annual Mtg	1,700	APPA's rep expenses to AM & shipping of materials
Travel - APPA Annual Meeting	2,000	
ERAPPA meeting expense	-	
Printing & Postage	150	
Marketing	-	One-time initiative in 2013-2014
Insurance	4,700	
Incorporation	30	
Board Meeting – Winter	45,000	
Board Meeting – Summer	12,000	
Board Meeting – Annual	24,000	Includes travel and hotel for Board members attending annual conference
Bank Fees	800	
Accounting Fees	6,000	Includes \$3,000 for audit of annual conference, new requirement
Dues Collection Fees	11,000	10% of Annual Dues, payable to APPA
Ad Hoc Committee Meetings	3,200	Conference calling services, HC & Local chapters
<b>Total Administration/Governance</b>	<b>111,880</b>	
<b>Technology &amp; Communication</b>		
Web Review & Development	10,200	Additional \$5,000 for website redevelopment
Technology & Comm Mtg	6,000	
ERAPPA Newsletter	3,750	
<b>Total Technology &amp; Communications</b>	<b>19,950</b>	
<b>Awards/Scholarships</b>		
Scholarships – APPA Programs	24,000	estimate (\$1,500 tuition + \$2,500 exp) X 6   Full expense reimbursement
Credentialing Scholarship	3,000	
Ambassador Scholarship Top-up	1,000	To Cover the difference between sponsorship and actual cost
Awards	2,100	ERAPPA awards at annual meeting, increased \$1,500
<b>Total Awards/Scholarships</b>	<b>30,100</b>	
<b>Professional Development</b>		
Misc P.D. Program Expenses	1,200	4 year averat
Major Update of PD Materials	-	ERAPPA Board will review as needs are identified
Partners in Education Support	8,000	4 year average annual expense was \$6,600
Professional Development Mtg	8,000	
Toolkit Sponsorship at Annual Mtg	10,000	
ERAPPA A/M "Seed" Funding	5,000	This is a recoverable expense (see revenue)
<b>Total Education</b>	<b>32,200</b>	
<b>Total Operating Expense</b>	<b><u>226,630</u></b>	
<b>Net Operating Revenue</b>	<b><u>87,500</u></b>	
Mid- Year meeting Total Budget	(87,500)	

## Business Partner Representative Report

Tracey Beauregard Hartford

Windover Construction



### ERAPPA – Strengthening Business Partner Relationships

#### A. Goals

- Formalize the Business Partner Board position
- Identify opportunities to get other Business Partners involved with ERAPPA committees
- Develop a team of Business Partner Ambassadors to help share the ERAPPA organization and attract new business partners to the organization

#### B. Results

- The board has approved and formalized a Business Partner board role. A business partner representative will be appointed yearly by the current Board President and serve no more than 4 consecutive 1 year terms.
  - The Business Partner representative assists each ERAPPA committee and chapter as needed throughout their term.
- The following ERAPPA committees have requested to add a Business Partner representative to each of their committees: Membership, Professional Development, and Technology/Communication.
  - Business Partners representatives will be selected by each committee and approved by the board for their one year term.
  - Business Partner Board Liaison will reach out to potential candidates to gauge interest in future committee openings
  - Our first BP committee members will be appointed this fall in Atlantic City

## APPA Awards and Recognition Committee

Keith Woodward

Quinnipiac University



**Charge:** The Awards and Recognition Committee has a key role in ensuring recognition of “individual” service and achievement by considering applications for such individual awards as the Meritorious Service, the APPA Fellow, and the Pacesetter award.

Here are the 2014 award winners.

### **2014 Pacesetter Award**

The Pacesetter Award is designed to encourage further participation in APPA among those who have already made significant contributions at their regions or chapters. The award winners for 2014 are:

1. *Jerry Carlson (MAPPA)*
2. *Andrew Christ (ERAPPA)*
3. *Dana Peterson (ERAPPA)*
4. *Steve Peary (ERAPPA)*
5. *Dan Park (PCAPPA)*

### **2014 Meritorious Service Award**

Each year APPA members bestow the Meritorious Service Award upon the individual member or members who have made significant, life-long contributions to the profession of higher education facilities management. This is APPA's highest individual service award.

1. *Don Guckert (MAPPA)*
2. *Tom Harkenrider (PCAPPA)*
3. *Marion Bracy (SRAPPA)*
4. *Jay Klingel (SRAPPA)*



## APPA Professional Affairs Committee

Leon MacLellan

Saint Francis Xavier University



**Charge:** The Professional Affairs Committee (PAC) has a key role in ensuring recognition of “institutional” excellence by considering applications for such institutional awards as the Award for Excellence in Facilities Management (AFE), the Effective & Innovative Practices (E&I), and the Sustainability Award. In addition, PAC is responsible for the development of APPA’s Public Policy agenda via a Code Advocacy Task Force and provides oversight for the Facilities Management Evaluation Program (FMEP).

### 2014 Award for Excellence

The award is designed to highlight the essential role of facilities operations in the overall institutional mission and vision. Award for Excellence nominations are evaluated using the same criteria applied through the Facilities Management Evaluation Program (FMEP) in the areas of: leadership; strategic and operational planning; customer focus; information and analysis; development and management of human resources; process management; and, performance results. Nominated institutions also submit to a site review conducted by an awards evaluation team, when appropriate. The Award for Excellence designation is valid for a period of five years.

The award winners for 2014 are:

1. Soka University of America
2. University of New Mexico
3. University of Michigan
4. Philadelphia University
5. University of North Carolina at Charlotte

### 2014 Sustainability Award

APPA has developed the criteria below based on specific standards and processes applicable to management in educational facilities. The categories were developed in collaboration with and support from the research and development work provided by the Association for the Advancement of Sustainability in Higher Education (AASHE). The Sustainability Tracking, Assessment, and Rating System (STARS) offers standards by which educational institutions may measure themselves for recognition of their campus environmental and sustainability achievements.

This is a self-reporting framework to gauge the relative progress towards sustainability. The focus of the APPA Sustainability Award is to measure the current level and effort of a facilities management department and the integration with the academic curriculum of the institution. Successful applicants will demonstrate the ability to look at the organization as a whole, focus on what is important to the enterprise, with the goal of improving overall performance and leadership in sustainable initiatives.

A Sustainability Award may be awarded to each of the following 7 categories;

- K-12 educational institution
- Community College
- Small Colleges and Universities
- Private Institution
- Public Institution
- Historically Black Colleges and Universities
- Military Enterprise

The award winners for 2014 were:

1. Penn State University
2. North Carolina State University
3. UCLA
4. University of Rochester
5. San Mateo County Community College District
6. Black Hills State University

#### **2014 Effective and Innovative Practices Award**

APPA's Effective & Innovative Practices Award recognizes programs and processes that enhance service delivery, lower costs, increase productivity, improve customer service, generate revenue, or otherwise benefit the educational institution. Award nomination entries must describe either a new program or significant restructuring of an existing program or process. Up to five ranked submissions will be eligible for a \$4,000 cash award sponsored by Sodexo. Winning entries will receive special recognition on both APPA's website and in APPA's *Facilities Manager* magazine.

The award winners for 2014 were:

1. California State University San Bernardino ([\*Most-Open Valve Heating & Cooling Strategy in Design and Practice Attachment 2\*](#))
2. Saint Louis University ([\*Strategic Planning and Culture Change Practice, Improving Waste Management\*](#), and [\*In-House Construction Program\*](#))
3. University of Pennsylvania ([\*Innovation using Lean Processes at the University of Pennsylvania's O&M Department\*](#))
4. University of California Berkeley ([\*Providing Financial Incentives to Promote Energy Conservation by Building Occupants\*](#))
5. Xavier University of Louisiana ([\*Pervious Pavement and Solar PV Panel Parking Lots: Storm Water Management\*](#) and an [\*Alternative Energy Resource\*](#))

For members who wish to discuss or apply for the awards, please contact the ERAPPA representative on the Professional Affairs Committee (PAC), Leon MacLellan ([lmaclell@stfx.ca](mailto:lmaclell@stfx.ca)) .

## APPA Membership Committee

Greg Clayton

University of Prince Edward Island



### A. Charge

The APPA Membership Committee's key role is to provide strategic guidance to retain and grow an actively engaged membership with the requisite knowledge, skills, abilities, and values to elevate the educational facilities professional, and to transform learning institutions.

The Committee reviews eligibility criteria for membership and makes recommendations with regard to changes to membership categories and dues. The Committee recommends to the Board strategies for growing APPA membership and retaining current members. The Committee accomplishes this in part by producing and approving an annual member recruitment plan and strategy, and periodically reviewing and adjusting the plan as needed to support attainment of annual targeted recruitment and retention goals.

Finally, the Membership Committee provides perspective on the needs and expectations of APPA's membership and works in tandem with other APPA committees and task forces to ensure APPA products and services are in alignment with the APPA Member Value Statement and APPA Brand Values Statement

#### Chair:

Peter Strazdas , Western Michigan University

#### Committee Members:

ERAPPA: Greg Clayton, University of Prince Edward Island

CAPPA: J.B. Messer , Oklahoma City Community College

MAPPA: James Harrod , University of Wisconsin Hospitals & Clinics

PCAPPA: Dan Park , Whitman College

SRAPPA: Christopher Ziolkowski , Embry-Riddle Aeronautical University

RMA: Lisa Potter, University of Colorado/Boulder

#### Staff Liaisons:

John Bernhards, APPA Associate Vice President

Santianna Stewart, APPA Membership & Outreach Manager

### B. ERAPPA Representative to APPA's Membership Committee

At ERAPPA 2014, I am completing my second year as ERAPPA's Rep to the APPA Membership Committee. The committee meets monthly by conference call, except for the two face to face meetings, one in Alexandra in December and one in July at the APPA annual conference.

## C. INITIATIVES

The APPA membership committee took on the following initiatives over this year:

**New Member Initiatives** - Worked with APPA and the regions on reaching out to Higher Education institutions that were not members utilizing a master list. This master list was divided into regions. The list was also used for two other membership initiatives. One was for institutions to be contacted who have not been members for the past two years to re-engage them; the other list was for institutions that had not been members for 3+ years. These members would be offered “Try before you Buy”. This program will allow regional membership committee to offer new members a free membership for 90 days, including the APPA membership benefits like the magazine.

**Membership Cards** - Membership cards will be sent to members this year, another way to get our brand out there to our members.

**New Members** - The regions will be receiving a monthly report on new members, so that the chapter reps can reach out to them.

**Mexico Initiative** – APPA Board of Directors approved adoption of Mexico into the US/Canadian APPA regional structure. Four regions (CAPPA, SRAPPA, PCAPPA, and RMA) have adopted the addition of Mexican states, per the new regional map adopted by the APPA Board.

**Membership Targets** - Developing a membership dashboards for each region that will easily allow members to see if we are meeting our targets on the website.

**Status of Non-renewed Members** - Committee reviewed the latest listing of non-renewed institutions and affiliates by region and discuss final follow up actions now underway.

## APPA Information and Research Committee

Steve Peary

University Vermont



*The Information and Research Committee has a key role in fostering the growth and dissemination of the collective body of knowledge that elevates the role of educational facilities professionals.*

The I/R Committee meets monthly via conference call in addition to meeting Mid-Year (December) at APPA office in Alexandria, VA and at the APPA Annual Conference & Exhibition, held in July.

### Highlights of the Past Year:

#### 1. The Body of Knowledge (BOK)

*Offers foundational content required by facilities professionals at colleges, universities, schools, museums, and other nonprofit, educational organizations.*

- A member benefit, on-line access is free to member institutions.
- 60 peer reviewed chapters
- 28 updated or new chapters were posted in the past year
- BOK supports APPA training and credentialing, tests.

#### 2. The Center for Facilities Research (CFaR)

*Advances the knowledge of Facilities Management through research, discovery and innovation.*

- 16 completed, peer-reviewed research projects, 6 more are in process.
- We are working on a broad range of initiatives to engage, expand and energize this important source of “news you can use”.

#### 3. The Facilities Performance Indicators (FPI)

*Allows members to capture, track and benchmark the vital data needed to measure operations and performance, identify capital asset realities, and lead a successful facilities strategy.*

- A member benefit, there is no fee to use this tool.
- Get ready for the next survey cycle!
- Last year, 308 members participated in the survey this year; about 25% of the institutional members.
- Some of survey definitions and directions were reviewed by a subcommittee of FPI users, led by Lindsay Wagner.
- We tested a “bonus” report last year with 70 institutions, who had consistently participated in major sections of the survey.
- We are reviewing the on-line report experience. Work on this is ongoing.

**4. Energy and Sustainability Assessment Tool (ESAT)**

*Allows participants to measure, benchmark and improve the energy and environmental performance of their campuses.*

- A member benefit, there is no fee to use this tool.
- This is a new tool, able to be used throughout the year, to collect campus wide information, or gain even greater information by using the “by building” section.
- Find a link to it on the FPI home page.

**5. New Publications**

*Over 1000 publications are available through APPA’s Bookstore*

- E-book versions of each of the three *The Operational Guidelines for Educational Facilities: (Custodial, Grounds and Maintenance)*, editor-in-chief, Alan S. Bigger.
- *Thought Leaders Report 2013: The Rising Cost of Higher Education (PDF, free download)*
- *Environmental Sustainability*, an anthology in the Critical Issues in Facilities Management series
- *Energy Efficiencies*, an anthology in the Critical Issues in Facilities Management series
- *Effective and Innovative Practices for the Strategic Facilities Manager*, edited by Jeri Ripley King.

**6. The Rex Dillow Award for Outstanding Article in Facilities Manager**

*The committee annually recognizes the best magazine feature article by someone in educational facilities management.*

- Richard L. McDermott of the University of Texas Health Science Center in Houston will receive the 2014 Rex Dillow Award for his article “Alright, Already! Let’s Stop Answering the Wrong Question about Deferred Maintenance” in the March/April 2014 *Facilities Manager*.

## APPA Professional Development Committee

**Rick Battistoni**

Saint Michael's College



### A. ERAPPA Representative to APPA's Education Committee

At ERAPPA 2014, I am completing my second year as ERAPPA's Representative to the APPA Professional Development Committee (PDC).

### B. Vice President of Professional Development

The current Vice President of Professional Development is Chuck Scott. He is the Executive Director, Facilities Management at Illinois State University.

### C. Plan of Action for 2013-2014

The APPA Board is continuing its efforts to expand opportunities in Mexico. "Lalo" Gomez (CAPPA) and other APPA members visited Mexico to further foster relationships and discuss what opportunities there are for APPA to start being more vested. There is a keen interest and the institutions in Mexico are excited about the continued relationship w/ APPA.

### D. Toolkit Report (M. Frederick)

#### Toolkit Revisions

- Project teams have been working on the following:
  - Updates and revisions to Module 1 and 3
  - Module Two – being piloted before finalizing and publishing revision
  - Collecting Best Practices
  - Recommendations for Future of Toolkit
- An updated Toolkit template has been created and voted on by the team.

#### Qualified Trainers

- Continuing to identify individuals seeking qualification for facilitating Toolkit
  - Two individuals qualified in CAPPA and MAPPA
  - Two applying for qualification in ERAPPA
  - Several outstanding in regions waiting to be qualified
- Finalizing qualifications and process for current QT's seeking Senior QT status for their region. Will identify at least two QT's in each region that can be granted permission to qualify individuals in regions.

#### Mexico Initiative

- CAPPA and RMA have previewed the Spanish version of the Toolkit videos to validate the translation and content for a Spanish speaking audience.
- Glen Haubold and Brian Wormwood in discussions on how to approach a Spanish translation of Toolkit. Brian has a sample translation from conducting Toolkit with his Spanish speaking staff.

#### Miscellaneous

- Created a "For Hire" list of QT's and Master Trainers willing and able to facilitate if needed in other regions.



**E. APPA U Report (J. Klingel)****Facilities Management Institute:**

- Dallas numbers higher than expected.
- Faculty performing at a rating of 4.5 of a 5 point scale.
- Recognize that FMI is often a gateway experience for new APPA members.
- Communicate the “value” consistent with Randolph’s theme for the year.
- Brief discussion of scholarships.
- Evaluation process underway. All content. Report by March 15. Marketing of FMI needs to be improved, even though we get 700+ annually at APPA U.

**Leadership Academy:**

- Based on the premise of building leadership skills, not on the leadership position one might have at their institution.
- What traits are required to be an effective leader?
- Trust theme is personal, interpersonal, managerial, and organizational.
- An Academy assessment should be “how close do graduates fit into the leadership traits identified earlier?”

**F. Thought Leaders****Thought Leaders Symposium:**

- Historical discussion since 2005.
- Executive summary delivered to the SFO Summit.
- TLS 2015 in April, Austin TX. Planning meeting August 11-12 in Alexandria with topic to jumpstart the APPA 2015 Planning Committee.
- Will explore possibility of having The Chronicle of Higher Education cover the TLS.

**G. Regional Reports****Regional Reports:**

- Essentially, all Regions met their annual goals for training deliveries. A few minor exceptions.

**H. APPA Professional Development Committee Members**

Chuck Scott	VP for Professional Development
Rick Battistoni	ERAPPA
Dana Gillon	MAPPA
John Ferris	PCAPPA
David Turnquist	RMA
Andy Maddox	SRAPPA
Lalo Gomez	CAPPA
Doug Christensen	Academy Comm. Chair
Don Guckert	Institute Comm. Chair
Michelle Frederick	STK Comm. Chair
Jack Colby	Thought Leaders Chair
Darrel Meyer	Drive-in workshop Chair
Business Partner	Steve Hoiberg
Staff Liaison	Suzanne Healy
Staff Liaison	Corey Newman

## Chapter Affairs Committee

Pete Buchheit, Vice President

University of Pittsburgh

### Membership



Pete Buchheit ..... VP for Chapter Affairs  
 Greg Clayton ..... President Atlantic Provinces  
 Matt Yench ..... President Delaware Valley Chapter  
 Peter Buchheit ..... President Keystone Chapter  
 Kevin Mann ..... President Maryland-DC Chapter  
 Brian O'Rourke ..... President New Jersey Chapter  
 Leo Deon ..... President Northern New England Chapter  
 George Stooks ..... New York Chapter  
 Keith McDonald ..... Southern New England Chapter  
 David Cotie ..... President Ontario Colleges  
 Rick Zalagenas ..... President Ontario Universities

### Outgoing Members from 2013

Andrew Christ ..... New Jersey Chapter  
 Ed Dankanich ..... Keystone Chapter  
 John Michalewicz ..... Southern New England Chapter  
 Angelo Miranda ..... Ontario Colleges  
 Nancy Yeroshefsky ... Maryland-DC Chapter

## A. Chapter Leadership

Even in these more difficult times, the **Chapter Presidents** continue to demonstrate their commitment to the organization by attending and be energetically involved with the many issues that have arisen throughout the year.

With the adoption of the new ERAPPA strategic plan, and the multitude of new challenges associated with this important initiative, the Chapter Affairs committee energetically worked on getting this incorporated into the chapters.

The chapter presidents continue to expand the educational opportunities offered at the chapter level as it is becoming increasingly difficult to travel to out of state venues.

## B. Governance

The chapters continue to work to incorporate the new strategic plan and its many initiatives to help make the region as a whole work as one in accomplishing our common mission, **to help make better facilities professionals.**

### C. Financial

As we all are witnessing the increasing financial concerns at our institutions, we continue to strive to find avenues for our memberships to attend the multitude of **APPA related educational offerings** available throughout the region. To this end we are offering more local programs, as they become available, and are seeing very promising attendance at these.

### D. Chapter Meetings

All chapters run their meetings in varying methods, but all strive for the same end result. This flexibility helps all chapters grow their memberships, as well as through **collaboration** with the other presidents, show new methods that work well which others may use. We continue to show very strong participation and witness record numbers of first time attendees.

### E. Scholarships

With the multitude of chapter, regional, and national **scholarships available**, we still struggle to fill all possible opportunities. We continually strive to find new ways to ease this concern and are always looking **for new options** to resolve this issue.

We, as a group, continue to strive to find ways to help our members continue to grow into their potentials as facilities professionals.

We are pleased to announce ERAPPA had 19 applicants for the General Scholarship, 3 applicants for the Certification Scholarship and all Ambassador Scholarships have been awarded.

### F. Chapter Initiatives

With the core mission of all chapters being, **to better educate our members**, the methods of delivery are ever-changing and the chapter presidents are using the increasing new avenues as well as being leaders in promoting new methods of delivery.

### G. Mid-year Meeting

This year's **Mid-Year Meeting** in Atlantic City was extremely productive. Chapter presidents continue to work on our strategic planning, from the chapter to the regional level. Working in close association with other committees and members we continue to strengthen our region in more diverse avenues. Furthermore, the chapter presidents continue to work to provide the best slate of officers for elections to ERAPPA leadership.

### H. Newsletter

The ever increasingly popular **Newsletter** is published quarterly on the ERAPPA website. Throughout the year the Chapter Presidents are asked to submit chapter updates as well as recent news from their chapters which may be of value to the region. This valuable document is an incredible avenue to promote the various activities and new ideas as they continue to help make our region stronger.

## Chapter Presidents

<b>Greg Clayton</b>	<i>Atlantic Provinces</i>	AAPPA
<b>Matt Yench</b>	<i>Delaware Valley Chapter</i>	DVAPPA
<b>Pete Buchheit</b>	<i>Keystone Chapter</i>	KAPPA
<b>Kevin Mann</b>	<i>Maryland-DC Chapter</i>	MDDCAPPA
<b>Brian O'Rourke</b>	<i>New Jersey Chapter</i>	NJAPPA
<b>Leo Deon</b>	<i>Northern New England Chapter</i>	NNECERAPPA
<b>George Stooks</b>	<i>New York Chapter</i>	NYAPPA
<b>Keith McDonald</b>	<i>Southern New England Chapter</i>	SNEAPPA
<b>David Cotie</b>	<i>Ontario Colleges</i>	OCFMA
<b>Rick Zalagenas</b>	<i>Ontario Universities</i>	OAPPA

## Atlantic Provinces Chapter AAPPA

*Greg Clayton, Chapter President*  
University of Prince Edward Island



### 1. The Leadership

#### Elected Members

President	<b>Greg Clayton</b>	University of Prince Edward Island
VP Professional Development	<b>Kevin Simpson</b>	University of New Brunswick
VP Membership and Treasurer	<b>Arthur Walsh</b>	University of New Brunswick
VP Communications Technology & Secretary	<b>Bruce MacNeil</b>	Mount Saint Vincent University

### 2. Chapter Governance

The By-Laws were adopted in 2003. The By-Laws were modeled after the ERAPPA By-Laws and can be found on our website which is located at: <http://fm.dal.ca/aappa>.

In May 2014, Kevin Simpson was elected VP Professional Development, replacing Christine Matheson who was instrumental in this position developing the now successful annual fall chapter conference and co-hosting ERAPPA 2011 in Halifax NS.

### 3. Chapter Events in 2012-2013

**2013 ERAPPA Annual Conference.** With over 90 attendees, representing institutional members and business partners, the annual fall conference was a huge success. It was held at the Westin Hotel located in downtown Halifax, and featured a keynote speaker as well as a day and a half of educational sessions offered through 3 tracks. The Westin Hotel was a new venue for the conference this year.

**2014 Spring Business Meeting** - The annual Spring Business Meeting was held this past May at the University of Prince Edward Island. The business meeting was well attended by chapter members along with business partners

### 4. Meetings Planned for 2013-2014

**2014 Professional Development Conference.** The Fall Professional Development Conference will be held in Halifax, Nova Scotia on November 6<sup>th</sup> and 7<sup>th</sup>. The keynote speaker and track presentations are being reviewed and final selections will be made soon. AAPPA is also offering this year the Supervisor's toolkit to chapter members. The toolkit will be presented from November 3<sup>rd</sup> to the 6<sup>th</sup> in Halifax, Nova Scotia. The toolkit and the conference will highlight the year for AAPPA.

**2015 Spring Business Meeting** - The 2015 spring business meeting will be held at Dalhousie University, located in Halifax, during the month of May.

## 5. Membership

**Community Colleges** - Our Chapter continues to encourage Community Colleges to attend through personal contact. We will also reach out to K-12 school systems to attend our annual conference.

**No Fee Spring Meeting** - At this time AAPPA does not charge fees for the spring meetings and vendor sponsorships are solicited to cover costs.

## 6. Scholarships

AAPPA is providing up to \$5000 in scholarships to our members for the upcoming year to cover the cost to attend the APPA Supervisor's Toolkit being offered this fall in Halifax. The terms and conditions of these scholarships are still to be determined by the executive.

## 7. Awards and Recognition

Arthur Walsh, UNB, received APPA's Unsung Hero Award in July 2014.

## 8. Major Initiatives

AAPPA is planning to host APPA's Supervisors Toolkit in Halifax the Fall of 2014.

Executive met in the spring to review the strategic plan for the chapter, and aligning this year's goals to the plan.

## 9. Major Areas of Concern

### Infrastructure Funding for Member Institutions

**CAUBO (Canadian Association of University Business Officers)** is promoting the consistent formatting of submissions to the APPA FPI Core Data Survey so that the Renewal Maintenance and Capital Expenditure numbers can be compared on a reliable national basis. This will give them consistent data to use in lobbying Federal and Provincial governments to increase support to post-secondary infrastructure.

## 10. Finances and Chapter Dues

**The AAPPA financial position** remained strong at year-ended March 31, 2014. As the chapter does not collect membership dues, the only source of revenue was that generated through the fall professional development conference and APPA Leadership Training \$62,395 (\$36,875 registration fees, \$23,400 corporate sponsorship, \$2,120 Canadian ERAPPA PIE funding) and a minor amount of interest totaling \$128.52. AAPPA expenses were primarily those associated with the fall professional development of \$58,960.17 as well as board meeting expenses of \$1,280.58, promotions of \$337.45 and bank fees in the amount of \$71.40. The overall net effect being a \$1,873.92 increase in our net equity, with a year-end closing equity, all cash, balance of \$90,154.18.

AAPPA's current retained equity was largely realized through hosting the ERAPPA 2011 Annual Conference. Our long-term financial plan is to draw down this retained equity at a rate of approximately \$9,000 per year to deliver and support professional development within our chapter. It is anticipated at this rate there will remain sufficient working capital for when we next host the ERAPPA annual

conference, at which time we will replenish our equity for the purpose of continuing our professional development mandate.

## 11. Event Formats and Costs

**The Annual Spring Business Meeting** is held over two consecutive half days and is hosted by a chapter institution. The first day included a business meeting, working lunch, and informational presentations, followed by a campus tour. The second day consisted of additional informational presentations followed by roundtable discussions and a tour of a local attraction. Costs are borne by the host institution and/or through corporate sponsorship, as there are no registration fees.

**The Fall Professional Development Conference** is held in Halifax over two consecutive half days (noon-5PM and 8 AM–noon) to minimize delegate attendance costs, requiring only one overnight, but still providing an opportunity for an evening banquet and networking. The first day is comprised of a keynote speaker and breakout sessions followed by a dinner that evening for attendees and guests. The morning of the second day included breakout sessions and roundtable discussions. Costs included the usual: professional speaker (including travel/accommodations), venue, AV rental, food, attendee conference kits, and speaker/facilitator thank-you gifts. Expenses for the November 2013 meeting were \$24,174.46 and the registration fee was \$200 per delegate.

**APPA Leadership Track II** was held immediately preceding the Fall Professional Development Conference on November 4-6, 2013. Bringing the Leadership Track II to the local chapter provided cost effective access to this valuable training to our members. The registration fee was held at \$1,000 per attendee with AAPPA providing financial support of 10 scholarships of \$500 each and further subsidizing \$7,785.71 of delivery costs.

## 12. Business Partner Relationships

Business Partners can attend the fall conference and are welcome to sit in on the training sessional and attend the evening dinner. There is no Hall of Resources at the fall conference.

The sponsorship fee for the fall conference in 2013 was \$1,250.

Business partners are invited to the event dinner to enhance networking.



## Delaware Valley Chapter DVAPPA



*Matthew Yench*, Chapter President  
Cedar Crest College

### 1. The Leadership

#### Elected Members

President	<b>Matthew Yench</b>	Cedar Crest College
Vice President	<b>Paul Ostrander</b>	University of Pennsylvania
Secretary	<b>Dawn Barnett</b>	Cabrini College
Treasurer	<b>Richard Waligora</b>	Philadelphia University
Immediate Past President	<b>Ben Suplick</b>	University of Pennsylvania
Past President	<b>Ralph Thayer</b>	Swarthmore College

#### Appointed Members

Professional Development	<b>Michael Patterson</b>	Bucknell University
Membership	<b>Tom Wilson</b>	Morris Arboretum, U. of Pennsylvania
Technology & Comm.	<b>David Rabold</b>	Muhlenberg College
Webmaster	<b>David Rabold</b>	Muhlenberg College
Business Partner Liaison	<b>Jessica Slack</b>	P. Agnes

### 2. Chapter Governance

Over this past year the Board of Directors of DVAPPA performed a comprehensive review of the Constitution and By-Laws. Changes and edits that were made impacted elected and appointed position responsibilities, chapter operations and procedures, and the inclusion of an appointed Business Partner Liaison.

### 3. Chapter Events in 2013-2014

**Fall 2013:** The annual Fall Meeting was hosted by the University of Scranton. A presentation was given on masonry systems.

**Spring 2013:** The annual Spring Meeting was hosted by the University of Delaware. A presentation was made on rain screens.

**Summer 2013:** The annual Summer Meeting was hosted by Haverford College. A presentation was given on implementing a Facilities Condition Audit with GIS capabilities.

### 4. Chapter Events Planned for 2014-2015

**Fall 2013:** Lehigh University, October 8, 2014

**Spring 2014:** Delaware Valley College, February 18, 2015

**Summer 2014:** Cabrini College, June 3, 2015

## 5. Membership

**Institutional Membership:** The DVAPPA Chapter's membership remained consistent in 2013-2014 with the total number of institutions at approximately forty-five. The effort to attract new institutional members by offering potential business partners the opportunity to obtain BP membership (and bypass the waiting list) by recruiting a new institution has generated four new members. Plans for the coming year are to continue to reach out to lapsed member institutions and identify new institutions for membership.

**Business Partner Membership:** We continue to actively review the list of Business Partners to eliminate inactive firms and invite new interested firms to join from our waiting list. Business Partners are expected to attend at least one chapter event per year to remain active. The waiting list for our BP memberships is strong. We have been successful in balancing the membership between Business Partners and Institutions. We have increased our business partner membership to approximately 60 members which keeps the ratio of business partners/institutions at a desirable level.

## 6. Scholarships

The chapter is pleased to announce the implementation of a scholarship program that will be rolled out in 2015. The scholarships are intended to support the education, personal/professional development, and advancement of facilities professionals within our Chapter. DVAPPA has established two (2) scholarships for award to two (2) individuals to be used for expenditures related to tuition, hotel and/or travel at an educational event/program. The two (2) DVAPPA Educational Scholarships of \$2,500 may be used for any one of the following APPA educational programs:

- Institute for Facilities Management (any one of the four tracks)  
APPA's premier educational program is designed as a four-track course of study. The scholarship would cover one of the following tracks:
  - General Administration and Management
  - Operations and Maintenance
  - Energy and Utilities
  - Planning, Design and Construction
- Leadership Academy  
The purpose of The Leadership Academy is to enhance and further develop leadership throughout the educational industry.
- Supervisor's Toolkit  
Specifically designed to meet the needs of frontline facilities managers

## 7. Major Initiatives

The primary initiative for the DVAPPA chapter is to increase institutional membership in an effort to foster increased collaboration and best practices sharing among institutional members, as well as to give business partners increased exposure. The Chapter is also interested in pursuing joint meetings with neighboring Chapters; recognizing that travel and training budgets are very tight.

## Keystone Chapter KAPPA

*Pete Buchheit, Chapter President*  
University of Pittsburgh - Bradford



### 1. The Leadership

#### Elected Members

President	<b>Pete Buchheit</b>	University of Pittsburgh at Bradford
First Vice President	<b>Rick Phillips</b>	Penn State University
Second Vice President	<b>Andy Wilson</b>	Slippery Rock University
Past President	<b>Ed Dankanich</b>	Penn State University – Harrisburg
Treasurer	<b>Frank Connolly</b>	Wheeling Jesuit University
Director	<b>Bob Unger</b>	PASSHE
Director	<b>Jim Miller</b>	Edinboro University
Director	<b>Dan Barlup</b>	Penn State University - Harrisburg
Secretary	<b>Lenny Libbon</b>	Carnegie Mellon University

#### ERAPPA Committee Representatives

Chapter Affairs	<b>Ed Dankanich</b>	Penn State University – Harrisburg
Professional Development	<b>Andy Wilson</b>	Slippery Rock University
Membership	<b>Dan Barlup</b>	Penn State University - Harrisburg
& Communications	<b>Rick Phillips</b>	Penn State University

**APPA Committee Representatives**      None

### 2. Chapter Governance

There has been no change in the leadership structure since the last report.

### 3. Chapter Events in 2013-2014

**Spring 2014 Meeting:**      Pittsburgh South Pointe  
Pittsburgh, PA  
April 9 – 10, 2014

**Fall 2014 Meeting:**      Eden Resort  
Lancaster, PA  
October 21 – 22, 2014

### 4. Chapter Events Planned for 2014-2015

**Spring 2015 Meeting**      Nittany Lion Inn  
State College, PA  
April 7-8, 2015

**Fall 2015 Meeting**      OMNI Bedford Springs Resort  
Bedford, PA  
Date to be finalized

### 5. Membership

Attendance has been averaging two hundred attendees. A concerted effort continues to increase institutional membership in 2014 and 2015. Existing institutional and business partner members will be included with this initiative.

## **6. Scholarships**

The Chapter awarded two during the Annual Business Meeting conducted at the Spring 2014 meeting in Pittsburgh, Pennsylvania. Each scholarship – named for Norman H. Bedell – is valued at \$1,500 and can be used for any APPA Professional Development program. The recipients were: Beth Clark (Penn State Harrisburg) and Chuck Garber, (Penn State Harrisburg).

## **7. Awards and Recognition**

During the annual meeting 3 Certificates of Merit were award to Dan Burlap, Beth Clark and Kathy Bamat.

## **8. Major Initiatives**

The main initiative for the 2014-2015 KAPPA officers is to increase institutional membership in an effort to foster increased collaboration and best practice sharing among institutional members, to establish and ambassador scholarship program, and to give business partners increased exposure. The Chapter is also interested in pursuing joint meetings with neighboring Chapters; recognizing that travel/training budgets are very tight at our members' institutions and firms.

## **9. Major Areas of Concern**

The chapter is focusing on high level educational programs to be conducted on the first day of the chapter meeting.

## **10. Finances and Chapter Dues**

The KAPPA Chapter remains financially sound, having hosted a successful ERAPPA Annual Meeting in 2010. Membership dues are not collected in the KAPPA Chapter; rather, membership is based on meeting attendance and registration fees collected at each Chapter meeting.

## **11. Event Formats and Costs**

KAPPA has Semi-Annual Meetings (typically April and October) with our Business Meeting and Chapter Elections occurring at the Spring Meeting. Our meetings begin with a welcome luncheon with a keynote speaker, followed by a vendor reception which includes exhibits and networking, and concludes with dinner and entertainment. The focus of the second day is robust professional development. There are normally three tracks which include, at least two, and most often three educational sessions each. The meetings conclude around lunch on Day Two. Our members can choose full participation (\$125), Day One participation (\$95), or Day Two participation (\$65). In addition, Business Partners can attend for \$200, request a booth for \$500, and provide sponsorships ranging from \$500-\$1500, all which includes one full registration.

## **12. Business Partner Relationships**

Business Partner Support remains strong. Kappa has experienced exceptional support from its business partners resulting in very strong meetings and educational programs.

## MARYLAND-DC CHAPTER MD/DC APPA



*Kevin Mann, Chapter President*  
Salisbury University

### 1. Chapter Leadership

President	<b>Kevin Mann</b>	Salisbury University
President-Elect	<b>Kevin Petersen</b>	Towson University
Past President	<b>Nancy Yeroshefsky</b>	University of Maryland College Park
Treasurer	<b>Douglas Fairley</b>	American University
Secretary	<b>Sheri Vucci</b>	Smithsonian Institution
Third Term Director	<i>vacant</i>	
Third Term Director	<b>Charles Bagley</b>	University of Maryland College Park
Second Term Director	<b>Kelly Geishauser</b>	The Catholic University of America
Second Term Director	<b>Gary Viola</b>	University of Maryland Baltimore
First Term Director	<b>Dan Branigan</b>	St. Mary's College of Maryland
First Term Director	<b>Julius Williams</b>	University of Maryland College Park

#### ERAPPA Committee Representatives

Chapter Affairs	<b>Kevin Mann</b>	Salisbury University
Professional Development	<b>Dan Branigan</b>	St. Mary's College of Maryland
Membership	<b>Charles Bagley</b>	University of Maryland College Park
Technology	<b>Sheri Vucci</b>	Smithsonian Institution

#### APPA Committee Representatives

No Representatives

### 2. Chapter Governance

Bylaw changes were approved at the Summer Educational Program June 19, 2014. The revisions included: Change in the term of President from two years to one; change in the term of President-Elect from two years to one; change in the term of Past President from two years to one; opening the nomination pool for Secretary to include members who have previously served at least three years on the Board; opening the nomination pool for Treasurer to include members who have previously served at least three years on the Board.

### 3. Chapter Events in 2013-2014

#### Board of Director Meetings & Conference Calls

- Planning Meetings:
  - August 23, 2013 - Planning Meeting for Fall Program @ Bowie State University
  - January 24/25, 2014 – Annual Planning Meeting @ Solomons Resort
  - March 7, 2014 – Planning Meeting for Spring Program @ Catholic University
  - June 18, 2014 – Board Meeting @Solomons Resort & Conf. Center
- Conference Calls:
  - 9/23/2013; 10/7/2013; 11/4/2013; 12/12/2013; 2/3/2014; 4/7/2014; 5/19/2014; 6/2/2014; 7/7/2014; 8/4/2014; 9/2/2014

**Fall 2013 Educational Program.** October 18, 2013, the Fall Educational Program was held at Bowie State University. The meeting was well attended with approximately 90 participants. The meeting offered three tracks from which attendees chose 2 of 3 to attend. Topics included: *"Building Assessments - The What, Why and How's of Something Most of Us Know Something About," "Why APPA? - Putting Your Membership to Work for Your Facilities Organization, Your Institution, and Your Career,"* and *"Managing Difficult Behavior by Managing Yourself."*

Chapter elections took place, electing: two First Term Directors: Dan Branigan, returning for a new term as First Term Director, and Larry Stephens, from the University of Maryland Eastern Shore (UMES). Sheri Vucci was re-elected to a second-term as Chapter Secretary and Kevin Petersen was welcomed back to the Board, to the position of President-Elect. Soon after, Larry Stephens left UMES and dropped off the Board. Julius Williams, from the University of Maryland College Park, was appointed to the vacancy. Recognized for their service to the Board were: Leon Bivens and Mona Bernard who completed their terms of office.

**NFM&T.** March 2014, the Chapter hosted a booth at the 2014 National Facilities Management & Technology Expo (NFM&T) in Baltimore, Maryland. This was a great opportunity for the Chapter to promote its local programming, the benefits of APPA membership, and the 2014 ERAPPA Annual Meeting.

**Spring 2014 Educational Program.** April 4, 2014, the Spring Educational Program was held at The Catholic University of America. For the first time in chapter history, MD/DC APPA partnered with the Baltimore/DC Chapter of the Construction Owners Association of America and held a joint Educational Program. Topics included: *"WARRanty and Peace – Understanding and Implementing a Successful Warranty Program," "Improving Communication and Coordination within the Facilities Organization,"* and *"Build it Right the First Time – Building Envelope Commissioning/Retro-Commissioning."* Over 100 attendees participated and the format was very well received.

**2014 Annual Two-Day Chapter Educational Program.** This was the Chapter's 14<sup>th</sup> Annual Program. Held June 19 and 20, 2014 at the Solomons Resort & Conference Center in Solomons, MD, this was a new venue for the chapter. The program was successful with approximately 80 registrants and fourteen business sponsors. Topics included: *"Brain Strategies for Better Communication,"* and *"Maximum Productivity."*

#### 4. Chapter Events Planned 2014-2015

**Fall Educational Program:** Towson University on October 17, 2014. Workshop topics (titles may change): *"Disaster Recovery,"* and *"Assertive vs. Aggressive: Where's the Line?"*

**Spring Educational Program:** March or April 2015. Date and location TBD

**Annual Two-Day Chapter Educational Program.** June 18-19, 2015 @ Solomons Resort & Conference Center.

## 5. Hosting for Upcoming ERAPPA Conference

The MD/DC APPA Board is beginning to plan for the 2017 ERAPPA annual conference. A conference planner should be on board by the time this goes to press. Sheri Vucci and Kelly Geishauser are co-chairs for the conference.

## 6. Membership

Our Institutional Membership numbers are holding, if not growing, despite the economic climate. Our Business Partner Membership continues to grow. We continue to make attempts at recruiting new members including K-12 and community colleges.

## 7. Scholarships

**2014 MD/DC APPA Scholarships were awarded to:** Amrong Chey/American University, Kurt Jefferson/ Salisbury University, and Markus McEaddy/American University. **2014 ERAPPA Scholarships were awarded to:** Darlene Durham/American University (ERAPPA 2013 Ambassador Scholarship), Helen Lee/American University (Credentialing/Certification Program), Juan Allen/American University (Credentialing/Certification Program), Bob Maddux/Salisbury University (Credentialing/Certification Program), Lester Redmond/American University (Educational Scholarship), and Derek Thornton/St. Mary's College of Maryland (Educational Scholarship). We congratulate all of these members for pursuing their professional development.

## 8. Awards and Recognition

Nancy Yeroshefsky, University of Maryland College Park and MD/DC APPA Past-President, received the "Unsung Heroes Award" at APPA's 2014 Annual Conference.

## 9. Major Initiatives

**Membership.** The Chapter continues to develop membership by establishing personal contacts.

**Educational Needs.** The Chapter strives to provide meaningful educational topics for members and strives to be a resource for its members.

**Technology.** The Chapter is continuing to work on webpage improvements.

## 10. Major Areas of Concern

None at this time

## NEW JERSEY CHAPTER NJAPPA

*Brian O'Rourke, P.E., Chapter President*  
Raritan Valley Community College



### 1. The Leadership

President	<b>Brian O'Rourke</b>	Raritan Valley Community College
President Elect	<b>Charles Nieves</b>	New Jersey Institute of Technology
Past President	<b>Andrew Christ</b>	New Jersey Institute of Technology
Treasurer	<b>Dave DeHart</b>	Rutgers University
Secretary	<b>Steve Dubiago</b>	Rutgers University
Director	<b>Roger Demareski</b>	Princeton University
Director	<b>Don Drost</b>	Middlesex County College
Director	<b>Patty Smith</b>	Drew University
Director	<b>Todd Miller</b>	Centenary College
Director	<b>Dianne Gravatt</b>	Rutgers University
Trustee	<b>Mark Showers</b>	Rowan University
Trustee	<b>Robert Cornero</b>	Monmouth University
Trustee	<b>Ken Olsen</b>	Retired

#### ERAPPA Committee Representatives

Membership	<b>Patty Smith</b>	Drew University
Professional Development	<b>Dianne Gravatt</b>	Rutgers University
Chapter Affairs	<b>Brian O'Rourke</b>	Raritan Valley Community College
Technology	<b>Todd Miller</b>	Centenary College

#### APPA Committee Representatives

No Representatives

### 2. Chapter Governance

NJAPPA voted to modify the By-Laws of the Institution at the spring 2014 membership meeting. NJAPPA expanded its Board of Directors to include 3 Trustee positions. The By-Laws appear on the Chapter website at <http://www.erappa.org/NJAPPA/constitution-a-bylaws.html>

### 3. Chapter Events in 2013-2014

#### Fall 2013 Membership Meeting

Montclair State University  
Montclair, NJ  
October 25, 2013

Breakout session: Energy Monitoring by Daniel Weeden  
Breakout Session: Life Cycle Management by Ralph Krieder  
Breakout Session: Funding Deferred Maintenance presented by Sightlines

Presentation: Waste Management, Concord Engineering



**January 2014 Supervisors Toolkit**

New Jersey City University  
New Jersey City, NJ  
January 13-16

**Spring 2014 Membership Meeting**

Princeton University  
Carnegie Center, Princeton, NJ  
April 10, 2014

Presentations by Connie Dieken. Her new book, "Talk Less, Say More" was the subject matter of improved communication in the workplace  
Breakout Sessions: Ethics and Code updates

**4. Chapter Events Planned for 2014-2015****Fall 2014 Membership Meeting**

William Patterson University  
October 31, 2014  
General Membership Meeting

**Spring 2015 Membership Meeting**

location TBD  
April 24, 2015  
Annual Organization and Membership Meeting

**ERAPPA 2014**

"An Ocean of Opportunities"  
Borgata Hotel, Atlantic City, NJ  
September 21 – 24

**5. Hosting for Upcoming ERAPPA Conference**

**2014 Atlantic City, New Jersey**  
**NJAPPA Co-Chairs**

September 21 – 24, 2014

**Mark Showers** Rowan University  
**Andrew Christ** New Jersey City University

**Membership**

NJAPPA membership has remained relatively flat over the past year. We have been somewhat successful in reaching out to the private colleges and universities in New Jersey to increase their participation. Community College participation has somewhat retracted due to some changes in representation for those institutions recently. We have continued to use scholarships to encourage attendance from non-member institutions, which has been successful. NJAPPA is encouraged by the interest generated by preparations for ERAPPA 2014 from both institutional members as well as business partners. We look forward to reaping the benefits of having the event in our state to attract new faces into the fold.

**6. Scholarships**

The Chapter awarded five scholarships through a competitive application process enabling institutional members to attend the ERAPPA Conference. Individuals that had not attended an ERAPPA Conference in recent years were selected to receive scholarships. We will evaluate the need

for scholarships to future NJAPPA events on a case-by-case basis. We also awarded five scholarships for the Supervisors toolkit this past year.

## **7. Awards and Recognition**

Andrew Christ was recognized with an APPA Pacesetter Award which is awarded to participating members who have made a significant contribution to the chapter and the region. Andrew has worked tirelessly for the ERAPPA, NJAPPA, and as a professional engineer serving as VP of Facilities at NJIT. Andrew has made a long standing and significant contribution to the New Jersey Chapter of APPA as a member, serving as President, Past-President, President-elect, and chair of a multitude of committees. He currently represents NJAPPA on the ERAPPA Annual meeting and is Co-chair of the ERAPPA 2014 in Atlantic City.

## **8. Major Initiatives**

The NJAPPA chapter is currently focused on the ERAPPA 2014 conference. All efforts of the Board of Directors as well as the event steering committee are currently being expended on making this a successful event

## **9. Major Areas of Concern**

Business Partner Support remains very strong; however, the Chapter is concerned about the ratio of business partners to institutional members in attendance at our general membership meetings. We continue to focus on increasing institutional membership, which should remedy this concern.

## **10. Finances and Chapter Dues**

The NJAPPA Chapter is financially sound, having hosted successful annual conferences and making sound decisions on spending. We are in a good position moving toward the ERAPPA 2014. Membership dues are nominal at \$100 per year for the NJAPPA Chapter institutional members and \$200 for business partners.

## **11. Annual Meeting and Educational Session Formats and Costs**

NJAPPA has Semi-Annual General Membership Meetings (typically April and October) with our Business Meeting and Chapter Elections occurring at the Spring Meeting. Our meetings begin with a light breakfast, followed by a main guest speaker. We have used multiple tract formats and single tract formats for the sessions that follow the main speaker. These one day events then include a networking lunch and business meeting. These meeting have a nominal fee of \$10 to cover the cost of the lunch for the individual attendee.

Our annual conference is typically a two and a half day event, which includes a networking evening event to kick off the meeting. Day two includes a keynote speaker, typically a motivational speaker from outside the organization, a networking lunch, and then afternoon education sessions using a multiple tract format. These breakout sessions typically provide CEU opportunities for Architects, Engineers, and LEED accredited professionals. The cost of this conference is typically \$150 to \$200 with travel and lodging arranged and paid for by the attendees.

NJAPPA typically hosts one or two institutional member only events throughout the year. These typically occur in the winter or summer months and focus on technical topics for University facilities professionals. These events are typically free for the participants and may include lunch.

## **12. Business Partner Relationships**

Business Partner Support remains very strong; however, there has been some turnover recently due to the economy. We expect strong participation as we approach the ERAPPA 2014 annual meeting in Atlantic City, NJ.

## NORTHERN NEW ENGLAND CHAPTER NNECERAPPA

*Leo J. Deon, Chapter President*  
University of Maine-Farmington



### 1. The Leadership

<b>Leo Deon</b>	University of Maine-Farmington	President
<b>John O'Shaughnessy</b>	St. Paul's School	Vice President
<b>Richard Battistoni</b>	Saint Michael's College	Secretary/Treasurer
<b>Jessica Picard</b>	University of Southern Maine	Maine State Director
<b>Gary Hill</b>	Dartmouth College	New Hampshire State Director
<b>Paul Campo</b>	University of Vermont	Vermont State Director
<b>Anita Bailey</b>	Phillips Exeter Academy	Ex-Officio/Past President
<i>Committee Chairs</i>		
<b>Connie Simmons</b>	Phillips Exeter Academy	Membership Chair
<b>Jeffery McKay</b>	University of Southern Maine	Professional Development Chair
<b>Rich Wolbach</b>	University of Vermont	Business Partner Chair
<b>Steve Peary</b>	University of Vermont	Technology Chair
<b>David Barbour</b>	Retired	Emeriti Chair

The chapter continues to hold semiannual meetings in March and October. Every attempt is made to hold these meetings on the campuses of institutional members just as we have since our chapter was established in 1978. Our population of K-12 institutional members continually grows thanks to the work by our State Directors and other key individuals from all three states. Focus of our membership strength remains a top priority through promoting educational programming opportunities at all levels of APPA and associated offerings.

The Chapter's financial position remains strong, in part due to the success of our chapter meetings and the generous support of our Business Partners through their subscribing membership dues and their unyielding involvement with the Chapter meetings.

Attracting member institutions to serve as meeting hosts remains a challenge and is always forefront in our initiatives. Spring break at most schools provides the right time line for spring chapter meetings which we typically have no shortage of volunteers. The fall continues to challenge our efforts, since most of our member schools do not have a break period that allows for a fall venue. Every attempt is made to keep a solid rotation of confirmed institutions to host two years out. There are instances that impact the rotation such as our fall 2013 meeting. This was a Board hosted meeting held at the OMNI/Mount Washington Hotel in Bretton Woods, NH. The Chapter is also investigating use of K-12 venues as possible host sites. However, we confront similar logistical challenges for fall meetings.

The "Process Guide Book" continues to evolve in its electronic format. Available on our web site through secure access, the guide book provides the necessary information to host a successful chapter meeting and what support can be expected from the Chapter. This combined with the fostered partnership with a conferencing service takes away some of the guess work and ensures consistency in the meeting format, programming and content.

At the heart of any successful organization are the people behind the scenes who make it all happen. The volunteer board and committee members are deeply committed to the mission of the Chapter. Their professionalism, dedication and devotion to the Chapter and our mission are the hallmark of the organization. As a President, I am fortunate to work alongside this outstanding team and look forward to doing so throughout my remaining term as President as we all strive to ***Develop Facilities Professionals.***

## 2. Chapter Governance

Chapter offices are a 2 year term- elections were last held in March 2013. The next elections will be held at the March 2015 meeting being hosted by Saint Michael's College in Colchester, VT. Solicitation for new board members is currently in progress to develop a slate of officers to present to the membership.

The Annual Chapter Business Meeting was held at St. Paul's School in Concord, NH this past March, giving the board the opportunity to report out to attending membership.

Unfortunately, the board said farewell to Tim Lang from Phillips Exeter Academy. Tim was brought on in 2013 to assist with Business Partner programming. He has relocated out of state for other opportunities. The board is considering options to provide additional support to our Business Partner programs.

## 3. Chapter Events in 2014

The fall 2014 Chapter Meeting to be held at University of Southern Maine (Gorham Campus) in Gorham, Maine on October 9-10, 2014. "Doing More with Less" is the meeting theme. Co-Chairs are Jeff McKay and Jessica Picard, both members of the Chapter Board. Planning efforts are on progressing well and within the expected timeline.

The spring 2014 Chapter Meeting was held at St. Paul's School in Concord, New Hampshire on March 6-7, 2014 which included the Annual Business Meeting. Capitalizing on the meeting theme of "Executing a Strategic Vision", this was a highly successful meeting. As with most venues in New Hampshire, it is centrally located within the three-state area. Thus, attendance was robust. Co-Chairs John O'Shaughnessy and Paul Lachance did a stellar job along with their entire host committee. The four track educational program was aligned with the Facilities Management Institute's four core areas and were very well attended. Combined attendance for the meeting was 305.

## 4. Chapter Events Planned For 2014-2015

Fall 2014 Meeting:	University of Southern Maine (Gorham Campus) – Oct 9-10, 2014
Spring 2015 Meeting:	Saint Michael's College, Colchester, VT – Dates TBD

## 5. Membership

Business Partners contribute greatly to the success of our semi-annual conferences, providing networking opportunities, as well as much needed financial support.

Business Partners ensure an experience based yet captive audience at our meetings. Their annual membership dues, booth registrations and sponsorships help fund our meetings, ensure scholarship monies are available as well as supporting other facets of the Chapter.

Business Partners benefit from the exposure they get at the chapter meetings through concentrated interaction with attending institutional members visiting their booths and general networking opportunities over a two day span. They also attend education sessions and often share their expertise by serving as session speakers. Both Institutional and Business Partner members receive a hard copy of our annual Membership Directory which contains all active Members, Business Partners as well as general information promoting APPA, ERAPPA, and the Chapter.

## 6. Scholarships

The Chapter offers a myriad of scholarship opportunities:

- FMI Scholarship – The standard scholarship offering is two scholarships per state twice a year- for a total of 12 scholarships. The scholarship award is for \$2,000 with an annual outlay of \$24,000 if all scholarships are awarded.
- Other APPA Related Training Scholarship – An additional scholarship was created to encourage attendance at Supervisor's Toolkit, Leadership Academy, APPA Certification programs and/or APPA/ERAPPA annual meetings- one per state per year for a total of 3 scholarships. The scholarship award is for \$2,000 with an annual outlay of \$6,000 if all scholarships are awarded.
- Host Committee Scholarship – The Chapter also awards a separate scholarship to each institution hosting a chapter meeting to be used by an individual from that institution toward an APPA related training or event. The value of this scholarship is \$2,500.

The annual monetary value of all scholarships is \$35,000. Despite the Chapter's efforts to promote scholarships, numerous scholarships go unused during an award year.

## 7. Initiatives

- a) Our Professional Development Committee works diligently with each host school toward providing the best in educational programming for each meeting. Our new Professional Development Committee Chair has been doing an excellent job while still learning the role.
- b) In addition to ensuring cutting edge sessions, we strive to provide AIA and other professional CEUs for the sessions.
- c) The Chapter Technology Committee has been working on a full redesign of the Chapter website. This has been a long term project with full roll-out expected by our fall 2014 meeting. The new site is intended to be more intuitive with more robust content with links to ERAPPA and APPA sites..
- d) The Chapter continues to recognize institutional members and business partners through the Chapter Pin Recognition Program. Members are recognized for their number of membership years (Emeritus, Member, 5 year, 10 year, 15 year, and 20 year plus). Individuals are recognized and pins are presented at each conference banquet. Recognition pins are determined through an on-line application process.
- e) Keeping our emeritus members included has been through the successful efforts of our emeritus committee chair, Dave Barbour. Dave organizes twice yearly lunches, with the Chapter President and board members invited, and sends chapter correspondence such as board

meeting minutes to the members. He also makes sure that the board hears their comments and concerns. Our free registration for emeritus members remains attractive, and we are fortunate to have a number of active emeriti/ae regularly attend chapter meetings.

- f) The Chapter continues to promote interaction, involvement and participation with K-12 members and their institutions. We now have several members on committees from the K-12 community.
- g) The Chapter is in the initial stages of planning for ERAPPA 2018. Co-Chairs Leo Deon and John O'Shaughnessy are laying the ground work for the event. Leo has diverse experience with ERAPPA planning efforts having served on the 2009 Host Committee. John has Co-Chaired several Chapter meetings in the past several years. Professional Development will be headed up by Richard Battistoni and Anita Bailey, both all well-versed in educational programming. The intended site will be Radisson and associated convention center in Manchester, New Hampshire. Full establishment of a Host Committee is pending final site confirmation.
- h) The Chapter has been aggressive in finding host institutions for semi-annual meetings. Despite it still being an area of concern, it is with pleasure to report that we have confirmed host sites out to spring 2018.

## 8. Major Areas Of Concern

Pursuit of suitable Chapter meeting sites – While site locations are confirmed out to 2018, the circle of institutions this comprises remains small. There are over 100 institutions listed in our annual membership directory (2013-2014) from all three states. Just under half of those are K-12 schools with one or two members. The real number of institutions willing and/or able to host a chapter meeting is significantly less than that. Although we rotate our meeting venue among a small group of committed schools willing to host, we share the task of encouraging those who have not hosted in some time due to changes in leadership, budget cuts, or unrelated reasons, to reconsider. The membership benefits from these opportunities to get together, as well as professionally interact with colleagues and network. Having a variety of venues located throughout the Northern New England area helps keep interest in the Chapter high. We are fortunate to have a core group of institutions with dedicated professionals willing to open their doors to the membership when the need arises. The Chapter will continue to try to raise interest in hosting for others- especially those who can fill in the more difficult fall time period, devoid of campus break periods or other intra-campus demands.

## 9. Finances And Chapter Dues

As of the last Annual Treasurer's Report, issued at the March 2014 Business Meeting, the Chapter had a balance of \$46,530.38. This is before proceeds of the spring meeting being included. The Chapter remains fiscally prudent to meet educational scholarship needs.

The Chapter's primary income is based on revenue from our conferences and Subscribing Business Partner Membership Dues. Although conferences in 2013 did not return as expected, subscribing membership dues remained strong.

We maintain a solid financial position and continue to look at new initiatives to help promote the Chapter and make educational opportunities more accessible to a larger audience.

Every two years during the transition of Board positions, an independent review of the Chapter finances is conducted. The next independent review to be conducted in spring 2015 shortly after election of officers.

## **10. Event Formats and Costs**

Our twice yearly meetings are of similar format to the ERAPPA annual meeting. The format is a two day multi-track meeting, typically on a college, university, or private school campus with the Board arriving a day early to conduct Chapter business.

We continue to try to hold our full registration costs for the meeting at \$99, in an attempt to promote attendance by institutional members.

Our Business Partner numbers vary depending on the venue provided, with those not able to obtain a booth, realizing they are not allowed to do business in the Business Partner areas. We have had little to no major issues enforcing this, and hope to continue this success.

## **11. Business Partner Relationships**

Having an active Business Partner Committee Chair has helped the Chapter promote a strong relationship with our Business Partners (BP). The entire Board nurtures this relationship while making every effort to ensure a balance of BP to Institutional Representatives ratios at Chapter meetings. BPs are an integral component to the success of the Chapter and will continue to be so. As previously mentioned, meetings are run using the ERAPPA Annual Meeting model, with the Business Partner Committee Chair having immediate oversight of the activities related to interaction between BPs and institutional members. While the Business Partners are important, the Board's strongest focus remains on the value of our institutional membership and their professional development.



## New York Chapter NYAPPA

*Nasrin Parvizi*, Chapter President  
SUNY Cortland



### 1. The Leadership

President	<b>George Stooks</b>	SUNY Geneseo
1 <sup>st</sup> Vice President	<b>Barry McHugh</b>	University of Rochester
2 <sup>nd</sup> Vice President	<b>John McEnrue</b>	SUNY New Paltz
Treasurer	<b>Mark Frost</b>	Sienna College
Secretary	<b>John Moore</b>	Rochester Institute of Technology
Past President	<b>Nasrin Parvizi</b>	SUNY Cortland
Directors	<b>Masoom Ali</b>	Nassau Community College
	<b>Bridgette Anderson</b>	Dutchess Community College
	<b>Robert K. Britton</b>	Syracuse University
	<b>Rex Giardine</b>	Syracuse University
	<b>Mike LaPoint</b>	Nazareth College
	<b>Greg Lischke</b>	SUNY Brockport
	<b>KyuJang Whang</b>	Cornell University
	<b>Kevin Thompson</b>	University of Buffalo (Past President SUNY/PPAA)
Alternate Directors	<b>Tom Rathbone</b>	SUNY Oneonta
	<b>John Shupe</b>	SUNY New Paltz
	<b>Kim Nelson</b>	SUNY New Paltz

### CHANGING LEADERSHIP

Since ERAPPA 2013 there have been a number of changes in the makeup of the board. John McEnrue was moved to the 2<sup>nd</sup> Vice President's position and will now replace Jeff Foster in his role as the NYAPPA representative to the ERAPPA Membership committee. Greg Lischke of SUNY Brockport moved up into a Directors role as did Kevin Thompson from the University of Buffalo

A major focus in the months to come will be recruiting new alternate directors especially from private sector institutions across the entire state and replacing Mark Frost as Treasurer who respectfully requested to be replaced after 4 years in the role. Mark is to be commended for a SUPERB job in handling the position through the ERAPPA2013 evolution with professionalism, a great deal of patience and fortitude

## 2. Chapter Governance

The Chapter By-Laws have been revised and were approved by membership and posted on the website.

## 3. Chapter Events in 2013-2014

**COLLABORATIVE MEETINGS BY NYAPPA AND SUNY/PPAA.** NYAPPA and SUNY/PPAA will continue to hold Joint summer annual meetings and winter semi-annual meetings. NYAPPA and SUNY /PPAA have agreed to hold two joint board meetings a year during the summer and winter conferences, in addition to four separate NYAPPA Board Meetings. For more coordination, the president of NYAPPA and SUNY/PPAA attends the board meetings of the other organization.

**2014 JOINT SEMI-ANNUAL MEETING:** On January 28-29, 2014, SUNY/PPAA and NYAPPA conducted the winter semi-annual meeting in Cooperstown, NY. This meeting provided a relaxing venue for the re-cap of the ERAPPA2103 planning effort and to recognize those that were major contributors to the event. The Otesaga Inn was the host site and no better venue could be selected to recognize the ERAPPA2013 planning Committee. The remainder of the conference was mainly for public institutions affairs and education and was only open to the members and not business partners. It was a great venue for the exchange of ideas and best practices. Public institutions learned from State University Construction Fund of the new capital plans, as well as, New York Dormitory Authority about new bonds.

**2014 JOINT ANNUAL MEETING:** We held our joint Annual Meeting with SUNY/PPAA July 15-17 in Binghamton, NY. The conference was titled “Roadmap to the Future”. It was well received by business partners and provided great educational sessions geared toward construction, operations/maintenance, and focus on codes credits, as well as tours of two mansions and great networking opportunities for members. Three concurrent tracks provided topics in Construction, Operation and Maintenance and codes. The conference was sponsored by Binghamton University. The NYAPPA Board Meeting was held the month prior to coincide with the Grounds Up conference.

**NYAPPA’s BOARD MEETINGS.** On June 16, 2014, NYAPPA conducted a Board of Director’s Meeting in Ithaca, NY, the day before the Grounds Up conference. Items discussed included:

- NYAPPA Board Openings & realignment
- Report from Grounds Up VII and new training venues
- ERAPPA 2013 Annual Meeting wrap up of finances
- Business Partner membership

**SUPERVISORS TOOLKIT.** NYAPPA discussed holding a Supervisors Tool Kit in the 2014 in the Fall time slot. This did not come to fruition and is on the agenda for a spring slot in 2015

**FROM THE GROUNDS UP (VII).** On June 17, 2014 NYAPPA hosted the 7<sup>th</sup> of our Grounds Up conferences at the prestigious Cornell Plantations. Prior to the conference the board met on campus followed by a tour of a portion of “old campus” The conference was attended by 36 people and 4 Business Partners. Post conference discussion arrived at a conclusion that in years past the event was held in early April and typically attended by approximately 90 members. The June time slot will not be considered for the future due to the need for attending members to be on campus and the impact of post-graduation vacations. For those that attended in 2014 the facilities and gardens at Cornell garnered rave reviews.

#### 4. Chapter Events Planned for 2014-2015

<b>June 2014</b>	Grounds up VII, Hosted by NYAPPA at Cornell Plantations and Cornell University
<b>Summer 2014</b>	SUNY/PPAA and NYAPPA Annual Meeting in Binghamton, New York
<b>Spring 2015</b>	TBD- Supervisors Tool Kit or more specific technical training

#### 5. Wrap up from ERAPPA2013 Conference:

NYAPPA wrapped up the final issues from ERAPPA2013 and although the audit and other pressing issues delayed the final tally we can claim what is believed to be an unheard of contribution to ERAPPA of \$152,368. Many thanks to all that worked so diligently on a fantastic event and special thanks to the NYAPPA Treasure, Mark Frost who extended his tenure as treasurer in order to see us through an especially demanding period for that position.

The contributions were many and if we attempted to name each person we would surely miss someone. The bar was set high for the host when ERAPPA returns to New York.

#### 6. Membership

**BOARD DEVELOPMENT – REPRESENTATIVES THROUGHOUT NY.** NYAPPA continues our board development initiatives to balance directors between Private, State, and Community Colleges in order to best serve and represent the higher education facilities through NY. We continue outreach to statewide higher education institutions to increase our service and membership base. NYAPPA board works diligently with its sister affiliation (SUNY/PPAA) hosting educational and networking venues for the members.

In addition the NYAPPA executive committee is committed to keeping the Board approximately a 50/50 split between SUNY and private colleges. We expect this to give us the representation we need to serve all the higher education facilities throughout the state. We still alternate director's positions open and will continue to work on development while at the ERAPPA Conference.

#### 7. Scholarships

**ERAPPA 2014:** Due to overall financial shortcoming at campuses, the board has approved providing 20 scholarships for the first time attendees to cover the early member registrations. No data is available at this time regarding attendees to ERAPPA2014

## ONTARIO CHAPTER OAPPA

*Rick Zalagenas, Chapter President*  
University of Waterloo



### 1. The Leadership

President	<b>Rick Zalagenas</b>	University of Waterloo
Vice President / Secretary	<b>Tom Saint-Ivany</b>	Brock University
Treasurer	<b>Claudio Brun del Re</b>	University of Ottawa
Energy Subcommittee Chair	<b>Hugh Briggs</b>	Lakehead University

#### ERAPPA Committee Representatives

Membership	<b>Steve Sicluna</b>	York University
Professional Development	<b>Kevin Gallinger</b>	Carleton University
Chapter Affairs	<b>Rick Zalagenas</b>	University of Waterloo
Technology	<b>Paul Martin</b>	University of Western Ontario

### 2. Chapter Governance

There has been no change in the structure since the last report. Dues are \$210 per institution per year. The Chapter Membership consists of Universities in the Province of Ontario.

### 3. Chapter Events in 2012-2013

OAPPA typically meets 3 times a year for half a day. There is also a 1 day Annual meeting, which is held during the Annual Conference normally scheduled near the end of May.

**The Quarterly Meetings** were held at York University in Toronto in September, December and April.

**The Annual Conference** is hosted by a different university each year.

### 4. Chapter Events in 2013-2014

Quarterly meetings are planned for September / October, December 2014 and March 2015. OAPPA's Annual Meeting in 2015 is planned to take place at Lakehead University in Thunder Bay. The Energy Committee continues to hold regular meetings and continues to work on issues of general concern.

### 5. Membership

Membership is stable and the participation rate is very good.

### 6. Scholarships

No scholarships were awarded this past year, however professional development subsidies were provided.

## 7. Awards And Recognition

No awards were made during this period

## 8. Major Initiatives

**ERAPPA 2016** Committees have been formed to plan for our chapter hosting ERAPPA in 2016. A conference planner has been hired, and ongoing meetings are being held to sort out logistics of the upcoming conference.

**Best Practices.** The chapter is continuing with developing a format to formally share and evaluate best practices amongst the members.

**College Sector Interaction (with OCFMA)** continues to be actively promoted.

**Shared Consulting Services** The group jointly engages a consultant to advise on regulatory issues related to areas of common concern. This was reviewed and renewed this past year.

## 9. Major Areas Of Concern

**Environmental Reporting Requirements** continue to be an area of concern. Lobbying efforts continue to eliminate duplication of reporting on energy usage, greenhouse gas emissions and energy conservation measures.

**Contractor Liability Concerns** In conjunction with the Council of Ontario Universities and the Council of Environmental Health and Safety Officers OAPPA is working towards establishing common contract language and delivering training to members involved in construction and renovation projects. The intent is to ensure contractor (constructor) liability for health and safety issues does not get inadvertently transferred to the owner of a project.

## Ontario College Facilities Management Association OCFMA

*David Cotie, Chapter Chairperson*  
Canadore College



### 1. The Leadership

Chairperson	<b>David Cotie</b>	Canadore College
Chairperson Elect	<b>vacant</b>	
Past Chairperson	<b>Angelo Miranda</b>	Seneca College
Treasurer (interim)	<b>Grant Brumell</b>	Loyalist College
Secretary	<b>Tim Schill</b>	Conestoga

**Executive Committee elections** are slated for OCFMA AGM 47 in Toronto, ON in 2014.

#### **Executive Committee Meetings:**

October 19-21, 2014	ASCC 2014 Conference & OCFMA AGM 47, Centennial College, Toronto, Ontario
Mon Dec. 1, 2014	All Directors Toronto - Routine Business Matters.
Mon Feb. 2, 2015	All Directors (Location TBD) – Preconference Planning
Mon April 6, 2015	All Directors Toronto – Routine Business Matters
Mon June 1, 2015	All Directors Toronto – Routine Business Matters
Mon Aug. 10, 2015	All Directors Toronto - Routine Business Matters.

### 2. Chapter Governance

**Colleges Ontario is the advocacy and outreach association of Ontario Colleges.** OCFMA is a coordinating committee operating within the framework provided by Colleges Ontario and reports to the Administrative Services Coordinating Committee (ASCC). The Association operates under member-approved Terms of Reference which underwent significant changes in 2010.

### 3. Chapter Events in 2013-2014

General membership meets annually at the Association's Annual General Meeting (AGM) & Conference.

#### **2013 Annual General Meeting & Conference**

- **Dates & Location.** ASCC 2013 Conference & OCFMA AGM 46 was held October 27-31, 2013 (Sunday to Wednesday) in Hamilton, Ontario by host Mohawk College.  
The 6th joint conference between Ontario Colleges Facilities Management Association (OCFMA), Administrative Services Coordinating Committee (ASCC), Colleges Ontario Financial Officers (COFO), and Ontario Colleges Purchasing Managers Associations (OCPMA)  
Approx. 160 delegates actively participated in educational tracks presented by our own Association members.

### 4. Chapter Events Planned In 2014-2015

General membership meets annually at the Association's Annual General Meeting (AGM) & Conference.

#### **2014 Annual General Meeting & Conference**

- **Dates & Location.** OCFMA 2014 Conference & AGM 47 will be held October 19-21 (Sunday to Tuesday) in Toronto, Ontario by host Mohawk College.

The 7th joint conference between Ontario Colleges Facilities Management Association (OCFMA), Administrative Services Coordinating Committee (ASCC), Colleges Ontario Financial Officers (COFO), and Ontario Colleges Purchasing Managers Associations (OCPMA) Approx. 160 delegates actively participate in educational tracks presented by our own Association members.

#### **Executive Committee/Directors Meetings**

- These meetings are held bimonthly (see Section 1 for schedule) and are primarily for member college's Facility Directors and others invited at their discretion.

## **5. Membership**

It is consistent with the Terms of Reference. Membership is limited to the Ontario Colleges. Membership is stable with very good participation from all institutions and from all levels of the facilities administration.

## **6. Scholarships & Awards**

**Building on the ERAPPA Awards, OCFMA introduced its Awards And Recognition Program** to recognize Association Members who actively demonstrate excellence and professionalism in the advancement of facilities management of Ontario Colleges through advocacy, leadership and management, best practices, and collaboration.

In 2014 The President's Award was awarded to Kirk Fleming of Loyalist College to recognize his numerous years of service to OCFMA in numerous roles. The award was presented to Kirk at a party celebrating his retirement from Loyalist on July 24, 2014.

## **7. Major Initiatives**

**Strategic Plan** - Implementation of the Association's Strategic Plan remains an OCFMA **key priority**. This year we are focusing on three items. The first is a system-wide update to the VFA data base that is being funded and coordinated by the Province of Ontario. The second is the maintenance of our newly developed data base of existing college space and a model for projecting requirements. The Third Priority area is the recruitment of members of OCFMA to work on the Executive. We currently have 3 major roles vacant (2 Executive and 1 Committee Lead). We are struggling to find members to take on these critical roles.

## **8. Major Areas Of Concern**

**Advocacy** remains a critical priority for OCFMA, particularly with respect to establishing the need for adequate, long-term capital funding to properly address *infrastructure renewal, facilities adaptation/renovations, and new infrastructure development/replacement priorities* of member Colleges.

**Executive and Committee Participation** – This is the second major area of concern for OCFMA. In the last few years, a significant number of our past members have retired or due to workload at their host institution, they have had to step back from roles on our Executive. We are having difficulty recruiting others to take leadership positions (*as evidenced by the fact that our Chair-Elect position remains vacant*).

## SOUTHERN NEW ENGLAND CHAPTER SNEAPPA

**Keith Macdonald, Chapter President**  
Bridgewater State University



### 1. The Leadership

President	<b>Keith Macdonald</b>	Bridgewater State
Vice President	<b>Jerry Sidio</b>	University of Rhode Island
Secretary	<b>Tom Kane</b>	Bentley College
Treasurer	<b>John Cannon</b>	College of the Holy Cross
Webmaster	<b>John Marshall</b>	University of Rhode Island

### 2. Chapter Governance

The Board utilized both conference calls and face to face meetings to discuss issues including incorporation requirements, non profit status, insurance, future meetings, 2015 ERAPPA annual meeting, scholarships and on-line payments and registration.

In January 2013, the Omni Hotel and Rhode Island Convention Center (located in Providence, RI) contracts were completed and will be the location of ERAPPA 2015.

In May 2013, SNEAPPA re-assigned some responsibilities and manage to update its website maintenance and support.

In June 2013, SNEAPPA completed a program allowing for on-line registration and payment for chapter events. This program was tested with registration for the Summer meeting.

### 3. Chapter Events in 2013-2014

**The Chapter holds 3 meetings per year - Fall, Spring, and Summer.**

Chapter meetings begin 8am to 9am with registration, continental breakfast, and networking. Before the educational portion of the program begins, the Chapter President and other Board Members provide the Chapter Membership with business related updates.

**Two educational sessions** along with additional **networking** are provided before lunch, followed by tours of the hosting campus or venue.

Our meeting usually adjourns by 2:30pm. In an effort to keep the meetings engaging, the Board may also provide an educational track session or contract with a guest speaker.

This year we met at

#### 1. College of the Holy Cross, Worcester, MA

- a. The first part of the meeting consisted of report of the status of the Chapter and some minor chapter business – including a report to the membership of the ERAPPA 2015 committee assignments.
- b. The remainder of the meeting was made up of 7 different “best practice” presentations from different member institutions within the chapter. Our goal was to provide opportunities for institutions to share some of their best practices in a smaller forum



that is available at the regional annual meeting. The event was highly successful and this same opportunity will be the form for another future chapter meeting.

## **2. University of Hartford, West Hartford, CT**

- a. The day's events started with a brief business meeting and followed up with two sessions.
- b. Session one - "The Rising Cost of Higher Education" was presented by Norm Young, AVP of Facilities at the University of Hartford. Norm discussed how multiple trends, factors and outdated ways of doing business have combined to create a perfect storm of cost inflation. Norm shared some of the points discussed at the APPA's most recent Thought Leader Series which he participated in.
- c. Session Two – Innovation at Quinnipiac – Facilities Techs go Mobile with iPads was presented by Keith Woodward, AVP of Facilities at Quinnipiac University. Keith reported on the process which led his organization to turn to use of tablets as a mobile solution to make their technical staff more effective across campus.

## **3. Omni Hotel, Providence, RI**

- a. Site of ERAPPA 2015, the Omni was chosen as a meeting location to provide the membership a preview of the setting for the regional annual meeting so many were working to put together. The meeting started off with a Chapter Business Meeting and Chapter elections. Election were completed with the new officers listed above.
- b. Session One – "Striving for Net-Zero Energy at Bridgewater State University" provide the membership with a look into the details surrounding the construction and operations of a "net-zero" 505 bed residence hall that was recently completed at Bridgewater State.
- c. Session Two – This "hot topic" forum had brief presentations on three hot topics which have arisen recently at member Universities. Keith Macdonald from Bridgewater State presented on issues with aging workforce still young minded and active on campus; John Cannon from College of the Holy Cross presented on the Strategic Value of Facilities departments to their campus; and Jerry Sidio presented on Coordinating solutions with organized labor.

## **4. Chapter Events for 2013-2014**

For the upcoming year 2013-2014, SNEAPPA is planning the following events:

- **Fall Meeting(Nov 2014)** --- Bentley University
- **Spring Meeting(Apr 2015)** --- To be determined
- **Summer Meeting(Jun 2015)** --- To be determined

## **5. Membership**

**Attendance** for all meetings has been steady with approximately 80-90 in attendance. We continue to reach out to our constituency in an effort to provide educational and informative programs that are relevant to our everyday professional responsibilities. Our "best practices" meeting had good results and that format will be repeated. The board is considering a change toward formalizing our membership to include actual membership applications, membership limited and other requirements.

## 6. Scholarships and Awards

The Chapter continues to award scholarships based on requests and needs to chapter members. During this year scholarships were awarded to members to attend the APPA Institute. SNEAPPA also awarded one scholarship to ERAPPA 2014 (registration fee). Many of the chapter's member institutions continue to have travel restrictions which prohibit out of state travel. The board considers additional scholarships toward the ERAPPA annual meeting on a need basis.

Special awards, including the President's Award are still in development.

## 7. Finances And Dues

The SNEAPPA continues to see **solid registration numbers for the spring, summer and fall meetings**. This has allowed the Board to pursue a **scholarship program** as discussed above.

Typically, the cost per meeting is based on the venue and can range from **\$80 to \$105**.

We work hard to get the registration and agenda out a month before each event and allow attendees the option of paying by check in advance or at the door.

**We do not charge an annual fee** for membership which keeps participation relatively inexpensive and easy.

## 8. Business Partner Relationships

**Business Partners** are welcome at all Chapter Meetings but do not provide any type of sponsorship. While we realize the importance of our Business Partners, we ask them to keep a low key or informal approach toward any type of member solicitation. In this respect, we hope to insure that our educational facilities attendees feel relaxed at the meetings.

There has been a concerted effort to get business partners more active in the duties of the chapter. This is being accomplished by pairing a business partner with an officer or other institutional member to help complete duties. For example, a business partner works with our webmaster to ensure that chapter website is up to date and accurate.