



Atlantic Provinces - Delaware Valley - Keystone - Maryland-DC - New Jersey - New York  
Northern New England - Ontario Universities - Ontario Colleges - Quebec - Southern New England

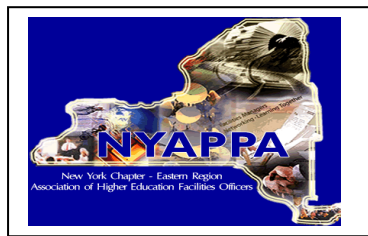
# ERAPPA

Eastern Region of APPA, Serving Educational Facilities Professionals

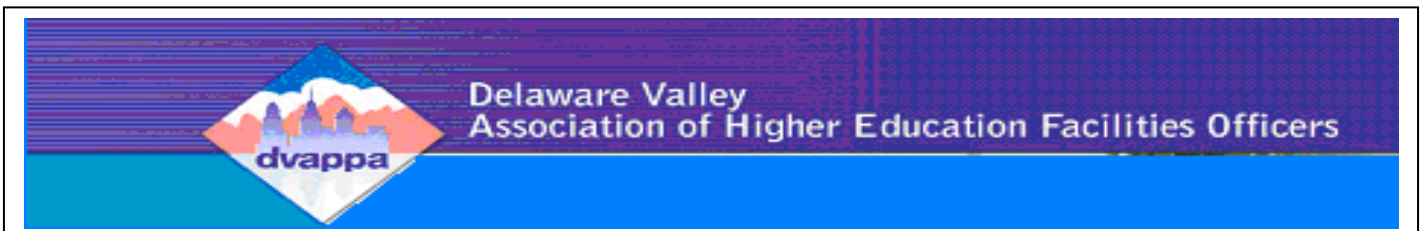
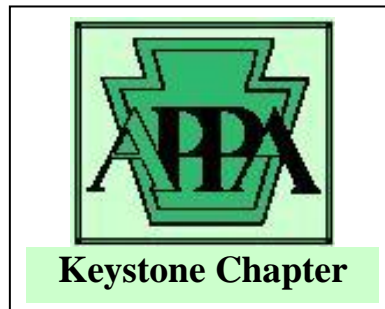
## *ERAPPA REPORTS TO THE MEMBERSHIP*

### *FULL REPORT*

*ERAPPA's 2008 Annual Report  
For The Annual Business Meeting  
Tuesday, September 30, 2008*



**TRANSFORMATION:**  
*Elevating Facilities Professionals  
Influential Leaders in Education*



*Assisting Educational Facilities Professionals  
To Develop, Maintain, And Promote High Standards And Professional Ideals  
For The Management Of Physical Facilities*

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# *ERAPPA 's 58<sup>th</sup> Annual Conference*

## *Your Host Chapter*

*Maryland & Washington DC Chapter of APPA  
MD/DC APPA*



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## *Conference Theme*

*“ERAPPA 2008, Your Key To Success”*



*ERAPPA's*  
*2008 REPORT TO THE MEMBERSHIP*  
*Annual Business Meeting*  
*Tuesday, September 30, 2008*

## INTRODUCTION

**This is the 2008 ANNUAL REPORT OF THE ERAPPA BOARD** that is presented to the Eastern Region Membership at the Annual Business Meeting.

- **At ERAPPA 2005 in Atlantic City NJ**, this Annual Report was started with a compilation of reports from all of ERAPPA's Chapter Presidents.
- **At ERAPPA 2006 in Mystic CT**, the format was expanded to include reports of the Board's Vice Presidents for Education, Membership, and Technology & Communications.
- **At ERAPPA 2007 in Ottawa ON**, a further expansion was provided to include reports from almost every area in which ERAPPA Members are involved in committees and activities. Those additions included reports from ERAPPA Reps To APPA Committees who participate in the following APPA Committees: Professional Development (Education) Programs, Membership, Information & Research, Professional Affairs, Awards & Recognition, Nominating, and By Laws. Also added are Messages From Board Members that speak to their areas of involvement.
- **This year, at ERAPPA 2008 in Baltimore MD**, we have added **Section 6 that provides some useful information about ERAPPA: leadership charts, ERAPPA 2008 Awards List, Annual Meeting Rotation, and Institutional Membership List**. With those additions, the 2008 Report is the most comprehensive report yet developed and distributed to the ERAPPA Membership.

**THE HEART OF THE REPORT** is the The Summary Of Chapter Presidents' Reports. This summary results in a picture we have called "The State Of ERAPPA". When reading the reports of the Chapter Presidents, we see that it is at the Chapter level where much of the activity of ERAPPA is occurring. We see that the Chapter Level is where the strength of ERAPPA lies, in ERAPPA Members.

### **FULL REPORT & SUMMARY REPORT Available On-Line.**

- In 2005 & 2006, we provided copies of the full report to all attendees at the Annual Business Meeting.
- In 2007, a limited number of the Full Report, exceeding 60 pages, were distributed at Annual Meeting.
- In 2008, a very limited number of copies will be available at the Annual Meeting, with distribution specifically to ERAPPA leadership, including Committee Members. The Full Report and Summary Report will be available on ERAPPA's web site.

**We hope this report of ERAPPA's activities in 2008 will be beneficial to you.** Please let us know your thoughts on this report. You may send comments to the Secretary, Jim Barbush ([jbarbush@passhe.edu](mailto:jbarbush@passhe.edu)).

**Thank you for all your efforts in Serving Educational Facilities Professionals and helping to make ERAPPA and APPA the "Go To" Resource For Facilities Questions.**

*Section 1*

*COMMENTS*

*From*

*ERAPPA Board Members*

*ERAPPA 2008*

*Annual Business Meeting*

*Tuesday, September 30, 2008*

## **PAST PRESIDENT'S MESSAGE**

**Glenn Smith, President  
Bryn Mawr College  
DVAPPA  
September 2008**



### *Chapter Diversity, Collaboration, and Alignment with APPA Yield Annual Meeting Success*

As I look back upon the past 3 years I have spent as a member of the ERAPPA Board, I am encouraged by the spirit of volunteerism, the talent, and the infectious enthusiasm for taking ERAPPA to a higher level of service and support to the membership. There are so many dynamic leaders throughout the Eastern Region, and I have had the good fortune to work with many of them and see other, younger leaders emerge as those who will undoubtedly move ERAPPA toward a more successful future.

A few other thoughts come to mind –

- **We have made great progress in better aligning ourselves with APPA**, not only with respect to progress made on Affiliate Agreements, but through a better understanding of our respective strengths.

**APPA has the ability to launch broad initiatives and provide top end education.** Their launch of the credentialing program, expansion of the Facilities Institute, Leadership Academy, and Toolkit Programs, roll out of the SFO Summit, and recruitment of top-end speakers for their Annual Conference are great examples of this.

**ERAPPA, including its Chapters, is closer to the membership** and has excellent opportunities to bring APPA and ERAPPA initiatives directly to the members.

**I see many win-win opportunities for APPA, ERAPPA, and our local Chapters to collaborate in synergistic ways in the years ahead.**

- **By establishing a Vice President for Annual Meetings**, ERAPPA has made a strong statement that our Annual Meeting is our bread and butter – the one thing we want to do exceedingly well year-in and year-out. This Board position provides collaboration through better communication and coordination between each of the Annual Meeting Host Committees, as much as 4 years into the future. I am convinced that the quality of our Annual Meetings will steadily improve as a result.
- **In considering our successful Annual Meetings, I firmly believe our strength comes NOT from BIG NAME speakers**, which quite honestly we can't afford (leave them to APPA), **but from the dedicated sense of ownership assumed by each Host Committee and the diversity each Chapter and each unique Annual Meeting location affords.** In recent years we have enjoyed ocean resorts, *the Canadian Capitol city, the splendor of New England fall foliage, and the birthplace of our nation.* At each stop we have not only enjoyed the attractions and charm of that particular location, but made new friends and renewed old friendships, engaged in outstanding educational programs, and sampled delicious food.

I am convinced that ERAPPA 2008 in Baltimore, ERAPPA 2009 in Portland, ERAPPA 2010 in Pittsburgh, and ERAPPA 2011 in Halifax will each continue to raise the bar in unique, individual ways. I look forward to renewing my friendships at each of these gatherings.

## **PRESIDENT MESSAGE**

Willy Suter, President-Elect,  
American University  
MD/DC APPA  
September 2008



### *ERAPPA's Educational Facilities Professionals Provide Your Keys To Success*

As our year draws to a close with ERAPPA's 58<sup>th</sup> Annual Meeting, ERAPPA has much to be proud of. Last year in this document, I mused about how we need to ready ourselves for the range of potential effects of climate change. This meeting's focus on ERAPPA as a Key to our success as facilities professionals has me musing about ways ERAPPA can help us all understand a range of complex issues that are forever changed when viewed through the lens of climate change. Recognizing that everything is different when seen through this lens is only the first key to a complex array of issues affecting us all.

A review of what we've accomplished this year includes indications that we have made progress in several important areas. Before listing what we've accomplished, I need to express my thanks and appreciation for the support I have received from the Board and ERAPPA Members during this year. My ability to contribute to the hard work of others this past year was made possible by Board Members and other volunteers stepping up to assure that progress was sustained.

**The following list includes the major accomplishments of note this year:**

1. Through work with our chapters and APPA, we have enabled the creation of Guidelines For Affiliation Between APPA, ERAPPA, and Chapters. These guidelines create the foundation for consistent governance and dependable interaction at all levels.
2. Anything I say here about the new Annual Meeting Guide will fall short in recognizing **the great work by Anne Babcock** in creating a very useable document that will guide and support the work of future Annual Meeting Host Committees
3. ERAPPA's new Educational Program Database, being introduced at this meeting, is the result of good work by the Professional Development Committees and Technology & Communication Committee and represents a great idea implemented well.
4. ERAPPA's web site has become a true key to our success as an organization. I am sure many will find it can be a key to your success through access to an array of helpful information and resources.
5. **This year the Board has continued a strong commitment to financial accountability.** This process includes difficult decisions as we choose among funding priorities that all seem to be of equal importance.
6. This year the Board very successfully managed the mid-term replacement of a Board Member and welcomed **Greg Clayton** who stepped in to support membership efforts, leading up the Baltimore Meeting when we will elect a new VP for Membership
7. While more of an ongoing effort than an individual accomplishment, the Board continues to work with APPA on initiatives related to membership enhancement, branding, and Seven Key Strategies.

The lead-up to our Annual Meeting always includes contact with members who have expressed an interest in leadership opportunities in ERAPPA and this year is no exception. Our ongoing efforts to assure high quality leadership of this organization require that we include new people and assure that the diversity of the Board is reflective of ERAPPA's Member Institutions and Chapters. **I take this opportunity to encourage you to consider running for office or volunteering for a committee. You will get far more from the experience than you can "Imagine".**

## **PRESIDENT-ELECT'S VISION**

Keith Woodward, President-Elect,  
Quinnipiac University  
SNEAPPA  
September 2008



### *The Vision For The Future Involves YOU And Others Like You*

As President Elect, my role is to set The Vision For The Future. That vision should be unmistakable, precise, and well defined. I hope you will find that the case in the next few paragraphs.

As Past President Glenn Smith and President Willy Suter have talked about in their respective comments, I can't begin to tell you how very, very fortunate we are to have tremendous people filling their respective roles within ERAPPA. We can attribute ERAPPA's success to many things, but the overriding reason ERAPPA is successful is because of our people – YOU - whether you are a Host Committee volunteer, a Board Member, an ERAPPA Committee Member, other volunteer, conference attendee, or APPA Liaison – all the success is attributable to YOU. Therefore, my message for 2008-09 is clear,

#### **We Need More People Like You.**

I am extremely fortunate that someone believed enough in me and this organization to encourage and support me to get involved. I'm not sure either one of us thought it would lead to this, but it has been a great journey. **The seeds for the future of ERAPPA need to be planted now.**

**As a decision maker and stakeholder at your institution, ERAPPA needs you.** We need you to begin the planting of the seeds. The membership of ERAPPA needs to expand beyond its current base to grow the organization. We don't need flow charts, projections, graphs, and statistics to tell us what we all know. Membership grows from personal contact and positive feedback and encouragement.

**I have begun planting my own seeds as your incoming President. I have been working with the Portland Host Committee to offer some educational offerings that will be new to our ERAPPA Annual Meeting.** These offerings are intended to engage returning and new members. I will talk about them at the ERAPPA 2008 Awards Banquet on Tuesday night.

I am not so naive as to presume that there are no costs of money and time (especially time) associated with being involved in ERAPPA. Clearly there are. But the benefits of that investment for us and our institutions are huge. **I strongly believe in the myriad of positives and different choices that ERAPPA offers to the many facets of Facilities Management** (Assoc. VP's, Directors, Assistant Directors, and Supervisors). Thus, if you look, there is something for you and someone in your organization.

**ERAPPA 2009 – “Imagine”:** Maine is a great destination. As a kid growing up in Massachusetts, my family would often travel north to enjoy everything from the salt water taffy to its inviting beaches. It's been years since I have been there to enjoy the warmth of New England hospitality. It is my hope that you will enjoy ERAPPA 2009 in Portland, Maine next October 4 thru 7, 2009, thus you will help me and others expand ERAPPA horizons to new professionals.

We are TRANSFORMING our institutions by

***“Elevating Facilities Professionals to be Leaders in Education.”***

## ERAPPA'S STATE OF PROSPERITY

Lou Dursi, Treasurer  
Princeton University  
NJAPPA  
September 2008



### *The Financial State Of ERAPPA Is Prosperous But Cautious* (Prepared by the Secretary & Reviewed By The Treasurer)

Last year in this report, the then President Glenn Smith reported on the financial success of recent annual meetings and the astute management of our Treasurer, Lou Dursi. Glenn reported that ERAPPA was on very solid ground financially [and still is] and ERAPPA's account balance was close to, if not at, an all time high.

Glenn also reported the following investments in the membership:

1. ERAPPA invested more than ever in the educational program at our 2007 Annual Meeting in Ottawa.
2. ERAPPA reached out to high-end speakers and underwriting the cost of in-depth training sessions.
3. ERAPPA increased the support for our Partners In Excellence (PIE) Program
4. ERAPPA increased the amount of scholarship money made available each year.

With that as a basis, I would like to report on ERAPPA's finances in 2008.

We are still prosperous. We quite effectively accomplished the items that Glenn pointed out last year. However, 2008 brought some new challenges that have made the Board keep close vigilance on ERAPPA's funds and expenditures.

- **The Mid-Year Meeting in March 2008 in Baltimore MD** was a large expense this year at approx. \$68,000, exceeding the previous year by approx. \$35,000. The high cost was predominantly due to the relatively high cost of the excellent venue, Marriott By The Harbor, the site of ERAPPA 2008. The Mid-Year Meetings are attended by over 50 of our leadership team and have been a huge morale booster for all of our leadership team creating collaboration within ERAPPA and with APPA. In conducting these meetings the last 3 years, we have accomplished what we set out to do – further involve our membership, provide vision, and provide encouragement. However, we have recognized the need to cut back on the next Mid-Year Meeting in Portland ME, the site of ERAPPA 2009. We are discussing attendance by ERAPPA Committees, except for Membership and Technology & Communications.
- **ERAPPA's 2008 Annual Meeting in Baltimore MD is also facing some higher than usual expenses.** Again, the site of ERAPPA 2008 brings some larger than normal costs for an ERAPPA Annual Meeting. Thus, in discussion with the ERAPPA Board, the Host Committee has been effectively making adjustments to reduce expenses that are considered, nice, but not absolutely necessary. The ERAPPA Board believes that the Host Committee is doing a fine job with that financial control.
- **We are still in the process of getting a final Budget Report for ERAPPA 2007 in Ottawa ON.** OAPPA is waiting on some final costs and funds, and therefore, has not yet been able to finalize the Budget Report for ERAPPA 2009. Usually, a Budget Report from an Annual Meeting is not fully finalized until 18 months after the event. Therefore, our resources from the meeting are left in some doubt, though reasonable projections can be made. We are not expecting any huge losses nor huge profits. So we are expecting that the final report will not be negative.

Given the above circumstances, the ERAPPA Board is maintaining a high vigilance over the Budget for 2008 and the Proposed Budget for 2009. The Board is proposing some cuts in the 2009 Budget that will be reported in the Treasurer's Report at the ERAPPA 2008 Annual Business Meeting.

We look forward to a successful ERAPPA 2009 in Baltimore.

**SECRETARY'S MESSAGE**

**Jim Barbush**  
**Pennsylvania State System of Higher Education**  
**KAPPA**  
**September 2008**



***ERAPPA's Keys Unlock Doors Of Excellence***

**At ERAPPA 2008, I close out nearly 6 years (3 terms) as ERAPPA's Secretary.** I was appointed in February 2003, when ERAPPA's Secretary, *Dave Bull* -- then known by me as *Mr. ERAPPA* because of his enthusiasm and vast knowledge of ERAPPA -- became employed by an institution that was not a member of ERAPPA. I embarked on the Secretarial duties with a wealth of documentation that Dave left in place.

**During my tenure, I watched ERAPPA fruitfully progress and grow as a result of the collaborative efforts of visionary and qualified leaders throughout the APPA organization (National, Regional, & Chapters).** I watched APPA reach out to the Regions and Chapters, and to related organizations in ways that have brought about greater stability, collaboration, and educational benefits to our membership. I watched ERAPPA develop programs with an emphasis on "excellence" so as to provide the best product for our membership. I watched ERAPPA broadcast the changed, revitalized, and inspiring visions of APPA and ERAPPA to the Chapters. While participating in these efforts, I have been privileged to have worked with leaders who are truly inspiring.

**Some of the things that stand out in my mind through my experiences of these past 6 years are:**

**1. Excellent conferences in excellent locations throughout ERAPPA:**

- AAPPA, DVAPPA, NYAPPA, NJAPPA, SNEAPPA, OAPPA, and now MD/DC APPA
- Scooners on the Atlantic in St. John's, New Foundland
- "We The People" in Philadelphia.
- Town criers in Philadelphia (Fred Long) and Ottawa.
- A vivid keynote speaker - Bob Ballard, an amazing scientist and educator - in Mystic
- APPA's collaborative conference with SCUP & NACUBO in Hawaii.

**2. An evolving ERAPPA Board** where visionary leadership, such as:

- **Willy Suter**, as VP of Education, initiated and established "*excellence in education*"
- **Glenn Smith**, as President, identified the distinct differences and functions of APPA International, ERAPPA Regional, and the Chapters -- each providing excellence to membership within their reach.

**3. The many committee members** in the various committees who provide excellent service to APPA, ERAPPA and Chapters, such as:

- **Michelle Frederick and Carol Trexler** in the development and implementation of the Supervisor's Tool Kit that crosses regional lines.
- **All the committee members** that participate each year in the Awards and Recognition Programs, the 2008 list shown Section 6 of this report.

**4. Hard working Host Committees** that work endlessly to host ERAPPA conferences.

- I am amazed at their unrelenting efforts to provide ERAPPA members with the best.

During these 6 years, the organization has collaboratively developed to provide the best in education networking, and other services. We as members have grown personally and are TRANSFORMING our institutions. What will our organizations look like and what will we, as individuals, look like in another 6 years? *We can only "Imagine"*. And that's up to you -- individually and corporately.

*You are ERAPPA. You have "The Keys To Success" for ERAPPA, your institutions, others around you, and yourself. Go "unlock" some Unopened Doors To Excellence.*

*Thank you for giving me this opportunity to serve you.*

*Section 2*

*The State of ERAPPA*

*ERAPPA 2008*  
*Annual Business Meeting*  
*Tuesday, September 30, 2008*

# The State of ERAPPA

*ERAPPA's 2008 Annual Business Meeting  
Tuesday, September 30, 2008*

Each of ERAPPA's Chapter Presidents is requested by the ERAPPA Board to provide an annual report from the Chapter to be distributed at ERAPPA's Annual Business Meeting. Each Chapter President is requested to comment on the following areas:

1. Leadership In The Chapter
2. Chapter Governance
3. Current Year Meetings – Meetings Conducted
4. Upcoming Year Meetings – Meetings Planned
5. Hosting For Upcoming ERAPPA Conferences (4 years out)
6. Status Of Membership
7. Scholarships
8. Awards And Recognition Within The Chapter
9. Major Initiatives
10. Major Areas Of Concern
11. Finances and Chapter Dues (This section will be added next year)

After reviewing all the reports submitted by the Chapter Presidents, we developed a summary, providing highlights from each report. In developing that summary, we found that we had a description of the Region that we have called

## *The State Of ERAPPA*

**"The State Of ERAPPA is Strong & Continues To Develop With Excellence."**

*The strength and excellence of ERAPPA is attributed to at least the following:*

- (1) Extraordinary efforts of the individual members from the Chapters.*
- (2) ERAPPA's grasping of APPA's new identity, vision, and collaborative efforts.*
- (3) Fullness of participation of ERAPPA's leadership team, including members of the ERAPPA Board, ERAPPA Committees, ERAPPA Reps to APPA Committees, ERAPPA Educators, ERAPPA Host Committees, and other volunteers.*
- (4) The ability of ERAPPA to grow and adapt with changing times and circumstances.*
- (5) The ability of ERAPPA to adjust in the face of challenges.*

The following pages highlight the ERAPPA Chapters in the 10 areas listed above.

*The State Of ERAPPA Is  
Strong and Continues To Develop With Excellence*

1. **CHAPTER LEADERSHIP IN STRONG.** Chapter leadership is strong evidenced by:
  - (1) With few exceptions, all the available positions on Chapter Boards are filled.
  - (2) ERAPPA is fully represented on APPA Committees by ERAPPA Reps to APPA Committees.
  - (3) ERAPPA Committees are full with contributing members.
  - (4) Host Committee performance is excellent in preparation of ERAPPA Annual Meetings.
  - (5) Chapter Presidents participate strongly when attending ERAPPA sponsored meetings.
  - (6) Business Partners provide valuable participation in time and funds for conduct of functions.
  
2. **GOVERNMENT THAT ADAPTS.**
  - (1) Chapter leadership works to embrace necessary change presented by APPA and ERAPPA.
  - (2) Chapter leadership justifies positions when change is seen as inappropriate for the Chapter.
  - (3) Chapters continue to work with APPA and the ERAPPA Board on execution of the Guiding Principles for Affiliation between APPA, ERAPPA, and Chapters.
  - (4) Chapter Boards regularly adjust Bylaws to meet the needs of their membership.
  - (5) Chapter Boards attempt to maintain institutional diversity on their Boards
  
3. **2007/2008 CURRENT YEAR MEETINGS – Meetings Conducted**

**Educational Offerings.** Education of our Educational Facilities Professionals is our main responsibility and is excellently done by our Chapters. The combined effort of all of ERAPPA’s Chapters has resulted in a huge list of excellent and varied education offerings. See the list in following pages. Chapters offer unique and engaging opportunities for learning. Chapters are further developing joint ventures with other related organizations.

**Financial Prudence.** ERAPPA and the Chapters continue to be fiscally prudent in the cost of their offerings. Chapter dues are either non-existent or very low. Dues range from nothing in a few Chapters to \$210 (**OAPPA**) to \$625 (**OCFMA**). Educational offerings are provided at very reasonable cost.
  
4. **2008/2009 UPCOMING YEAR MEETINGS – Meetings Planned**

ERAPPA’s Chapters use the success of past excellent meetings to launch into the development of further excellence in future meetings, helping to make APPA and ERAPPA the “go to source for education for Educational Facilities Professionals”. Singular and joint efforts make for a promising future for education in ERAPPA.
  
5. **HOSTING FOR UPCOMING ERAPPA CONFERENCES.**

ERAPPA has advanced its development and planning for its Annual Meetings as a result of the extraordinary efforts of Host Committees, the use of Conference Planners, and the addition of the Vice President for Annual Meetings. ERAPPA is a leader in APPA in this regard.

- 6. SUSTAINED MEMBERSHIP.** Membership numbers have remained nearly level.
- (1) APPA has changed its identity from “higher education facilities officers” to “Educational Facilities Professionals”, thereby opening membership to all educational institutions. Chapters are seeking new members from K12 institutions, Community Colleges, and various other institutions.
  - (2) Membership drives are occurring within Chapters and one is planned at the regional level.
  - (3) NYAPPA is joint venturing with SUNY PPA. DVAPPA is reaching out to collaborate with the Business Officers of K-12 schools (Philadelphia Area Independent School Business Officers Association - PAISBOA).
  - (4) ERAPPA is making strides in further development relationships with Business Partners. Interest by Business Partners is always high. Chapters are working to provide a reasonable ratio of Institutional Members to Business Partners.
- 7. SCHOLARSHIPS.** Several Chapters are generous in their desire to award scholarships, but applicants are sparse. Scholarship Awards throughout the Region are fewer than a dozen, with considerable funding left on the table, unapplied for. However, there is evidence that the number of application submittals is on the rise locally and regionally.
- 8. AWARDS AND RECOGNITION.** ERAPPA Members and Institutions continue to receive awards at the APPA level. A few Chapters recognize the contributions of Chapter Members, but most Chapters do not appear to have official Awards Program at the Chapter Level.
- 9. MAJOR INITIATIVES.** Chapters are working on numerous major initiatives relating to

**GOVERNANCE**

Affiliation Agreement  
Branding  
Strategic Plan

**EDUCATION**

Educational Needs  
Presenter Database

**FACILITIES TOOLS**

Benchmarking  
Climate Change  
Energy Procurement Consortium  
Energy Secretariat  
Facility Condition Assessment Audits

**MEMBERSHIP**

Emeritus Members  
Exploring Partnerships With Area Organizations  
Mailing List Management  
Membership Business Partner Membership & Process  
Promoting Participation By K-12  
Recognition Policy  
Scholarship Incentives  
Scholarship Procedure  
Volunteer Travel Cost

**10. MAJOR AREAS OF CONCERN.**

Chapters are working on numerous major areas of concern including

- (1) APPA Core Data Survey as a Leverage For Governmental Support
- (2) Facility Condition Assessment
- (3) Energy Issues
- (4) Government Regulations
- (5) Membership Recruitment
- (6) Balance Between Business Partners & Member Schools
- (7) Shrinking Training Budgets

# Summary Of Chapter Presidents' Reports "A View of the Region" ERAPPA's 2008 Annual Business Meeting Tuesday, September 30, 2008

## 1. LEADERSHIP IN CHAPTERS

There are various structures and positions on Chapter Boards. With few exceptions, all available positions are filled, reflecting good leadership involvement throughout ERAPPA.

The number of positions available on Chapter Boards ranges from as few as 4 Board Positions for APAPPA to as many as 12 to 16 Board Positions for **MD/DC APPA and NYAPPA**.

**DVAPPA** reported difficulty in filling Board positions and is making efforts to increase their institutional membership and representation on their Board.

**NJAPPA** has a Business Partner serving as Secretary on their Board.

**NYAPPA** is showing ingenuity and leadership in developing joint ventures with SUNY PPA (State University of New York Physical Plant Administrators).

**NYAPPA** is making efforts to bring institutional balance to their Board representation.

## 2. CHAPTER GOVERNANCE

**Guiding Principles for Affiliation.** ERAPPA and its Chapters have made significant progress in completing the Affiliation Agreements – These agreement provide guidance as to how APPA, ERAPPA, and Chapters are related, yet separate, and how they accomplish their business, whether jointly or separately. Development and execution of these agreements has been a long process that will clarify the relationships between the Chapter, its Region, and National APPA. **All chapters** have been cooperatively working with ERAPPA and APPA to complete the Affiliate Agreements. Components necessary for the Affiliate Agreement are Chapter Bylaws, Chapter's Incorporation Papers, Chapter's Determination Of Tax-Exemption, and Chapter's Federal I.D. Number.

**ByLaws.** All Chapters have ByLaws. This year there were no reports of ByLaws changes by the Chapters.

**Chapter Dues.** Dues range from nothing in most Chapters to \$210 in **OAPPA** and \$625 in **OCFMA** (reported in 2007).

**NYAPPA's Board Diversity Initiative** is aimed at developing balanced representation on the NYAPPA Board throughout New York in order to best serve and represent the higher education facilities throughout NY.

### 3. 2006/2007 CURRENT YEAR MEETINGS – Meetings Conducted

All Chapters have either semi-annual meetings, 3 meetings per year, or quarterly meetings in addition to their Board Meetings. Meetings commonly occur in the Fall and Spring, with some Chapters having a Winter Meeting.

Attendance at Chapter Meetings was strong in 2008 and ranged from 70 to 80 attendees in several Chapters to 185 attendees at a **KAPPA** Conference.

#### Tapping APPA Offerings:

- NJAPPA and NYAPPA presented the Supervisor's Tool Kit
- AAPPA presented the Leadership Academy's Track 1.
- NJAPPA presented ERAPPA's circuit speaker, Billy Riggs

#### KAPPA's Presented Unique Features at Spring 2008 Conference:

- an APPA 2007 Awardee for Excellence in Facilities – Harrisburg Area Community College
- a "new", recently developed university – Harrisburg University.
- Round Table or Mini Presentation Format. This format allows for more exposure by the attendee to various topics with less time (20 minutes) for each session. As a result of the success presentations, the Round Table format was implemented for ERAPPA 2008 in Baltimore.

NYAPPA's conducted a successful joint venture with SUNY PPA and will continue that relationship.

NYAPPA has developed a conference series called "From the Ground Up". This conference series has been one of NYAPPA's most successful ventures and the current plan is to continue every other year. It is becoming known as one of the best on the east coast.

**Leadership offerings** seem to have made a stronger presence in 2008 with more offerings throughout the region.

**Educational Offerings List.** An impressive list of educational offerings, that greatly exceeds last years list in the number of offerings is shows on the following pages.

*See next page for a list of Educational Offerings were provided at Chapter Meetings in 2007/2008*

### 4. 2007/2008 UPCOMING YEAR MEETINGS – Meetings Planned

**Chapter Meeting schedules** are planned to be about the same as what was conducted in 2007/2008. At the writing of this report, planning is still early.

NYAPPA's will continue its successful joint venture with SUNY PPA.

NYAPPA will continue its conference series called "From the Ground Up" - one of NYAPPA's most successful ventures, becoming known as one of the best on the east coast.

OCFMA is planning the 2008 Annual General Meeting (AGM).

- **Location & Dates.** OCFMA AGM 41 & Conference will be hosted by Confederation College, Thunder Bay, Ontario from October 5-8, 2008 (Sunday to Wednesday).
- **Theme.** Rendevous@Confederation
- **Joint Conference** between the Ontario Colleges Facilities Management Association (OCFMA), Administrative Services Coordinating Committee (ASCC), and Finance and Purchasing Directors that will focus on

**EDUCATIONAL OFFERINGS**  
**PROVIDED BY ERAPPA'S CHAPTERS IN 2007/2008**  
**\*\*\* An Impressive List Of Offerings \*\*\***

**TECHNICAL SESSIONS**

1. *Acoustic Control In Educational Buildings*
2. *ADA - Accessibility For Ontarians With Disabilities*
3. *ADA Guidelines - U.S. Access Board*
4. *Adaptive Reuse At Harrisburg University*
5. *Arbor Advice – Presented by A World Ranked Logger*
6. *Building Assessment Systems*
7. *Building Controls (HVAC, Security, Automotive, & System Integration)*
8. *Building Envelop - Systematic Approach To Evaluating The Building Envelope*
9. *Campus Maintenance*
10. *Capital Planning*
11. *Capital Planning - The Art & Science Of*
12. *Central Plants With Cogeneration - Fuel Procurement & Use Options*
13. *Commissioning*
14. *Commissioning - Retro-Commissioning*
15. *Communication - Up & Coming Communication Tools - Bundling Existing Equipment To Create The Virtual Office, Communicate Quickly From Any Location As If You Were Standing Right Next To Your Customer*
16. *Community Development - The Role Of Higher Education In Community Development*
17. *Custodial*
18. *Customer Service Disney Style*
19. *Design Build*
20. *Design On A Dime - Good Design Does Not Have To Cost More*
21. *Document Storage & Retention - Organize Your FMD*
22. *Energy - Life Cycle Toolkit For Buying Energy Intensive Equipment,*
23. *Energy Auditing*
24. *Energy Awareness Programs*
25. *Energy Performance & Onsite Generation - Concord Engineering Group*
26. *Environmental - Carbon Footprint Analysis For Your College Or University*
27. *Ergonomics*
28. *Firestop Applications*
29. *Generational Issues - Campus Appeal For The Y-Generation*
30. *Geothermal System – Automation & Tour*
31. *Geothermal Systems (Next Generation Of) - Radiant Cooling*
32. *Green Cleaning:*
33. *Green Roof Installation & Maintenance*
34. *Green Roofing*
35. *Greening Of The Campus*
36. *Grounds*
37. *Grounds Conference*
38. *Landscaping The Campus For Recruitment & Retention*
39. *LEED Design - Focusing On LEED w/o Sacrificing Design Quality*
40. *Master Planning*
41. *Modular Construction*
42. *Mold*
43. *Performance Contracting*
44. *Performance Contracting - New Legislation*
45. *Personnel Administration & Capital Asset Management*
46. *Recycling Methodologies For Electronics, Carpeting, Ceiling Tiles, & Other Unique Items.*
47. *Regulatory*
48. *Roofing - Your Buildings Most Critical Asset Design Options & Issues*

49. *Safety - Reducing The Risk Of Job Injuries*
50. *Safety & Security - Emergency Response Planning*
51. *Safety & Security - Security/Emergency Response*
52. *Specification Writing*
53. *Sports - Track & Field - Artificial Athletic Surfaces*
54. *Sports Field Construction & Design*
55. *Stadium - Upgrades Within & Outside Of Fenway Park In Boston MA*
56. *Stadium Design Presentation*
57. *Storage Tanks - Trials & Tribulations Of Replacing Large Underground Fuel Oil Storage Tank. Have You Considered Everything You Might Encounter?*
58. *Structural Concrete Construction*
59. *Structural Issues*
60. *Sustainability*
61. *Sustainability - The Business Case For.*
62. *Sustainable Campus Landscape Design & Implementation Strategies*
63. *Sustainable Initiatives For New Building*
64. *Trades*
65. *Work Order Tool - Demonstration On Advantages Of Using A Web Based Work Order Tool (School Dude) & How It Can Enhance The Work Order Process*

#### **LEADERSHIP/MOTIVATIONAL TOPICS**

66. *Leadership*
67. *Leadership - APPA's Commitment To Leadership & Life Long Education*
68. *Leadership - Building Effective Teams*
69. *Leadership - Change Management*
70. *Leadership - Delivering Messages In A Positive Manner By Dr. Stephen Sobel*
71. *Leadership - Front Line Management*
72. *Leadership - Gaining Cooperation & Commitment Among Staff By Keynote Speaker: Billy Riggs*
73. *Leadership - Leadership Academy Track I*
74. *Leadership - Leadership, Behaviors, & Management Involvement Process*
75. *Leadership - Message From E. Lander Medlin, Executive VP, APPA*
76. *Leadership - Message From Glenn Smith, Past President, ERAPPA*
77. *Leadership - Supervisor's Tool Kit*
78. *Leadership/Motivation - Humor In The Workplace*
79. *Leadership/Motivation - Motivational Keynote Speaker Brad Montgomery*
80. *Leadership/Motivation - Passion Is The Difference Between A Job & A Career*
81. *Leadership/Motivation - Attitudes In Successful Leaders & Attitudes Make All The Difference*
82. *Theatre Performance - "We Will Rock You"*

#### **FACILITIES TOURS**

83. *Tour - East Residence Hall At Worcester Polytechnic Institute To Open In August 2008.*
84. *Tour - Eastern Connecticut State University Campus*
85. *Tour - Eastern Connecticut State University Campus - Geothermal System*
86. *Tour - Fenway Park In Boston MA - Upgrades Within & Outside Of*
87. *Tour - Harrisburg Area Community College, Harrisburg, PA*  
*APPA 2007 Award Winner For Excellence In Facilities*  
*Address By Edna V. Baehre, President Of HACC*  
*Address By Joe Wojtysiak, Executive Director Of Facilities Management*
1. *Tour - Hockey Hall Of Fame*
2. *Tour - Medical Health Education Center At Harrisburg Area Community College*
3. *Tour - Midtown Campus At Harrisburg Area Community College*
4. *Tour - National Civil War Museum In Harrisburg, PA*
5. *Tour - Toronto Harbour Boat Cruise*
6. *Tour (Virtual) - Harrisburg University's New \$73 Million Academic Center*

## 5. HOSTING FOR UPCOMING ERAPPA CONFERENCES

ERAPPA's Host Committee start planning for the Annual Meetings 4 years out. Therefore, planning is in process for meetings that will occur from 2009 to 2011.

The addition of ERAPPA's Vice President for Annual Meetings has been a great help to the ERAPPA Board and the Host Committees in providing coordination and guidance in planning the Annual Meetings. Anne Babcock of OAPPA has performed the duties excellently in 2008. The position is up for election at ERAPPA 2008.

- **MD/DC APPA HOST COMMITTEE FOR ERAPPA 2008**

**Location** Baltimore, Maryland at the Marriott Baltimore Waterfront Hotel.  
**Dates** Thurs. Sept. 25 to Wed. Oct. 1, 2008  
**Theme** "ERAPPA 2008, Your KEY To Success"  
**Host Committee** Co-Chairs **Kevin Mann**  
Co-Chairs **Sheri Vucci**  
**Conference Planner** University Of Maryland College Park, Conferences & Visitor Services

- **NECERAPPA HOST COMMITTEE FOR ERAPPA 2009**

**Location** Portland, Maine  
**Dates** Fri. Oct 2 to Thurs. Oct 8, 2009  
**Theme** "Imagination" with a sea coast feel.  
**Host Committee** Co-Chair **Dan Gearan** of Saint Joseph College  
Co-Chair **Gordon Cheeseman** of Colby College.  
Planning is ongoing.  
**Conference Planner** The Committee has approved the *USM Meeting Services Department*.  
**EFP and STK** **ERAPPA 2009 in Portland** will be the first to host, in conjunction with the ERAPPA Annual Meeting, the Supervisor Tool Kit and EFP Review Course with test. The schedule for these two training opportunities has been worked out and the entire conference will stretch out for a week for some participants.

- **KAPPA HOST COMMITTEE FOR ERAPPA 2010**

**Location** Pittsburgh, PA  
**Dates** Thurs. Sept. 30 to Wed. Oct. 6, 2010  
**Theme** "60 Years Of Forging The Future" with a Steel Feel  
**Host Committee** Chair **Greg Scott** from Penn State University  
Planning is ongoing.  
**Conference Planner.** Penn State Outreach Conferences

- **AAPPA HOST COMMITTEE FOR ERAPPA 2011**

**Location** Halifax, Nova Scotia  
**Dates** Thurs. Sept. 29 to Wed. Oct. 5, 2011  
**Host Committee** Co-chair **Christine Matheson** <[camathes@dal.ca](mailto:camathes@dal.ca)>  
Co-chair **Gary Schmeisser** <[gary.schmeisser@SMU.CA](mailto:gary.schmeisser@SMU.CA)>.  
Planning is ongoing.  
**Conference Planner.** ConferSense Planners Inc.

- **DVAPPA HOST COMMITTEE FOR ERAPPA 2012**

The chapter will start considering the planning process.

## 6. STATUS OF MEMBERSHIP

- MD/DCAPPA:** Institutional Membership appears to be holding even with interest being shown by a few schools that have not attended meetings in quite a while. Business Partner Membership continues to grow.
- OAPPA:** Membership is stable and the participation rate is very good.
- OCFMA:** 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.
- KAPPA:** Excellent attitude among the Membership. Chapter Meeting attendance has been steady. Business Partner support remains very strong.
- SNEAPPA:** New Members Welcomed.  
*John Cannon College of the Holy Cross*  
*Keith MacDonald Bridgewater State College*
- DVAPPA:** The DVAPPA Chapter has had a mixed year in terms of meeting attendance. There has been a membership decline with a struggle to attract new Institutional Members. They have made efforts in 2008 to recruit new Institutional Members with personal letters and follow-up phone calls with somewhat successful results.
- AAPPA:** Membership Development - Community Colleges. AAPPA is continually trying to encourage participation by the Community Colleges. The Chapter plans to continue to attempt to get more Community Colleges to attend through personal contact.
- NYAPPA:** Membership Development - Universities & Colleges. Began aggressive recruitment campaign among Universities & Colleges
- AAPPA:** Minimal Fee Fall Meeting. Fall training sessions involve a fee that covers food and venue costs and some of the speaker fees. The AAPPA funds the remainder along with PIE funding (if applicable) which is very much appreciated.
- DVAPPA:** Business Partner Changes. We have culled the membership list of inactive Business Partners and permitted interested firms to join. We are committed to keeping the balance between Business Partners and Institutions a healthy one.
- NYAPPA:** Business Partners - Began aggressive recruitment campaign among Business Partners
- DVAPPA:** Joint Venture Considerations. Discussions with Philadelphia Area Independent School Business Officers Association (PAISBOA - a venue for Business Officers of K-12 Schools) will continue in the coming year to see if there are joint ventures to establish.
- NNECERAPPA:** Joint Venture - The beneficial, joint relationship between *Institutional Members* and *Business Partners* continues to provide great interactions and opportunities.
- NYAPPA:** Technology - Implemented Magnet Mail Program in conjunction with ERAPPA.

## 7. SCHOLARSHIPS

Scholarship activity across ERAPPA's Chapters continues to be **sparse, possibly even less than last year**. One Chapter is limited by funds, some Chapters report no submittals of applications, some Chapters report no scholarship program.

**MD/DCAPPA**     **6 scholarships awarded**, 3 at each semi-annual conference to attend an APPA educational venue.

**NYAPPA**         **2 available scholarships awarded** for the APPA Institute For Facilities Management.

**NNECERAPPA**   **12 available per year - Several scholarships awarded** to qualified educational venues. For the first time in recent memory. During a 6 month period, there were **more applicants than scholarships**. In the second period, there were not enough applicants for the next round of awards, so we still did not award all 12 scholarships.

**OAPPA**           **No scholarships were given in 2008** to support participation at the APPA Inastitute for Facilities Management. Candidates are lining up for 2009.

**SNEAPPA**        The Board is discussing the possibility of such a program with respect to the many educational opportunities within APPA.

## 8. AWARDS AND RECOGNITION WITHIN THE CHAPTER

**OAPPA**           **Special award** was presented to **David Riddell** for outstanding contributions over the past two decades.

**NNECERAPPA**   **Recognition to Bizhan Yahyazadeh** for his continued support of the Chapter by serving on various committees.

**OCFMA**           **OCFMA is considering ideas for an awards 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.

**OCFMA**           **At our AGM 40, a plaque was presented to each College Director** by Blayne Mackey of St. Lawrence College, and pictures of our group photos (from each conference) were posted on our website.

## 9. MAJOR INITIATIVES

- NYAPPA            **Branding.** All references to “higher” and “Facilities Officers” were removed.
- NNECERAPPA    **APPA Affiliation Agreement** - negotiated and signed
- NYAPPA            **APPA Affiliation Agreement.** Chapter was the first ERAPPA Chapter to sign the APPA Affiliation Agreement. The Board had been actively working with Lander and staff. I feel the agreement is important to recognize our common interest.
- NYAPPA            **Incorporation Documents.** During our document gathering process we found out the Chapter was not incorporated as previously thought. We have a 501(c)3 tax status (? without being incorporated) and all relative insurance coverage is in place. The Chapter will be incorporated in Maine by the end of August 2008 thanks to the work of **Dale Dubois.**
- NYAPPA            **Constitution and Bylaw Changes.** The Board made several recommended changes to the Constitution and Bylaw at the Spring meeting.
- NNECERAPPA    **Constitution and Bylaws** - updated
- NYAPPA            **Business Partner Membership Drive/Program.** With the help of **Rich Wolbach** and **Meg Boera**, the Board initiated a new Business Partner Membership Drive/Program. Their efforts have formalized our affiliation documents while providing better communication relationships with our Business Partners. After 20 years, we finally have a policy, benefits, mailing list, and communication process that have been well received by all.
- NNECERAPPA    **Business Partner Process** established
- NNECERAPPA    **Mailing List Management** - hired Delaney Meeting and Event Services
- OAPPA             **Climate Change:** Early discussions are taking place regarding the “*Universities and College Presidents’ Climate Change Statement of Action*”. This document originated in Western Canada and models many of the initiatives identified in the American Colleges and Universities Presidents’ Climate Commitment.
- MD/DCAPPA     **Educational needs.** Provide meaningful topics for the members and to be the go to source for the local chapter.
- NNECERAPPA    **Presenter Database** - implemented
- NYAPPA            **Presenter Database.** **Rick Battistoni** of the Educational Committee is working on building a Presenter Database similar to the ERAPPA model.
- OCFMA            **Energy Procurement Consortium.** 22 of the **24 Ontario Colleges** aggregated their electricity procurement in 2007/8, collectively saving nearly \$3 million annually. With the Colleges retendering procurement in 2008/09, it is anticipated that participation will extend to 100% of the colleges. The natural gas consortium has increased to 9 in 2007/8 as procurement contracts lapsed.

- OCFMA**            **Energy Secretariat.** Working through Colleges Ontario, OCFMA was successful in securing initial year and 2<sup>nd</sup> year funding to engage the Energy Secretariat for Ontario Colleges. An RFP had been issued for a Real-Time Operator System (RTOS) capable of supporting energy conservation and demand management operational initiatives as well as regulatory reporting requirements of the Ontario Energy Conservation Leadership Act. With successfully beta-testing of this system at three of the Ontario Colleges, the next phase of development includes the rollout to the remaining 21 Colleges. The Schneider ION system has been chosen and is currently being implemented at all Colleges
- OAPPA**            **Benchmarking** has become an important facilities tool. Good participation in the Core Data Survey was achieved. We are continuing to promote the participation throughout Canada by the use of CAUBO's (Canadian Association of University Business Officers) involvement.
- OAPPA**            **Facility Condition Assessment Audits** of our campuses are complete. OAPPA has received a significant renewal fund to improve the current state of our buildings. The Provincial funding amounts to \$335 million.
- MD/DCAPPA**    **Membership.** Continue to develop the membership of MD/DC APPA by establishing personal contacts.
- NNECERAPPA**   **Emeriti Committee** - developed
- MD/DCAPPA**    **Emeritus Members.** Continue to develop role of Emeritus Members.
- NYAPPA**            **Promoting Participation By K-12.** The Chapter's 2007 initiative Promoting Participation By K-12 was a success as Colby and Saint Michael's College experience significant K-12 Public Institutional attendance as a result.
- DVAPPA**            **Exploring partnerships with area organizations**
- NNECERAPPA**   **Recognition Policy** - developed
- NNECERAPPA**   **Scholarship Incentives** added
- NYAPPA**            **Scholarship Procedure.** The Chapter also worked to streamline our forms and procedures to receive scholarships via the State Directors. We now have a process to recommend candidates to the full Board which is working well. An electronic approval system is in place that allows approval other than normal Board meetings if timing is an issue.
- OCFMA**            **Strategic Plan.** Implementation of the Association's Strategic Plan remains an OCFMA key priority. (<http://www.ocfma.ca/documents/Strategic%20plan.pdf>)
- NNECERAPPA**   **Volunteer Travel Cost** – provide help to fund
- NYAPPA**            **Financial Year** was established from July 1 to June 30<sup>th</sup> to comply with tax codes requirement.

## 10. MAJOR AREAS OF CONCERN

- OCFMA**      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, energy conservation and demand management, facilities adaptation/renovations, and new infrastructure development/replacement priorities of member Colleges.
- APAPPA**      APPA Core Data Survey – A Leverage For Governmental Support. CAUBO (Canadian Association of University Business Officers) is promoting the consistent formatting of submissions to the Core Data Survey so that the Renewal Maintenance and Capital Expenditure numbers can be compared on a reliable national basis. This will give them ammunition to use in lobbying Federal and Provincial governments to increase support to post-secondary infrastructure. We have therefore been holding comparative sessions at all of our meetings to ensure that everyone has a common vocabulary and data dictionary. This has proven to be a difficult task, since our institutions do not all have the same level of support in conducting asset assessment studies and in creating credible, comprehensive deferred maintenance databases. This year an RFP was issued for a common capital asset assessment software and VFA was the successful proponent.
- OAPPA**      Facility Condition Assessment (FCA) deficiency costs remain a major issue. OAPPA continues to reinforce to the MTCU (Ministry of Training, College and Universities) that additional financial support is essential.
- OAPPA**      Energy Issues, particularly in the reduction of our electricity demand requested by the Ministry of Energy has a financial impact on all Universities. Therefore this must be brought to the attention to the MTCU.
- OAPPA**      Government Regulations particularly in the Health and Safety sector (i.e. asbestos, confined spaces and mold) are being implemented by the Universities. Thus creating a higher level of monitoring and higher costs in trade work.
- DVAPPA**      Membership Recruitment. Hand in glove with recruiting Institutions is increasing efforts to recruit Board Members, members at large and participation in the vote. The Chapter will stay strong only with active participation and a willingness to serve. The circle is too small at this point.
- MD/DCAPPA**      Balance Between Business Partners And Member Schools. It is important to keep a healthy balance at chapter meetings in order for meetings to be beneficial to all.
- MD/DCAPPA**      Shrinking Training Budgets. Local college and university training budgets continue to be cut. Training has to be affordable and worth the investment by the institution.

*Section 3*

*Chapter Presidents' Reports*

*ERAPPA 2008*

*Annual Business Meeting*

*Tuesday, September 30, 2008*

***DETAILED REPORTS***

***From Each Chapter***

## CHAPTER PRESIDENTS

1. Atlantic Provinces Chapter ..... APAPPA ..... Jeff Lamb ..... Dalhousie University
2. Delaware Valley Chapter ..... DVAPPA ..... Ralph Thayer ..... Swarthmore College
3. Keystone Chapter ..... KAPPA ..... Doug Miller ..... Indiana University of PA
4. Maryland-DC Chapter ..... MD/DCAPPA ... Sheri Vucci ..... Smithsonian Institute
5. New Jersey Chapter ..... NJAPPA ..... Dianne Gravatt ..... Rutgers University
6. New York Chapter ..... NYAPPA ..... Robert Britton ..... Syracuse University
7. Northern New England Chapter... NNECERAPPA David Cutler ..... Saint Michael's College
8. Ontario Universities ..... OAPPA ..... Anthony Cupido ..... McMaster University
9. Ontario Colleges ..... OCFMA ..... Harry Bakker ..... Fanshawe College
10. Southern New England Chapter... SNEAPPA ..... Neal Lespasio ..... Emerson College

# ATLANTIC PROVINCES CHAPTER

## AAPPA

### Chapter President's Report

September 2008

Jeff Lamb, Chapter President  
Dalhousie University

1. **THE LEADERSHIP** for the Atlantic Provinces Chapter is provided by:

President .....**Jeff Lamb**.....Dalhousie University  
VP Education and Secretary .....**Christine Matheson** .Dalhousie University  
VP Membership and Treasurer .....**Greg Clayton** .....University of Prince Edward Island  
VP Technology and Website .....**Justin Dunn** .....Holland College

2. **THE CHAPTER IS GOVERNED BY BY-LAWS** that were adopted in 2003. The By Laws were modeled after the ERRAPPA By Laws and can be found on our website which is <http://fm.dal.ca/aappa2/> .

3. **SEMI-ANNUAL MEETINGS IN 2007/2008**

- **November 2007 Training Meeting.** A Training Meeting was held in November 2007 in Halifax, Nova Scotia.

On the first day, a half day session was run for all attendees on  
*Building Effective Teams*

On the second day, a full day of presentations organized as separate tracks in  
*Grounds*  
*Security/Emergency Response*  
*Personnel Administration and Capital Asset Management* .

The session was very successful with a participation of **70 people** at the supervisor, manager, and director level.

- **May 2008 General Business/Education Meeting.** The Annual Meeting is held each spring at one of the member universities on a rotating basis. This past spring in May 2008 the meeting was held in Antigonish Nova Scotia hosted by Saint Francis Xavier University.
- **Leadership Academy.** A 3 day training session was held for a group of 25 AAPPA Chapter Members in conjunction with the Annual Meeting. Glenn Smith conducted the session.

*Track 1 of the Leadership Academy.*

Presenting the Leadership Academy as a chapter event was much more cost effective than sending individuals to the APPA Leadership Academy. This allowed most institutions to send people who otherwise would not have been able attend due to lack of budget.

**4. SEMI-ANNUAL MEETINGS PLANNED FOR 2008/2009**

- **November 2008 Training Focused Meeting.** The major initiative underway at this time is to continue to offer the Fall Training Program that will be delivered on an ongoing basis and will be extremely beneficial to members of all the Chapter universities and colleges. The Training Focused Meeting will be held in Halifax, Nova Scotia in early November 2008.
- **June 2009 Business/Education Meeting** will be held at Mount Saint Vincent University in Halifax, Nova Scotia in early June 2008.

**5. MEMBERSHIP DEVELOPMENT**

- **Community Colleges.** AAPPa is continually trying to encourage participation by the Community Colleges. The Chapter plans to continue to attempt to get more Community Colleges to attend through personal contact.
- **No Fee Spring Meeting.** At this time AAPPa does not charge fees for the spring meetings and vendor sponsorships are solicited to cover costs.
- **Minimal Fee Fall Meeting.** Fall training sessions involve a fee that covers food and venue costs and some of the speaker fees. The AAPPa funds the remainder along with PIE funding (if applicable) which is very much appreciated.
- **Training vs. Scholarships.** AAPPa has not given out any scholarships. The AAPPa felt that, given our limited resources, we should concentrate these resources on providing training sessions for all chapter members in the local area.

**6. MAJOR AREAS OF CONCERN**

**AAPPa Core Data Survey – Data Consistency as leverage for governmental support.**

**CAUBO (Canadian Association of University Business Officers)** is promoting the consistent formatting of submissions to the Core Data Survey so that the Renewal Maintenance and Capital Expenditure numbers can be compared on a reliable national basis. This will give them ammunition to use in lobbying Federal and Provincial governments to increase support to post-secondary infrastructure. We have therefore been holding comparative sessions at all of our meetings to ensure that everyone has a common vocabulary and data dictionary. This has proven to be a difficult task, since our institutions do not all have the same level of support in conducting asset assessment studies and in creating credible, comprehensive deferred maintenance databases.

This year an RFP was issued for a common capital asset assessment software and **VFA** was the successful proponent.

**DELAWARE VALLEY CHAPTER**

**DVAPPA**

**Chapter President's Report**

**September 2008**

**Chris Augustine, Chapter President**  
**Swarthmore College**

**1. DVAPPA LEADERSHIP**

**Elected Members**

President ..... **Chris Augustine**  
Vice President ..... **Ben Suplick**  
Secretary ..... **Phillip Genter**  
Treasurer ..... **Robert Morro**  
Immediate Past President ..... **Ralph Thayer**  
Past President ..... **Vacant**

**Appointed Members**

Education ..... **Mike Brewer**  
Membership ..... **Vacant**  
Technology & Comm. .... **Vacant**

**Webmaster ..... Ralph Thayer**

**2. CHANGES IN GOVERNANCE – None**

**3. CURRENT YEAR MEETINGS 2007-2008 - Four Per Year**

a. <b>Fall '07</b>	<b>Academy of the New Church</b>	<i>Master Planning</i>
b. <b>Winter '08</b>	<b>University of Pennsylvania</b>	<i>Structural Concrete Construction</i>
c. <b>Spring '08</b>	<b>Sky Top Retreat</b>	<i>ADA Guidelines, U.S. Access Board</i>
d. <b>Summer '08</b>		<i>Modular Construction, Kuhlmann Inc.</i>

**4. UPCOMING YEAR MEETINGS 2008-2009**

a. <b>Fall '07</b>	<b>TBD</b>
b. <b>Winter '08</b>	<b>TBD</b>
c. <b>Spring '08</b>	<b>Sky Top, TBD</b>
d. <b>Summer '08</b>	<b>Business Meeting, TBD</b>

**5. MEETINGS AS HOST COMMITTEE – None**

DVAPPA is planned to host ERAPPA 2012

**6. COMMENTS ON MEMBERSHIP**

**The DVAPPA Chapter has had a mixed year in terms of meeting attendance.**

- **Membership Decline.** We continue to struggle with attracting new Institutional Members and in fact have lost members with restructuring and retirements thinning the ranks of our Institutional Representatives.

**Efforts have been made this past year to recruit new Institutional Members with personal letters and follow-up phone calls.** The results have been somewhat successful, but the losses from attrition have more than countered that gain. The DVAPPA Board knows that one of our goals this year is to continue the efforts to increase our Institutional Membership.

- **Business Partner Changes.** We have culled the membership list of inactive Business Partners and permitted interested firms to join. We are committed to keeping the balance between Business Partners and Institutions a healthy one.
- **Joint Venture Considerations.** The effort to reach out to another organization in the area, *Philadelphia Area Independent School Business Officers Association* (PAISBOA) was met with some resistance. Perhaps the overture was viewed as a raid for members although in fact several of the schools are members of DVAPPA and PAISBOA already. Although primarily a venue for Business Officers of K-12 Schools, PAISBOA has a very active facilities branch that meets bi-monthly to discuss issues that affect facilities. Discussions with the principles of that group will continue in the coming year to see if there are joint ventures we could partner in.

**7. SCHOLARSHIPS**

**None Applied For, None Awarded**

**8. AWARDS AND RECOGNITION**

**Emeritus Members Awarded, None Awarded**

**9. MAJOR INITIATIVES**

**Exploring partnerships with area organizations**

**10. MAJOR AREAS OF CONCERN**

**Membership Recruitment.** Hand in glove with recruiting Institutions is increasing efforts to recruit Board Members, members at large and participation in the vote.

**The Chapter will stay strong only with active participation and a willingness to serve. The circle is too small at this point.**



7. **SEMI-ANNUAL MEETINGS**

**Harrisburg Area Community College (HACC), a KAPPA institutional member, was awarded one of APPA's Awards For Excellence in July 2007.** HACC is the first community college to have received this recognition from APPA. In light of APPA's Branding Initiative that changed APPA's focus from "facilities officers in higher educational institutions" to "facilities professionals in education", KAPPA chose to highlight HACC during its Semi-Annual Meeting in **the Spring 2008.**

**FALL 2007 ..... Hosted by Indiana University of PA, Blairsville, PA**

**155 Attendees** for *General Education Meeting*

**General Educational Session**

*Building Controls (HVAC, Security, Automotive, and System Integration)*

**Break Out Educational Sessions**

*Design Build, Building Commissioning*

*Artificial Athletic Surfaces - Track and Field*

*Performance Contracting, Energy Auditing, Spec Writing*

**SPRING 2008. Hosted by ..... PA State System of Higher Education in Harrisburg, PA  
Co-Hosted by Harrisburg Area Community College (HACC)**

**185 Attendees** for *Business Meeting, Chapter Elections, and Education*

**General Educational Sessions**

*Coordinated LEED Design - Focusing On LEED w/o Sacrificing Design Quality*

*Design On A Dime - Good Design Does Not Have to Cost More*

*Beyond Town-Gown - The Role Of Higher Education In Community Development*

*Roofing - Your Buildings Most Critical Asset Design Options and Issues*

*Tour - HACC's Midtown Campus at Harrisburg Area Community College*

*Tour - Medical Health Education Center at Harrisburg Area Community College*

*Tour - National Civil War Museum in Harrisburg, PA*

*Virtual Tour - Harrisburg University's New \$73 Million Academic Center*

**Featured Institution within KAPPA**

*Harrisburg Area Community College, Harrisburg, PA*

*APPA 2007 Award Winner for Excellence In Facilities*

*Address by Edna V. Baehre, President of HACC*

*Address by Joe Wojtysiak, Executive Director of Facilities Management*

**Round Table Educational Sessions (20 minute ed sessions)**

Members could attend 4 of the following:

*Systematic Approach to Evaluating the Building Envelope*

*Campus Landscaping for Recruitment & Retention*

*Document Storage & Retention - Organize Your FMD*

*Next Generation of Geothermal Systems - Radiant Cooling*

*Campus Appeal for the Y-Generation*

*Adaptive Reuse at Harrisburg University*

*Leadership & APPA's Commitment to Leadership & Life-Long Education*

This concept was also  
utilized at ERAPPA 2008

**Collaboration with APPA & ERAPPA**

*Message from E. Lander Medlin, Executive VP, APPA*

*Message from Glenn Smith, Past President, ERAPPA*

**FALL 2008 ..... Penn State Altoona, Altoona, PA September 8 & 9, 2008**

**General Educational Sessions**

*Leadership, Behaviors, And Management Involvement Process*

*Passion Is The Difference Between A Job And A Career - Attitudes In Successful Leaders*

*And Attitudes Make All The Difference*

**Track Educational Sessions**

*Firestop Applications      Energy Awareness Programs*

**MARYLAND-DC CHAPTER**  
**MD/DCAPPA**  
**Chapter President's Report**  
**August 26, 2008**  
**Sheri Vucci, Chapter President**  
**Smithsonian Institution**

**1. CHAPTER LEADERSHIP**

President.....**Sheri Vucci** ..... Smithsonian Institution  
President-Elect.....**Phillip Brown** ..... American University  
Past President .....**Kevin Mann**..... Salisbury University  
Treasurer.....**John Jensen** ..... Villa Julie College  
Secretary.....**Nancy Yeroshefsky** .... University of Maryland College Park  
Third Term Director .....**Derek Thornton** ..... St. Mary's College of Maryland  
Third Term Director .....**Leon Bivens** ..... University of Maryland Eastern Shore  
Second Term Director .....**Gary Viola** ..... University of Maryland-Baltimore  
Second Term Director .....**Dennis Bohlayer** ..... Towson University  
First Term Director.....**Jim Burcham** ..... University of Maryland College Park  
First Term Director.....**Paul Mace** ..... Wor-Wic Community College  
Education Chair.....**Michelle Frederick**..... American University

**ERAPPA Committee Representatives**

Chapter Affairs.....**Sheri Vucci** ..... Smithsonian Institution  
Education.....**Michelle Frederick**..... American University  
Membership.....**Leon Bivens** ..... University of Maryland Eastern Shore  
Technology.....**Phillip Brown** ..... American University

**APPA Committee Representatives**

Membership.....**Kevin Mann**..... Salisbury University  
Education.....**Michelle Frederick**..... American University

**2. CHAPTER GOVERNANCE**

**Original Bylaws** for the Maryland-District of Columbia Chapter were established on **Jan. 22, 1970**. These bylaws followed the recommendations made by ERAPPA.

**The Bylaws were revised in 2007** to clarify language.

The Bylaws appear on the chapter web site at [www.mddcappa.org](http://www.mddcappa.org)

### 3. MEETINGS HELD

#### 2007/2008 – MEETINGS CONDUCTED

- **BOARD MEETINGS.**

On November 16-17 2007, the MD/DC APPA Board of Directors held its Annual Planning Meeting in Rehoboth Beach, Delaware.

MD/DC APPA held Board Meetings, February 1, March 7, April 11, June 18, September 5.

- **THE SPRING 2007 CHAPTER MEETING.**

The Spring Meeting was held March 14, 2008 at Villa Julie College.

MD/DC APPA Chapter Meetings offer 3 educational tracks - you may choose 2 of 3 to attend.

This meeting offered

*Ergonomics*

*Reducing the Risk of Job Injuries*

*Acoustic Control in Educational Buildings*

The meeting was well attended **with 75 Institutional & Business Partner Members** in attendance.

- **MD/DC APPA TWO DAY ANNUAL RETREAT**

Held June 19-20,2008 at the Rocky Gap Lodge and Golf Resort outside of Cumberland, MD.

More than **90 attendees** were at this meeting.

We offered 2 educational programs.

- **Glen Brome and Marion Case**, The Brome Company presented *The Facilitative Leader*

This highly interactive workshop provided leaders of groups and teams with skills to become Facilitative Leaders. The Facilitative Leader assists the team in establishing interpersonal skills that, in turn, allow them to ultimately improve both individual and team performance. Information is openly shared and processes for new ideas on improving business are generated. Overall, there becomes an atmosphere of respect and trust that is essential for developing a high performance environment.

**Jerry Bauers**, National Director of Commissioning, Sebesta Blomberg & Associates

**Kenneth D. Hahn**, CxA, CBO Associate, Field Services Manager, RMF Engineering

**Robert R. Diblasio**, Sr. Design & Construction Proj. Mgr, Johns Hopkins Sch. of Medicine

- **Bill Kozak**, Supervisor, Plant Operations Group, Johns Hopkins Applied Physics Laboratory all presented a session on *Building Commissioning*, discussing the what, when, why, and how of building commissioning.

Participants learned how to effectively and efficiently apply commissioning concepts to newly built and renovated buildings, as well as to existing buildings.

### 4. MEETINGS PLANNED

#### 2008 Meetings Planned

- **FALL CHAPTER 2008 MEETING** is planned for **November 7, 2008 at Galluadet University in Washington, DC.** We will be holding our Annual Chapter Elections

A 3 track educational program. Planned topics are:

*Humor in the Workplace*

*Greening of the Campus*

*Structural Issues*

**5. HOST FOR ERAPPA 2008**

The ERAPPA 2008 Host Committee has been hard at work all year planning this year's Annual Meeting at the Marriott Baltimore Waterfront Hotel. The conference dates will be September 25 – October 1, 2008.

**Theme:** *ERAPPA 2008 Your KEY To Success*

**6. MEMBERSHIP**

**Our Institutional Membership** appears to be holding even with interest being shown by a few schools that have not attended meetings in quite a while.

**Our Business Partner Membership** continues to grow.

**7. SCHOLARSHIPS**

**2007 MD/DC APPA awarded 3 scholarships** to attend an APPA educational venue

Michelle Frederick    Ehssan Saadi                      Larry Wilhelm

**2008 MD/DC APPA will award 3 scholarships** at the Fall 2008 meeting at Galluadet University.

**8. AWARDS AND RECOGNITION WITHIN THE CHAPTER**

None to report

**9. MAJOR INITIATIVES**

**Annual Meeting.** The Host Committee and Chapter Membership have invested a significant amount of time this past year planning the ERAPPA Annual Meeting.

**Membership.** Continue to develop the membership of MD/DC APPA by establishing personal contacts.

**Emeritus Members.** Continue to develop role of Emeritus Members.

**Educational needs.** Provide meaningful topics for the members and to be the go to source for the local chapter.

**10. MAJOR AREAS OF CONCERN**

**Shrinking Training Budgets.** Local college and university training budgets continue to be cut. Training has to be affordable and worth the investment by the institution.

**Balance between Business Partners and member schools.** It is important to keep a healthy balance at chapter meetings in order for meetings to be beneficial to all.

**11. SPECIAL THANKS**

A special thanks to all of those who have worked so hard over the past year to make this year's ERAPPA Annual Meeting a success!!!

## ERAPPA 's 58<sup>th</sup> Annual Conference

### Your Host Chapter

Maryland & Washington DC Chapter of APPA  
MD/DC APPA

*"ERAPPA 2008, Your Key To Success"*



**Your MD/DC APPA Host Committee**

**NEW JERSEY CHAPTER**  
**NJAPPA**  
**Chapter President's Report**  
**September 2008**  
**Dianne Gravatt, Chapter President**  
**Rutgers, The State University of New Jersey**

**1. LEADERSHIP**

Chapter Leadership for NJAPPA is provided by:

President.....	<b>Dianne Gravatt</b> .....	Rutgers University
President Elect .....	<b>Mark Showers</b> .....	Rowan University
Past President.....	<b>Ken Olsen</b> .....	Ocean County CC
Secretary .....	<b>Voula Liacopulos</b> .....	Blackney Hayes Architects
Treasurer .....	<b>Rona Lehtonen</b> .....	Rutgers University
Director .....	<b>Patty Smith</b> .....	Titusville Academy
Director .....	<b>Jule Raichle</b> .....	Ocean County CC
Director .....	<b>Robert Cornero</b> .....	Monmouth University

**ERAPPA Representatives:**

Technology .....	<b>Robert Cornero</b> .....	Monmouth University
Education .....	<b>Mark Showers</b> .....	Rowan University
Chapter Affairs .....	<b>Ken Olsen</b> .....	Ocean County CC
Membership .....	<b>Jule Raichle</b> .....	Ocean County CC

**2. CHAPTER GOVERNANCE - Changes**

Technology .....	Implemented Magnet Mail Program in conjunction with ERAPPA, Investigating new proprietary APPA software
Institutional Membership.....	Began aggressive recruitment campaign among Universities & Colleges
Business Partners.....	Began aggressive recruitment campaign among Business Partners
By-Law Final Revisions.....	April 18, 2008 Board Meeting
Federal ID #.....	Received
APPA Affiliate Agreement.....	Signed on July 10, 2008
Chapter Insurance Policy.....	Obtained in July 2008, under APPA umbrella
Education.....	Working with Michelle Estep to update lending library

**3. MEETINGS HELD IN 2007-2008**

- **SUMMER 2007 SUPERVISORS TOOL KIT**      **Attendance 26**

*The Supervisors Tool Kit* was held at the Rutgers University Inn and Conference Center in New Brunswick NJ, August 6-10, 2008.

- **FALL 2007 MEMBERSHIP MEETING**      **Attendance 75**

The Fall 2007 Meeting was held at Richard Stockton State College in Galloway NJ Nov. 1, 2007.

Topics:

*Performance Contracting New Legislation: Johnson Controls*

*Energy Performance and Onsite Generation: Concord Engineering Group*

- **2<sup>nd</sup> ANNUAL SPRING CONFERENCE**      **Attendance 68**

The meeting was held on March 26-28, 2008 at the Marriott Seaview Resort and Spa in Galloway Township NJ.

Topics:

***The 3 C's of Communication: Consensus, Cooperation and Commitment***

1. *Gaining Cooperation and Commitment Among Staff by Keynote Speaker: Billy Riggs,*

2. *Up and Coming Communication Tools - Bundling existing equipment to create the virtual office, communicate quickly from any location as if you were standing right next to your customer by SunGard Education Division;*

3. *Delivering Messages In a Positive Manner by Dr. Stephen Sobel:*

- **SPRING 2008 MEMBERSHIP MEETING**      **Attendance 73**

The Spring Meeting was held on May 1 2008, at Rutgers University in Piscataway, NJ.

Topics:

*Stadium Design Presentation by HOK*

*Sports Field Construction and Design by CMX*

Election of Officers

Performance by the Von Rapp Family

At this writing **the Fall 2008** meeting is scheduled to take place at Georgian Court University in Lakewood, NJ.

Topics will cover

*Recycling Methodologies For Electronics, Carpeting, Ceiling Tiles And Other Unique Items.*

In addition plans are underway for our 3<sup>rd</sup> Annual Spring Conference to be held in March 2009 at the Seaview Marriott. Topics will include

*Leadership, Change Management and Customer Service Disney Style.*

**NEW YORK CHAPTER**  
**NYAPPA**  
**Chapter President's Report**  
**September 2008**  
**Robert Britton, Chapter President**  
**Syracuse University**

**1. CURRENT LEADERSHIP**

<b>Executive Officers:</b>	<b>President..... Robert K. Britton.....</b> Syracuse University
	<b>1<sup>st</sup> Vice Pres ..... Jeffery Foster .....</b> Univ. of Rochester
	<b>2<sup>nd</sup> Vice Pres ..... James Pepe .....</b> SUNY Fredonia
	<b>Treasurer..... Steven J. Bellona .....</b> Hamilton College
	<b>Secretary ..... Bridgette Anderson.....</b> Dutchess Community College
	<b>Past Pres ..... John Shupe .....</b> SUNY New Paltz
<b>Directors:</b>	<b>Tom Dreyer .....</b> SUNY Brockport
	<b>Masoom Ali .....</b> Nassau Community College
	<b>Mark Frost .....</b> Rensselaer Polytechnic Institute
	<b>John McEnrue.....</b> SUNY New Paltz
	<b>Barry McHugh.....</b> University of Rochester
	<b>Nasrin Parvisi.....</b> SUNY Cortland
<b>Alternate Directors:</b>	<b>Dan Miller .....</b> Emma Willard School
	<b>Tom Rathbone.....</b> SUNY Oneonta
	<b>Albert Gilewicz.....</b> SUNY University of Buffalo
	<b>Bill Davis.....</b> Cornell University

**CHANGING LEADERSHIP**

Since ERAPPA 2007, Board Members that left the Board are:

**Tom Goldsmith .....** St John's University;  
**Doug Parsons.....** Cornell University; and  
**Steve Lloyd .....** Syracuse University  
**Diane DiPino.....** Syracuse University.

New Directors added during the past year include:

**Mark Frost.....** Rensselaer Polytechnic Institute  
**Masoom Ali.....** Nassau Community College  
**Nasrin Parvisi.....** SUNY Cortland  
**Barry McHugh.....** University of Rochester moved from Alternate Director to a Director

New Alternate Directors include:

**Tom Rathbone.....** SUNY Oneonta  
**Al Gilewicz.....** SUNY Buffalo  
**Bill Davis.....** Cornell University

**2. CHAPTER GOVERNANCE OR STANDARDS**

There have been no changes to the Chapter By-Laws during the past year.

**3. MEETINGS HELD AND UPCOMING**

**A. COLLABORATIVE MEETINGS BY NYAPPA & SUNY PPAA**

*SUNY PPAA is the State University of New York Physical Plant Administrators Association*

NYAPPA & SUNY have agreed to hold Joint Summer Conferences and Annual Meetings in 2008 and 2009, at least 2 years.

The 2008 Conference was in Buffalo.

The 2009 Conference will be jointly sponsored by 4 colleges: (1) Syracuse University, (2) University Hospital - part of SUNY, (3) SUNY Environmental School of Forestry - ESF, and (4) SUNY Cortland. 2010 will be in Albany.

SUNY conducts a Winter Conference. However, NYAPPA & SUNY have agreed to hold the NYAPPA's winter Board Meeting at their Winter Conference location, Cooperstown, NY and to also have a Joint Board Meeting. We are trying to have 2 Joint Board Meetings a year, along with 4 NYAPPA Board Meetings.

○ **2008 JOINT CONFERENCE.**

The 1<sup>st</sup> SUNY PPAA/NYAPPA Joint Summer Conference and Annual Meeting was held in Buffalo, NY on July 28-31, 2008.

**The theme was “*Setting Sail in New Directions*”.**

**The 3 educational tracks were:**

*Sustainability*

*Master Planning*

*Emergency Response Planning*

○ **2009 JOINT CONFERENCE.**

*NYAPPA is planning for the Summer Conference and Annual Meeting to be held in 2009.* Current planning involves selection of location, general plans, and educational track modifications

**B. “FROM THE GROUND UP” CONFERENCE SERIES**

**NYAPPA has developed a conference series called “*From the Ground Up*”. This conference series has been one of NYAPPA's most successful ventures and the current plan is to continue every other year. It is becoming known as one of the best on the east coast. Besides NY, we generally pull in registrants from PA, MA, and this year Delaware as well.**

The 4<sup>th</sup> conference in the ongoing series was held on April 8, 2008 in Syracuse, NY.

**65 attendees** enjoyed Attendees learned about

*Sustainable Campus Landscape Design And Implementation Strategies*  
*Green Roof Installation And Maintenance*

**C. APPA'S SUPERVISORS TOOLBOX**

APPA's Supervisors Toolbox is planned for September 2008 at Dutchess Community College.

**D. NYAPPA'S BOARD MEETINGS**

- **In January 2008**, NYAPPA conducted a Board of Directors Meeting in Cooperstown NY at the site of the SUNY PPAA Winter Conference. Items discussed include:
  - Strategies for Advancing the Chapter
  - Board Development
  - Insurance
  - Upcoming Conferences:
    - Spring Grounds Conference
    - Joint Summer Conference and Annual Meetings with the SUNY PPAA
- **In April 2008**, NYAPPA conducted a Board of Directors Meeting in Syracuse, NY at the April Conference.
- **In July 2008**, NYAPPA conducted a Board of Directors Meeting in Buffalo, NY, the site of the 1<sup>st</sup> SUNY PPAA/NYAPPA Joint Summer Conference and Annual Meeting.

**The Education Committee** for the 2009 Joint Conference in Syracuse NY discussed surveying the members for education topics.

Items discussed included:

- Increasing NYAPPA's attendance at the Summer Meeting,
- Golf Tournament
- Wrap Up Of This Year's Conference.

**4. MEETING SCHEDULE**

- April 8, 2008**.....“From the Ground Up”  
Syracuse, NY
- July 28-31, 2008** .....SUNY PPAA/NYAPPA Jt. Summer Conference & Annual Mtg  
Hosted in Buffalo, NY on.
- September 22-26, 2008** .....APPA's Supervisors Toolbox  
Hosted by Dutchess Community College, Poughkeepsie NY
- October 1, 2008**.....ERAPPA Annual Meeting and NYAPPA Board Meeting  
Baltimore MD, September 28-
- January 26, 2009**.....NYAPPA & SUNY PPAA Board Meeting  
To be at the SUNY PPAA Winter Meeting, Cooperstown, NY
- April 2009**.....NYAPPA Spring Education Session  
To be hosted by NYAPPA, Rochester NY
- June 23-25, 2009** .....SUNY PPAA & NYAPPA  
**Joint Summer Conference & Annual Meeting**  
Syracuse, NY

**5. MEMBERSHIP**

A **NYAPPA Board of Directors Meeting** was held at the April Conference where **Barry McHugh** was appointed as NYAPPA's Representative to the ERAPPA Technology and Communications Committee.

**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 throughout NY. We continue outreach to statewide higher education institutions to increase our service and membership base.

NYAPPA has been successful in stretching across NY, adding Board Members from Buffalo to Long Island. We are committed to keeping the Board an approximately 50/50 split between SUNY and private colleges, plus one high school. We are trying to keep that split between Officers, Directors, and Alternate Directors as best we can. We're also trying to include 3 Community Colleges by having a representative on as an Officer, a Director, and an Alternate (currently open). We are hoping this will give us the representation we need to serve all the higher education facilities throughout the state. We still have a couple director/alternate positions open and will be working on development while at the ERAPPA conference.

**NYAPPA has yet moved into APPA's new identity of adding professionals other than higher education, but we will start the discussion.** We are in the process of revising our logo to include both APPA's and the NY state symbol. We will have color samples available at our Board Meeting in Baltimore.

**6. ERAPPA HOST ROTATION**

NYAPPA is currently slated to host ERAPPA's 63<sup>rd</sup> Conference in 2013.

**7. SCHOLARSHIPS**

**Two scholarships are available annually to the APPA Institute For Facilities Management.** An award is made at each conference. Recipients are:

1. **M. Wygant of SUNY Fredonia** for the APPA Institute For Facilities Management.
2. **Don Chisholm of SUNY Cortland** for the APPA Institute For Facilities Management

**NORTHERN NEW ENGLAND CHAPTER**

**NNECERAPPA**

**Chapter President's Report**

September 2007

David Cutler, Chapter President  
Saint Michael's College

**1. CURRENT BOARD**

**David Cutler**..... Saint Michael's College..... President  
**Dale Deblois**..... Colby College ..... Vice President  
**Jonathan Brush**..... Unit 76 School District ..... Secretary/Treasurer

**Anita Bailey**..... Phillips Exeter Academy ..... New Hampshire ..... State Director  
**Leo Deon**..... U. Maine Farmington..... Maine ..... State Director  
**Rich Wolbach**..... University of Vermont ..... Vermont ..... State Director

**John P. Gratiot** ..... Dartmouth College..... Ex-Officio..... Past President

**COMMITTEE CHAIRS**

**Frank Mazzola**..... Keene State College..... Membership..... Chair  
**Dan Gearan** ..... Saint Joseph College..... Technology ..... Chair  
**Don Briselen**..... Retired..... Emeriti ..... Chair  
**Richard Battistoni** ..... Saint Michael's College ..... Educational ..... Chair

**2. PRESIDENT'S SUMMARY**

I would like to thank **Bizhan Yahyazadeh** for his continue support of the Chapter by serving on various committees.

This will be my last President's Report and I would like to thank the support of the Board.

We have

1. 3 years of future Bi-Annual Meetings lined up and full committees
2. established a Business Partner process
3. hired Delaney Meeting and Event Services to manage mailing lists
4. added Scholarship Incentives
5. help fund Volunteer Travel Cost
6. implemented a Presenter Database
7. negotiated and signed the APPA Affiliation Agreement
8. updated our Constitution and Bylaws
9. developed a Recognition Policy
10. added an Emeriti Committee

Wow, we have accomplished so much while, having a great time and building lifelong friendships. I can't begin to express my cherished appreciation for each member of the Board and Committees.

**3. CHANGES OF GOVERNANCE**

Thanks to the dedication of NNECERAPPA Members as volunteers, we had no Board or Committee changes this past year.

**Chapter offices are 2 year terms** and the next election will be at Saint Paul's School in March 2009.

**4. CURRENT YEAR MEETINGS**

**Fall 2007 Chapter Meeting was held at Colby College on October 22 & 23, 2007:**

**Patricia Murphy** and staff hosted a great Conference at **Colby College**. The fall meeting site is always a challenge for the Chapter and I want to thank Colby for hosting this wonderful event.

The venue was tight for the Business Partners but all worked with **Meg and Janice of Delaney Meeting and Event Services**.

**Colby had 4 Tracks** focusing on  
*Capital Planning, Campus Maintenance, Regulatory and Trades.*

Wonderful weather, a beautiful campus, fall colors and good company made this meeting a memorable event.

**The surplus to help sponsor our scholarships** was a pleasant surprise and I want to thank all the sponsors for helping Colby and the Chapter.

**Spring 2008 Chapter Meeting was held at Saint Michael's College on March 20 and 21, 2008:**

I was fortunate to have a great staff help host this event. I somehow managed to get myself President and Host at the same time. I am sure most folks got sick of hearing me speak.

We had another great meeting with **over 300 in attendance**.

For the first time we served set down meals within the Business Partner area because of the opportunity to use the College's Ross Sports Center.

We had a **4 Track Educational Program** focusing on  
*Grounds, Custodial, Mold, and Front Line Management.*

We were able to have  
*a world ranked logger presenting arbor advice*

We booked ended that with Vermont's own "Logger" for entertainment.

The "Spring" meeting is our **Annual Business Meeting** and the membership voted to accept the Treasurers Report and the minutes of the last meeting.

The Membership also voted several **Constitution and Bylaw Changes** with the main focus on a business year and dropping "higher" out of the documents.



**9. INITIATIVES**

- 1) **Promoting Participation By K-12.** The Chapter's 2007 initiative Promoting Participation By K-12 was a success as Colby and Saint Michael's College experience significant K-12 Public Institutional attendance as a result.
- 2) **Business Partner Membership Drive/Program.** With the help of **Rich Wolbach** and **Meg Boera**, the Board initiated a new Business Partner Membership Drive/Program. Their efforts have formalized our affiliation documents while providing better communication relationships with our Business Partners. After 20 years, we finally have a policy, benefits, mailing list, and communication process that have been well received by all.
- 3) **Treasury.** The Chapter remains well funded with over \$40,000 in the Treasury. As a result, we voted to provide a flat **scholarship** to the Institute for \$1,500 which will provide some funds for travel expenses.
- 4) **Scholarship Procedure.** The Chapter also worked to streamline our forms and procedures to receive scholarships via the State Directors. We now have a process to recommend candidates to the full Board which is working well. An electronic approval system is in place that allows approval other than normal Board meetings if timing is an issue.
- 5) **Constitution and Bylaw Changes.** The Board made several recommended changes to the Constitution and Bylaw at the Spring meeting.  
All references to "higher" and "Facilities Officers" were removed.  
A financial year was established from July 1 to June 30<sup>th</sup> to comply with tax codes requirement.
- 6) **Presenter Database.** **Rick Battistoni** of the Educational Committee is working on building a Presenter Database similar to the ERAPPA model.
- 7) **APPA Affiliation Agreement.** The Chapter was the first ERAPPA Chapter to sign the APPA Affiliation Agreement. The Board had been actively working with Lander and staff. I feel the agreement is important to recognize our common interest.
- 8) **Incorporation Documents.** During our document gathering process we found out the Chapter was not incorporated as previously thought. We have a 501(c)3 tax status (? without being incorporated) and all relative insurance coverage is in place. The Chapter will be incorporated in Maine by the end of August 2008 thanks to the work of **Dale Dubois**.

**OAPPA**  
**ONTARIO ASSOCIATION OF PHYSICAL PLANT ADMINISTRATORS**  
**Chapter President's Report**  
**September 2008**  
**Anthony Cupido, Chapter President**  
**McMaster University**

**1. CHAPTER LEADERSHIP**

(see Web site <http://www.oappa.com/officers.htm>) Effective June 1, 2007

**President:**

**Anthony Cupido**

Assistant Vice President, Facility Services  
McMaster University

**Vice-President:**

**Ian Hamilton**

Director, Campus Planning & Facilities  
Ryerson University

**Treasurer:**

**John Wordley**

Director, Physical Resources  
Trent University

**Past President:**

**Mario Bouchard**

Director, Physical Resources Service  
University of Ottawa

Mandates are issued **every 2 years**.

**2. CHAPTER GOVERNANCE**

No change in the structure.

**Dues are \$210 per institution a year.**

The chapter membership consists essentially of **Universities in the Province of Ontario.**

**3. CURRENT YEAR MEETINGS**

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** are held at York University and/or Ryerson University in Toronto.

**The Annual Conference** is held at a different location each year.

**2008 Conference.** In 2008, the conference was held at McMaster University in Hamilton, Ontario.

The theme for this conference was *"Defining the Path to Sustainability"*

The following topics were discussed:

*Green Roofing*

*Green Cleaning*

*Sustainable Initiatives for new Building*

*Building Assessment Systems*

*Accessibility for Ontarians with Disabilities.*

The Annual Conference had **excellent participation from OAPPA members** and **excellent support from sponsors** which resulted in a very successful conference.

**4. PLANNED MEETINGS**

**OAPPA's Annual Meeting in 2009** is planned to take place at Trent University. The Energy Committee and the sub-group meetings (Grounds, Maintenance & Utilities and Custodial) have yet to determine dates and locations.

**5. ERAPPA'S 57<sup>TH</sup> ANNUAL MEETING**

**OAPPA hosted the 2007 ERAPPA Conference**, held in Ottawa (Sept. 30 – Oct. 3, 2007).

This event was co-hosted by Carleton University and the University of Ottawa. The theme of the Conference was “*Capital Ideas for Sustainable Resource Management*”. The keynote speaker was Dr. David Suzuki and he is recognized as a world leader in sustainable ecology.

The Educational Sessions were excellent and included such topics as: *The art and science of capital planning*, *Life Cycle Toolkit For Buying Energy Intensive Equipment*, and *The Business Case For Sustainability*.

**6. MEMBERSHIP**

**Membership is stable** and the **participation rate is very good**.

**7. SCHOLARSHIPS**

No scholarships were given this year by the Chapter to support participation at the **APPA Management Institute**. Candidates are lining up for 2009.

**8. AWARDS AND RECOGNITION OF CHAPTER MEMBERS**

Special award was presented to:

- **David Riddell** for his outstanding contributions over the past two decades.

**9. MAJOR INITIATIVES**

**The Facility Condition Assessment Audits** of our campuses are complete. An upkeep of this database is required to maintain a credible and good representation of our campuses. COU's (Council of Ontario Universities) Condition Assessment Program as of March 2008 indicated an average FCI of 0.10. OAPPA has received a significant renewal fund to improve the current state of our buildings. The Provincial funding amounts to \$335 million.

**Benchmarking** has become an important facilities tool. Good participation in the Core Data Survey was achieved. We are continuing to promote the participation throughout Canada by the use of CAUBO's (Canadian Association of University Business Officers) involvement.

**Climate Change**: Early discussions are taking place regarding the “*Universities and College Presidents' Climate Change Statement of Action*”. This document originated in Western Canada and models many of the initiatives identified in the American Colleges and Universities Presidents' Climate Commitment.

**10. MAJOR AREAS OF CONCERN**

**FACILITY CONDITION ASSESSMENT (FCA)** deficiency costs remain a major issue. OAPPA continues to reinforce to the MTCU (Ministry of Training, College and Universities) that additional financial support is essential.

**ENERGY ISSUES**, particularly in the reduction of our electricity demand requested by the Ministry of Energy has a financial impact on all Universities. Therefore this must be brought to the attention to the MTCU.

**GOVERNMENT REGULATIONS** particularly in the Health and Safety sector (i.e. asbestos, confined spaces and mold) are being implemented by the Universities. Thus creating a higher level of monitoring and higher costs in trade work.

**OCFMA - ONTARIO COLLEGES**  
**Ontario College Facilities Management Association**  
**Chapter President's Report**  
**September 2008**  
**Roy Langille, Chapter Vice-Chairperson**  
**Seneca College**

**1. CHAPTER LEADERSHIP Representing 24 Ontario Colleges**

Chairperson .....	<b>Harry Bakker</b> .....	Fanshawe
Vice Chairperson .....	<b>Roy Langille</b> .....	Seneca
Treasurer.....	<b>Paul Mantle</b> .....	Lambton
Past Chairperson.....	<b>Carol Anderson</b> .....	Humber
Central Region.....	<b>Khurshed Irani</b> .....	Centennial
Eastern Region .....	<b>Doug Lucyk</b> .....	Durham
Secretary, Northern Region .....	<b>Ron Vopni</b> .....	Confederation
Western Region .....	<b>Justin Kazakevicius</b> .....	St. Clair
Member at Large .....	<b>David Cotie</b> .....	Canadore
Member at Large .....	<b>Blayne Mackey</b> .....	St. Lawrence

**Executive Committee elections** are slated for OCFMA AGM 41 in Thunder Bay in 2008.

**2. CHAPTER GOVERNANCE OR STANDARDS**

**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 (<http://www.ocfma.ca/terms.asp>).

**4. MEETINGS HELD IN CURRENT YEAR**

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

• **2007 Annual General Meeting.**

**Dates & Location.** OCFMA AGM 40 & Conference was held September 23-26, 2007 (Sunday to Wednesday) in Toronto by host George Brown College.

**Theme.** This year's conference was themed "40 Years of Building Foundations for Success".

**Attendees.** **Approx. 72 delegates** actively participated in educational tracks presented by our own Association members.

Highlights included:     *a tour of the Hockey Hall of Fame*  
                                      *a night of theatre at the "We Will Rock You" performance*  
                                      *a boat cruise on the Toronto Harbour*

**Schedule Coordination.** The OCFMA AGM 41 & Conference was scheduled as to not conflict with ERAPPA 2008 to allow participation from OCFMA members

• **Executive Committee Meetings.**

Monday ..... Feb 04.....2008.....Pre conference planning for OCFMA AGM 41 & Conference

Monday ..... April 7 ....2008.....Routine Business Matters.

Monday ..... June 2.....2008.....Routine Business Matters.

Tuesday ..... August 5 .2008.....Routine Business Matters.

Sunday ..... Oct 5 .....2008.....Prepare for OCFMA AGM 41 & Conference

**4. MEETINGS PLANNED IN COMING YEAR**

**2008 Annual General Meeting (AGM).**

**Location & Dates.** This year, OCFMA AGM 41 & Conference will be hosted by Confederation College, Thunder Bay, Ontario from October 5-8, 2008 (Sunday to Wednesday).

**Theme.** This year's Rendezvous@Confederation Conference ([www.rendezvousatconfederation.ca/](http://www.rendezvousatconfederation.ca/)) will be a joint conference between the Ontario Colleges Facilities Management Association (OCFMA), Administrative Services Coordinating Committee (ASCC), and Finance and Purchasing Directors that will focus on

*“Working Together for a Sustainable Future.”*

**The Executive Committee** will continue to meet bimonthly while any subcommittees formed will meet on an as-needed basis to support the strategic directions of the Association.

**5. MEMBERSHIP**

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**

**OCFMA is considering ideas for an awards 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.

**The Kick off for this program** was the introduction of the Builders Club which was formed to recognize the contributions of the individuals who represented their respective Colleges in the association since it's creation in 1967.

**At our AGM 40, a plaque was presented to each College Director** by Blayne Mackey of St. Lawrence College, and pictures of our group photos (from each conference) were posted on our website.

**7. MAJOR INITIATIVES**

**Strategic Plan.** Implementation of the Association's Strategic Plan remains an OCFMA key priority. (<http://www.ocfma.ca/documents/Strategic%20plan.pdf>)

**Energy Secretariat.** Working through Colleges Ontario, OCFMA was successful in securing initial year and 2<sup>nd</sup> year funding to engage the Energy Secretariat for Ontario Colleges. An RFP had been issued for a Real-Time Operator System (RTOS) capable of supporting energy conservation and demand management operational initiatives as well as regulatory reporting requirements of the Ontario Energy Conservation Leadership Act. With successfully beta-testing of this system at three of the Ontario Colleges, the next phase of development includes the rollout to the remaining 21 Colleges. The Schneider ION system has been chosen and is currently being implemented at all Colleges

**Energy Procurement Consortium.** 22 of the 24 Ontario Colleges aggregated their electricity procurement in 2007/8, collectively saving nearly \$3 million annually. With the Colleges retendering procurement in 2008/09, it is anticipated that participation will extend to 100% of the colleges. The natural gas consortium has increased to 9 in 2007/8 as procurement contracts lapsed.

**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, energy conservation and demand management, facilities adaptation/renovations, and new infrastructure development/replacement priorities of member Colleges.

# **SOUTHERN NEW ENGLAND CHAPTER**

## **SNEAPPA**

### **Chapter President's Report**

**September 2008**

**Neal Lespasio, Chapter President  
Emerson College**

#### **1. SNEAPPA LEADERSHIP**

**President..... Neal Lespasio ..... Emerson College**  
**VP..... John Michalewicz ..... Univ. Hartford**  
**Secretary..... Nancy Tinker ..... Eastern CT. ST.**  
**Treasurer..... Keith Woodward..... Quinnipiac Univ. .... ERAPPA President Elect**  
**Board Members ..... Terry Pellerin ..... Worcester PI..... ERAPPA VP Chapter Affairs**  
**Tom Yopp..... Choate Rosemary**  
**Jerry Hill ..... Yale University**  
**John Cannon..... Holy Cross**  
**Jerry Sidio..... University Rhode Island**  
**Keith Macdonald ..... Bridgewater State**  
**Webmaster ..... Jerry Sidio**

#### **2. CURRENT YEAR MEETINGS**

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

**Attendance for all meetings has been strong with approximately 80-100 attendees.**

**We continue to reach out to our constituency in an effort to increase attendance.**

- **Fall Meeting at The Loomis Chaffee School**

*Web Based Work Order Tool (School Dude): Demonstration on advantages of using a Web Based Work Order Tool (School Dude) and how it can enhance the Work Order Process.*

*Replacing A Large Underground Fuel Oil Storage Tank: The trials and tribulations of. Have you considered everything you might encounter?*

*Central Plants With Cogeneration: Fuel Procurement And Use Options.*

- **Spring Meeting at Eastern Connecticut State University**

*Retro-Commissioning and Green Cleaning: Presentations.*

*Campus Tour: Tour of Eastern Connecticut State University Campus*

*Geothermal System – Tour & Automation: Tour of new Geothermal System at Eastern Connecticut State University Campus. The automation system controlling this equipment.*

- **Summer Meeting at Worcester Polytechnic Institute - (Annual Lobster Bake)**

*Motivational Keynote Speaker Brad Montgomery: Presentatio*

*Campus Tour: Tours of the East Residence Hall at Worcester Polytechnic Institute due to open in August 08.*

**3. UPCOMING YEAR MEETINGS**

For the upcoming year, SNEAPPA is planning the following events:

- **Fall Meeting** --- Scheduled for **November, 13, 2008 @ Fenway Park, Boston, MA.**  
Presentations to include  
    *“Carbon Footprint Analysis For Your College or University”*  
    *Upgrades Within And Outside Of Fenway Park in Boston, MA with Tours*
- **Spring Meeting** --- Mt. Holyoke
- **Summer Meeting** --- Quinnipiac University

**4. CHAPTER GOVERNANCE**

The Board met on separate occasions to discuss several issues including a *change in the bylaws*, *incorporation*, *insurance*, *future venues*, and other items.

**President’s Term.** During the Spring Meeting at Eastern Connecticut State University the Chapter voted to allow for *a change in the term of the President*. The President is now eligible to run for two consecutive (2) year terms. This is similar to the other members on the Board. The Board continues to work on incorporation papers and hopes to complete this process by the 2008 Annual Meeting in Baltimore.

**Conference Guide.** Other issues discussed included the creation of a *Host Site Guide*, designed to aid members of our chapter as they prepare to host a meeting.

**5. SCHOLARSHIPS AND AWARDS**

No scholarships or awards at this time, but the Board is discussing the possibility of such a program with respect to the many educational opportunities within APPA.

**6. Finances**

The chapter is fiscally fit.

**7. Welcome**

**New Members.** The Board would also like to welcome its **newest members**,

**John Cannon** from **College of the Holy Cross**

**Keith Macdonald** from **Bridgewater State College**

*Section 4*

*ERAPPA's*

*Committee Reports*

*ERAPPA 2008*  
*Annual Business Meeting*  
*Tuesday, September 30, 2008*

- 1. Annual Meetings .....Vice President Anne Babcock**
- 2. Chapter Affairs Committee .....Vice President Terry Pellerin**
- 3. Membership Committee .....Vice President Greg Clayton**
- 4. Education Committee.....Vice President Dana Peterson**
- 5. Technology & Communications...Vice President Dan Gearan**

## **ERAPPA's VP FOR ANNUAL MEETING**

### **Vice President's Report to the Membership September 2008**

**Anne Babcock  
Carlton University  
OAPPA**



#### **A. NEW BOARD POSITION - VICE PRESIDENT FOR ANNUAL MEETINGS**

The VP for Annual Meetings position was created by the ERAPPA Board and ratified by the ERAPPA membership at ERAPPA's 2007 Annual Meeting in Ottawa. After ratification, the ERAPPA Board appointed an Interim VP pending election of a VP at ERAPPA 2008.

The Vice-President for Annual Meetings acts as a liaison between the ERAPPA Board and THE Host Committees and is the primary ERAPPA Board point of contact for Host Committees.

**The focus of the Interim VP Annual Meetings this year was to facilitate the planning of upcoming Annual Meetings by establishing working relationships with each active Host Committee and to revamp the ERAPPA Annual Meeting Guide.**

#### **B. DUTIES OF VP AM**

As stated in the final draft of the Annual Meeting Guide, duties of the VP AM are as follows:

1. Be an advisory member of the Host Committee (HC).
2. Be an advocate on behalf of the HC to the ERAPPA Board.
3. Provide guidance on implementing the Annual Meeting.
4. Attend HC Meetings via conference calls and, when appropriate, attend in person.
5. Provide the HC with current, consolidated ERAPPA mailing/contact lists.
6. Work with HC and ERAPPA Treasurer to develop solutions for financial problems.
7. Participate in hotel site selection.
8. Obtain signature of the sitting ERAPPA President for hotel contracts.
9. Review major contracts greater than \$10,000 before finalizing.
10. Provide monthly status reports to ERAPPA Board on the planning process of each active HC.
11. Review the Annual Meeting Guide will active HC chairs at the Annual Meeting and address any concerns/questions brought forward by the HC Chairs.

#### **C. ERAPPA ANNUAL MEETING GUIDE**

The ERAPPA Annual Meeting Guide (AMG) was revamped this year to reflect current planning practices, document past planning data, and provide planning direction. The ERAPPA Board has spent a considerable amount of time reviewing and editing the new document with the view that it will be a guiding blueprint for Chapter Host Committees and become a valuable planning tool.

The VP Annual Meetings will introduce and review the new AMG with the active Host Committee Chairs at the Annual Meeting in Baltimore, after which the AMG will be available on the ERAPPA website. The AMG will be updated on an annual basis following each Annual Meeting and on an ad hoc basis as required and determined by the ERAPPA Board.

**D. HOST COMMITTEES FOR ERAPPA ANNUAL MEETINGS**

**The effort involved in hosting an Annual Meeting is significant and the ERAPPA Board would like to thank all Host Committee members for the time dedicated and commitment made to plan and ensure success of ERAPPA’s Annual Meetings.**

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<b>ERAPPA 2008</b>	<b>58<sup>th</sup> Annual Meeting</b>	<b>September 28 – October 1, 2008</b>	<b>Hosted by MD/DC APPA</b>
Location/Hotel:	Baltimore MD	Marriott Waterfront Hotel	
Theme:	“ <i>ERAPPA 2008, Your Key to Success</i> ”		
Host Committee:	Co-Chairs:	<b>Kevin Mann</b>	Salisbury University
		<b>Sherri Vucci</b>	Smithsonian Institution

The VP Annual Meetings attended a 2008 Host Committee Planning Meeting in the Fall 2007 in Rehoboth, Delaware and participated in many subsequent monthly and bi-weekly meetings via teleconference. The Host Committee reported on their planning progress to the ERAPPA Board at the Mid-Year Meeting in the Spring 2008. **The tremendous effort required in the final year of planning was embraced by this group and all 2008 conference attendees will benefit during the successful Annual Meeting in Baltimore!**

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<b>ERAPPA 2009</b>	<b>59<sup>th</sup> Annual Meeting</b>	<b>October 4-7, 2009</b>	<b>Hosted by NNECERAPPA</b>
Location/Hotel:	Portland, Maine	The Holiday Inn – By The Bay	
Theme:	“ <i>imagine</i> ”		
Host Committee:	Co-Chairs:	<b>Gordon Cheesman</b>	Colby College
		<b>Dan Gearan</b>	St. Joseph’s College of Maine

The ERAPPA President-Elect and VP Annual Meetings attended several of the 2009 Host Committee planning meetings that occurred on a regular basis this past year. The Host Committee has developed the conference theme and is working on defining the Professional Development Program, the Tour Program, and Business Partner package for the Annual Meeting in Portland. The Host Committee Co-Chair also made a report to the ERAPPA Board at the Mid-Year Meeting last Spring. As part of the Professional Development Program, the Supervisor’s Toolkit and Educational Facilities Professional (EFP) Prep Course and Exam will be offered for the first time at the same Annual Meeting.

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<b>ERAPPA 2010</b>	<b>60<sup>th</sup> Annual Meeting</b>	<b>October 3-6, 2010</b>	<b>Hosted by KAPPA</b>
Location/Hotel:	Pittsburgh, PA	Hilton Pittsburgh Hotel	
Theme:	“ <i>60 Years of Forging The Future</i> ”		
Host Committee:	Chair:	<b>Greg Scott</b>	Pennsylvania State University
			KAPPA is currently seeking a Co-Chair

The VP Annual Meetings participated in teleconferences with the 2010 Host Committee Chair. The HC has effectively negotiated the contract for the hotel site, developed the conference theme and is now focused on obtaining keynote and plenary speakers.

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<b>ERAPPA 2011</b>	<b>61<sup>st</sup> Annual Meeting</b>	<b>October 2-5, 2011</b>	<b>Hosted by AAPPA</b>
Location:	Halifax, Nova Scotia	World Trade & Convention Centre	
Theme:	tba	Delta Halifax Hotel and Delta Barrington Hotel	
Host Committee:	Co-Chairs:	<b>Christine Matheson</b>	Dalhousie University
		<b>Gary Schmeisser</b>	Saint Mary’s University

The VP Annual Meetings attended a site review in Halifax of potential prime and tour sites with the 2011 Host Committee Co-Chairs and 2011 Conference Planner in May. The Host Committee has selected a Conference Planner and has effectively negotiated the contracts for the prime Annual Meeting sites and will soon be developing the conference theme.

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<b>ERAPPA 2012</b>	<b>62<sup>nd</sup> Annual Meeting</b>		<b>Hosted by DVAPPA</b>
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In the words of Glenn Smith, ERAPPA Past President and DVAPPA Past President, DVAPPA has said **“the time is upon us to start thinking about hosting the regional conference in 2012”**.

## **ERAPPA's CHAPTER AFFAIRS COMMITTEE**

### **Vice President's Report to the Membership September 2008**

**Terry Pellerin  
Worcester Polytech Institute  
SNEAPPA**



#### **APPA's BRANDING INITIATIVE**

**APPA's Branding Initiative is changing the face of APPA, ERAPPA, and the Chapters.** At the end of this ERAPPA Report To The Membership you will find key language that APPA is now using to identity our organization. ERAPPA, as a Region, and all the Chapters should be working towards implementing that new identity in their language. We are no longer "higher education facilities officers". We are now "*Educational Facilities Professionals*" from any educational institution.

APPA now serves *the entire Education Community* by conducting research, providing learning opportunities, producing publications, developing guidelines, and serving as a central information source on educational facilities issue.

Colleges	Universities	Community Colleges
Medical Schools	Law Schools	Seminaries
K-12 Schools & Districts	Museums	Parks
Military Installations	Governments	

APPA Represents More Than 1,500 *Learning Institutions* Serving Over 4,700 Individuals

#### **AFFILIATE AGREEMENT – GUIDING PRINCIPLES FOR AFFILIATION**

After a couple of years of discussion, negotiations, and revisions, we are now executing Affiliate Agreements with all ERAPPA Chapters. The effort has helped all the Chapters to finish their important documents, such as, documents of incorporation, Federal Tax Identification, and Bylaws.

#### **CHAPTER VISITS**

**The ERAPPA Board made a determined effort to visit ERAPPA Chapters this year.** The intent is to have an ERAPPA Board Member that is no a member of the Chapter at a Chapter Meeting. The purpose is to increase rapport and information exchange between the Region and the Chapters. We were successful in completing visits to AAPPA, DVAPPA, KAPPA, NJAPPA, NYAPPA, and SNEAPPA. Visits to MD/DCAPPA, NNECERAPPA, OAPPA, and OCFMA were planned but not completed due to unanticipated schedule conflicts of assigned Board Members. In 2009, we hope to visit these chapters first.

#### **CHAPTER PRESIDENTS**

**The strength of our Chapters is evidenced by the reports filed by our Chapter Presidents and Committee Members in this ERAPPA Report To The Membership.**

## ERAPPA's MEMBERSHIP COMMITTEE

### Vice President's Report to the Membership September 2008

Greg Clayton, Interim Vice President  
University of Prince Edward Island



#### A. ERAPPA'S MEMBERSHIP COMMITTEE

The ERAPPA Membership Representatives for 2008/2009 are:

1. **Greg Clayton (Chair)** ..... Atlantic Provinces..... AAPPA
2. **Robert Morro**..... Delaware Valley ..... DVAPPA
3. **Pete Buchheit**..... Keystone ..... KAPPA
4. **Leon Bivens**..... Maryland/DC ..... MDDCAPPA
5. **Jule Raichle** ..... New Jersey..... NJAPPA
6. **Jeff Foster** ..... New York..... NYAPPA
7. **Frank Mazzola**..... Northern New England ..... NNECEAPPA
8. **Paula Welch** ..... Southern New England ..... SNEAPPA
9. **Mario Bouchard** ..... Ontario Universities..... OAPPA
10. **Roy Langille** ..... Ontario Colleges ..... OCFMA
11. **Tom Base**..... Director of Membership and Outreach ... APPA

The Membership Committee met 2 times this year: at ERAPPA 2007 in Ottawa and at ERAPPA's Mid-Year Meeting in Baltimore. Emails were exchanged with the Committee Members throughout the year to discuss various initiatives. The focus was on leadership changes, recruitment, training support, and the First Time Attendees Reception.

#### B. LEADERSHIP

In March 2008, a vacancy in the Membership Committee's VP position created an opportunity for **Greg Clayton** to accept the ERAPPA Board's appointment for remaining 6 months of the VP's term, leading up to the ERAPPA 2008 Annual Meeting in Baltimore. The Membership Committee would like to thank **Sarah High** for her work in chairing the Membership Committee.

**Kevin Mann's** term as *ERAPPA Rep to the APPA Membership Committee* expired this summer and **Jeff Foster** from NYAPPA has filled this position. Thanks to Kevin for his service in this position and to Jeff for accepting this appointment.

#### C. RECRUITMENT

New APPA Membership Marketing Materials were developed to incorporate APPA's new branding. APPA has acquired a new prospect list that will help in membership recruitment efforts. There is a strong emphasis on reaching out to community colleges. K-12 outreach continues to be more challenging. APPA's new "Help Spread the Word" campaign was also discussed.

Initiatives to get new facilities staff to the Annual Meeting were discussed. The goal would be to add youth diversity to the organization to ensure long term membership sustainability. It was felt this was a good way for ERAPPA to invest some of its resources in the development of strategies to entice younger, first time attendees to our Annual Meeting and other offerings. Various strategies will be discussed in the upcoming year.

Membership Committee Members contacted Institutional Members/Primary Reps in the ERAPPA Region that have not renewed to date. The purpose was to remind them to renew and to ensure there were no issues or questions related to renewal.

The table below shows membership data to June 12, 2008.

Membership Category	Members in 2007/2008 Dues Year	Members in 2008/2009 Dues Year To 6/12/08	Change
<b>Institutional</b>	375	381	+ 6
<b>Institutional/Associates</b>	816	857	+ 41
<b>Affiliate</b>	68	71	+ 3
<b>Affiliate/Associates</b>	50	50	even
<b>Business Partners</b>	151	166	+15
<b>Business Partners/Associates</b>	129	147	+18
<b>TOTAL</b>	<b>1592</b>	<b>1672</b>	<b>+83</b>

**D. MEMBERSHIP TRAINING SUPPORT – Scholarship Process**

One of the biggest efforts this year was the review of the scholarship process with the goal of improving communications between the ERAPPA Board, the applicants, and APPA. This includes follow-up emails to applicants when the applications are received, as well as clarifying the process with the applicants.

To ensure adequate time to review the applications, the September 1 deadline for applications was required to be enforced.

**The Scholarship Committee** will meet and review all applications during the ERAPPA Board Meeting held prior to the ERAPPA 2008 Annual Meeting in Baltimore, and announce results at the Tuesday lunch and Business Meeting.

**E. FIRST TIME ATTENDEES RECEPTION**

We have planned for the 3<sup>rd</sup> Annual First Time Attendee (FTA) Reception to be at ERAPPA 2008. This important reception for new and prospective members (FTAs) provides a forum for:

1. FTAs to meet Membership’s Committee Members, the ERAPPA Board, and APPA Executives.
2. FTAs to receive information about ERAPPA, this year’s conference, and next year’s conference.
3. FTAs to ask any questions they may have concerning the conference or ERAPPA.
4. a draw for a free registration to ERAPPA 2009 in Portland, ME.

**F. 2009 GOALS**

1. **Membership Recruitment Targets.** Create Membership Recruitment Targets using APPA’s overall targets for guidance.
2. **BPs As Recruiters.** Consider the use of Business Partners to help promote our association and recruit new members for Chapters, Regions, and National.
3. **Membership Web Site.** Improve the membership section of ERAPPA’s website to provide more information to help in recruitment efforts.
4. **Young Professionals & Sustainability.** Review strategies to add youth diversity to the organization to ensure long term membership sustainability.
5. **Mission Statement.** Review APPA Membership Committee’s Mission Statement to consider incorporating into our mission.

## ERAPPA's EDUCATION COMMITTEE

### Vice President's Report to the Membership September 2008

Dana Peterson, Vice President  
University of New Hampshire



The Education Committee 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 educational connections with the membership and the Chapters.*

#### A. EDUCATION COMMITTEE MEMBERS FOR 2008

##### Professional Development Committee Members for 2008

Dana Peterson.....Univ. of New Hampshire,..... NNECERAPPA  
Christine Matheson .....Dalhousie University ..... APAPPA  
Michael Brewer.....Muhlenberg College ..... DVAPPA  
Frank Connelly ..... Thiel College ..... KAPPA  
Michelle Frederick ..... American University..... MD/DCAPPA  
Mark Showers.....Rowan University ..... NJAPPA  
James Pepe .....SUNY Fredonia ..... NYAPPA  
Rick Battistoni ..... Saint Michael's College..... NNECERAPPA  
Darryl Boyce ..... Carleton University..... OAPPA  
Mike Rushton.....Algonquin College..... OCFMA  
John Michalewicz ..... University of Hartford ..... SNEAPPA

Dana Peterson serves as the ERAPPA Board's Vice President for Education Committee. Dana will be completing his 2 year term as VP at ERAPPA 2008 and will start new duties as ERAPPA's Representative to the Professional Development Committee.

**COMMITTEE'S NAME CHANGE** – To more accurately reflect it's role, and to be in concert with changes at the APPA level, the Education Committee has proposed to change it's name from the Education Committee to the Professional Development Committee. This will be implemented with a change in the Bylaws to be voted on by the membership at ERAPPA 2008

#### B. ANNUAL MEETING GUIDE

**NEW Annual meeting Guide.** The Education Committee commented and contributed to the development of the educational portion of ERAPPA's new Annual Meeting Guide. The Annual Meeting Guide should be released in 2009.

**Guidelines and Standards.** The Committee continues to update the *Educational Program Guidelines and Standards Document* providing guidance to Host Committees.

**Collaboration with Host Committees.** The Committee continues it's active involvement with Chapter Host Committees in jointly collaborating on the educational program for ERAPPA's Annual Meeting, and refining the process by which programs are solicited, selected, and presented.

**C. EDUCATIONAL RESOURCE DATABASE (On-Line)**

After years of development in concert with the Technology and Communications Committee, the Educational Resource Database, a comprehensive source to access ERAPPA's previously separate educational resources is finally online and available for member use.

Comprised of 4 sections containing *Short Programs*, *In-Depth Programs*, *General Speakers*, and *the ERAPPA Educational Media Loan Library*, the database puts a range of educational resources at the fingertips of chapter meeting planners and facility managers looking for in-house training opportunities. Development also continued within each of the four areas as follows;

- a. **Short Programs (1 hr. sessions)** – A section for Short Programs was added to the database enabling meeting planners and individual institutions to engage them for Chapter Meetings or in-house training.
- b. **In Depth Programs** – 3 new and longer In-Depth Programs were added to the database bringing the total available to 5 In-Depth Programs.
- c. **General Speakers** – A new featured Circuit Speaker, *Billy Riggs*, was added for a 2 year term until Sept 2009, bringing the list of available speakers to a total of 10 Circuit Speakers.
- d. **Educational Media Loan Library** – 3 new popular titles were purchased to keep the Library's holdings up to date and available in demanded formats.

**D. CONTINUING EDUCATION CREDITS**

Continuing a program initiated a year ago, the Education Committee continues to certify qualifying programs for *AIA L/U's for member Architects*, and *PDH's for member Professional Engineers*.

We are standing by to become credentialed to provide CEU's for APPA's new *EFP (Educational Facilities Professional) Credentialing Programs* as soon as those requirements are known.

**ERAPPA's**  
**TECHNOLOGY & COMMUNICATIONS COMMITTEE**

**Vice President's Report to the Membership**  
**September 2008**

**Dan Gearan, Vice President**  
**St. Joseph's College of Maine**



**A. HOST COMMITTEE LIAISON**

**Web Sites for Hosts.** Provide Guidance and support to MD/DCAPPA and NNECERAPPA as they prepare for ERAPPA 2008 & 2009.

Web Domains have been purchased for:

erappa2008baltimore.org

erappa2009portland.org

erappa2010pittsburgh.org

**On-Line Technology.** Assist in Continuing practice of On-Line *Registration*, *Call For Presentations*, & *Exhibitor/Sponsorship Support*.

ERAPPA 2008 – The Host Committee completed these tasks without assistance.

ERAPPA 2009 - The Host Committee will use similar technology as for the ERAPPPA web page for Call for Presentations.

ERAPPA 2009 – The Conference Coordinator will handle the Call For Presentations, and Exhibitor/Sponsorship Support.

**Magnet Mail.** Continue support and use of Magnet Mail to continue the move toward less paper and fewer mailings.

ERAPPA 2008 – The Host Committee was trained and has been successfully using Magnet Mail. Postal mailings have been limited to post cards as pointers to web sites.

**B. APPA DIALOGUE**

**Mailing Lists.** Continue dialogue with APPA on accessing their Mailing List Data.

The ERAPPA Mailing List obtained through APPA has improved this year with advances made at APPA. Cleaner more complete Membership Lists have been provided and uploaded to Magnet Mail.

**Privacy Policy.** Verify ERAPPA is complying with APPA's Privacy Policy when using APPA's mailing list.

In consultation with APPA, ERAPPA is developing its own Privacy Policy that will be posted on the web site.

**C. WEB & NEWSLETTER**

The **ERAPPA Web Site** has been upgraded to a content management system. This change results in the following:

- (1) allows for continued functionality improvements
- (2) provides the ability for a site to be managed from multiple locations
- (3) allows committees to update their portion of the web site. Some of the functional improvements made to the web site

**On-line Scholarship Applications** are automatically e-mailed to the VP for Membership and then stored in a database for later retrieval.

**Document Management System** has been developed to store administrative information and records.

**On-Line Education Database** was created to assist Host Committees and Chapters with identifying education resources. This effort was in conjunction with the Education Committee

**D. HOST FOR CHAPTER WEB SITES**

ERAPPA continues to offer hosting of Chapter Web Sites on the ERAPPA Web Host. We will also assist Chapters in setting up a Content Management System similar to ERAPPA's.

**E. MEMBERSHIP DATABASE**

**An ERAPPA Membership Database**, that contains Institutional Members and Affiliate Members, has been obtained through APPA.

Additional databases have been added to Magnet Mail. These include

ERAPPA Business Partners obtained through APPA,

Attendee Lists from past meetings.

These lists will be used for calls for papers, invitations to future meetings, and other offering made to non-members.

Section 5  
Reports of  
ERAPPA's Representative to  
APPA Committee

ERAPPA 2008  
Annual Business Meeting  
Tuesday, September 30, 2008

**ERAPPA's REPRESENTATIVE TO APPA COMMITTEE REPORTS**

1. Education Programs ..... Michelle Estep-Frederick ..... American University
2. Membership ..... Jeff Foster ..... \_\_\_\_\_
3. Information & Research..... Norm Young..... University of Hartford
4. Professional Affairs ..... Howard Holden ..... Cabrini College  
Awards & Recognition ..... Joe Rubertone..... Quinnepiac University
5. Nominating ..... Glenn Smith ..... Bryn Mawr
6. By Laws ..... Willy Suter ..... American University

<p><b><u>APPA'S EDUCATION COMMITTEE</u></b> <b>ERAPPA's Rep To APPA</b> <b>Michelle Estep-Frederick, American University</b> <b>September 2008</b></p>
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**A. ERAPPA REPRESENTATIVE TO APPA'S EDUCATION COMMITTEE**

At ERAPPA 2008, I am completing my 3<sup>rd</sup> year as ERAPPA's Rep to the APPA Committee.

**Dana Peterson**, who is completing a 2 year term as ERAPPA's VP for Education, will assume the duties of ERAPPA Rep to APPA's Professional Development Committee.

**B. APPA's NEW VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT**

In the Spring, APPA elected a new Vice President of Professional Development. **David Gray from Middle Tennessee State University** was elected to lead the Committee. He became the VP at APPA 2008 in July.

**C. NEW COMMITTEE NAME – NATIONAL AND REGIONAL**

At the December APPA Education Committee Meeting, it was decided the committee should have a name that accurately represents its purpose and function. The new name for the committee is the ***APP Professional Development Committee***. The APPA website, marketing materials, and literature now reflect the name change for the committee.

ERAPPA is maintaining consistency with APPA by changing the name of the ERAPPA Education Committee to the ERAPPA ***Professional Development Committee***. This change will be implemented by a vote on revised bylaws at ERAPPA 2008.

**D. APPA BRANDING INITIATIVE**

In June 2008, the Professional Development Committee was asked to participate in a ***Brand Integration Session*** along with the Information & Research Committee. The session identified some key findings for both committees to explore and implement to help align all of APPA's initiatives and services. Both committees will further discuss how to align their programs within the APPA brand and, using the findings from the session, develop defined goals and necessary action steps. Some findings and initiatives for this committee are:

- How to interact/engage regions and local chapters
- Mentoring program
- Develop and expand delivery options for programming
- Expanding Thought Leaders Series

**E. APPA PROFESSIONAL DEVELOPMENT PROGRAMS**

1. **APPA's 2008 Annual Meeting was held in San Antoni, TX in July 2008** and was a success.

**Theme: "Rise To Greatness"**

This was a premier event for educational facilities professionals. Nowhere else could you experience the following at one conference:

- Internationally Renowned Speakers: Dr. John Maxwell, Marcus Buckingham, James Kouzes, Don Tapscott, and Stephen M.R. Covey
- Choice of 30 panel and break-out sessions featuring leading experts and best practices.
- Networking with hundreds of peers from the United States, Canada, & around the world.
- Experience the latest products and services in the APPA 2008 Hall of Resources.

**APPA 2009 will be held in Vancouver, British Columbia July 8-10, 2009.** APPA 2009 will focus on the issues that surround everything you do as an educational facilities professional:

- *Influence/Leadership/Communication;*
- *Disciplines/Accountability/Expectations;*
- *Sustainability; and*
- *Total Cost of Ownership.*

2. **The SFO Summit 2008** was considered a success and an improvement over 2007 format. A blended format of 2007 and 2008 was suggested to prove the balance for 2009 SFO Summit.

**The SFO Summit 2009 will be held in April 2009 in Asheville, NC.**

3. **The Institute for Facilities Management** was held on 2 occasions:

September 2007 in Phoenix, AZ                      February 2008 in Newport Beach, CA

Both had record attendance and record graduates. APPA continues to develop and run special track programming like Facilities Finance and Sustainability.

4. **The Leadership Academy** was held in April in Camel Back, Arizona. The Academy continues to grow in attendance.

5. **The Supervisor's Toolkit had a busy year.** It was offered in conjunction with each Institute and Academy and for the first time was offered and ran during APPA 2008.

**SRAPPA** kicked off a big development initiative to identify and develop **Qualified Trainers** for their Region. **SRAPPA** ran the first **Tool Camp** to give individuals interested in becoming a Qualified Toolkit Trainer the opportunity to practice and get tutoring from a Master Trainer. **Supervisor's Toolkit, Revision 2007** was completed and published.

**The following are trainers from ERAPPA for the STK:**

<b>Michelle Estep-Frederick</b>	<b>MD/DC APPA</b>
<b>Carol Trexler</b>	<b>NJAPPA</b>
<b>Wally E. Glasscock</b>	<b>MD/DC APPA</b>
<b>Nancy Yeroshefsky</b>	<b>MD/DC APPA</b>
<b>Judy Clay</b>	<b>NYAPPA</b>
<b>Dave Butterbaugh</b>	<b>NYAPPA</b>

<p><b><u>APPA'S MEMBERSHIP COMMITTEE</u></b> <b>ERAPPA's Rep To APPA</b> <b>September 2008</b></p>
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Annual Report  
Nancy Hurt, APPA's Secretary/Treasurer  
APPA's Membership Committee

The Membership Committee continues to support the implementation of *the Seven Key Strategies*. This last year Zilyen Marketing worked cooperatively with APPA staff, the Board of Directors, and the Membership Committee to produce a comprehensive membership plan. The plan identifies specific targets and measures for success.

Goals for 2008-09 include an increase in Institutional Membership of 2.5% and a 98% membership retention rate.

**ADDITIONAL ACCOMPLISHMENTS THIS LAST YEAR INCLUDE:**

1. Membership Committee Members have access to the APPA Membership Database, providing a new way for Regions to determine current and prospective members.
2. New Recruitment Membership and Marketing Materials incorporating the new APPA Brand were produced and are in use.
3. A focused Outreach Plan For New Members was developed. Each APPA Board Member was provided a list of prospective Institutional Members from their Region to contact.
4. There has been strong interest in establishing new Chapters such as Hawaii and Wyoming.
5. Regional Recruitment and Retention Efforts continue with a variety of successful grassroots networking techniques and personal contact. SRAPPA has seen significant growth in the number of member institutions

**CHANGE OF THE MEMBERSHIP CATEGORY**

- definition from "*Regular Member*" to "*Educational Institution Member*"
- move of K-12, museums, and libraries from the "*Affiliate Member*" category to the "*Educational Institution Member*".

Success in the membership area is not possible without the dedication and hard work of the APPA staff, regional membership representatives, and regional committees. I extend my sincerest appreciation to all who contributed to these efforts this year.

**FALL UPDATE**

- **Fall Regional Conferences** - Membership representatives have requested all needed information and materials to support their respective Fall Regional Conferences. APPA Staff has provided lists and materials, including copies of the Year of Engagement Handout.
- **Membership Goals 08-09**
  - **Retention goal 98%:** The committee representatives and regional committees have worked at the regional level to achieve the 92% institutional member retention rate to date. In addition APPA staff and the regional reps continue contact the institutional members not paid to date in effort in ensure we meet the established goal.
  - **New Institution Joins goal 65:** We have 23 new members so far...we had 54 last year.
  - **We have a real shot at “turning the corner” this year and reversing the 10 year “slow leak” in membership.** The higher the retention rate the fewer members have to be "replaced" to reach a net-net gain for the year. If we achieve 98% retention, we have to replace 24 members and already have 23.
- **HED Prospect List Regional Initiative** - Following the San Antonio Meeting, the APPA HED prospect list was parsed out by Region and sent to all the Regional Membership Committee Reps.
  - Chuck Scott sent personal e-mails to his MAPPAs list to encourage contact.
  - Regions have used the list to distribute invitations to the regional conferences.
- **NEW Education Institution Member Engagement** - APPA Staff is proactively engaging new member contact with APPA programs, publications. New members to date have been sent the APPA publications catalog, special coupons, and info on how to use the APPA job bank. FPI participation is next. Regional representatives will receive a list of all new institution members for regional follow-up and welcome.
- **APPA 2009 Planning Committee** – Chuck Scott, MAPPAs Rep, is the Membership Committee Representative to the APPA 2009 Planning Committee, and John Wong, PCAPPAs Rep, is on the Host Committee for APPA 2009. Both are committed to engaging our committee for ideas and input as needed. Excitement is already building.
- **Emeritus Application and Criteria Review** – The Committee discussed where along the “recognition continuum” APPA Emeritus should be. General consensus was Emeritus designation should mean something and should be a recognition for active participation. There was agreement that the criteria for “significant” contribution be better defined to aid in the Board’s votes on Emeritus Status. General thoughts and a basic outline of the criteria will be forwarded to Kevin Folsom, VP for Professional Affairs for additional input by the Professional Affairs and Awards & Recognition Committee. The goal is a joint recommendation be forwarded to the By-Laws committee for review and recommendation of changes to the APPA Board of Directors in February 2009.
- **On-Line Membership Directory** - Development of the directory is in progress with a goal of “live” availability prior to the Fall Conferences. Advertising in the directory is on target and it looks like advertising revenue will cover the cost of production.
- **Membership Definitions – By-Law Article III** – Draft revisions will be discussed on the October 21 conference call. After review by the Membership Committee, the recommended Bylaws revision will be forward to both the JR & SR Representatives for input prior to consideration by the Bylaws Committee in February 2009.

**APPA'S INFORMATION & RESEARCH COMMITTEE**

**ERAPPA's Rep To APPA**

Norm Young, University of Hartford  
June 2008

- A. **The I/R Committee meets**      monthly via conference call in addition to the December meeting at APPA and July meeting held at the APPA 2008 site in San Antonio.
- B. **FACILITIES PERFORMANCE INDICATORS (FPI)**
- The data survey has been **completed by 200 institutions this year.**
  - A series of **10 webinars** has been held to train users in all aspects of the survey and how to use FPI.
  - **Approximately 198 institutions have purchased the results (FPI) to date.** The APPA board is expected to approve including the FPI as a member benefit at no additional cost going forward.
- C. **WEBSITE**
- The new and improved website has been up and running since January.
  - A usability survey was sent out in February with 140 individuals responding. The results indicate general satisfaction with the new site. The website subcommittee (Norman Young, Jeri King, and Terry Major) meets periodically with APPA staff via conference call to review changes, additions, and use data. Generally, usage has increased over last year.
- D. **CFaR**
- There are **five active research projects underway.**
  - An emerging idea is to use the thought leader series topics as a guide to commission future research projects. This may create a continual source of ideas for research which will feed further thought leader series issues.
- E. **PUBLICATIONS**
- **Facilities Manager has been redesigned.** A reader's survey was sent out in May with the results pending. Generally the feedback to date has been positive. The Body of Knowledge (an update of the Facilities Manual) is in development. Staffing Guidelines are being updated. Inside APPA is new and improved with positive feedback from readers.
  - **Kisha DeSandies**, former Publications Manager and Managing Editor of Facilities Manager Magazine, has left APPA. A replacement search is underway.
- F. **STRATEGIC PLANNING**
- The Information & Research and Professional Development Committees met with APPA staff and the brand consultant firm ZilYen on June 9<sup>th</sup> and 10<sup>th</sup> to plan for alignment of committee work with **APPA's new brand.** A detailed review of target audiences and product delivery took place over the two day exercise. The results will be compiled and discussion continued in July at the APPA 2008 committee meetings
- G. **ISSUES SPECIFIC TO THE REGION**
- Results of the strategic planning work recently completed will likely better **define APPA's target market and delivery systems.** This may have an impact on the regions professional development delivery going forward. Also, there was some discussion about encouraging regions to incorporate and align with APPA's brand. This was not seen as a priority but will likely be the topic of further discussions.

**APPA'S PROFESSIONAL AFFAIRS COMMITTEE**

**Howard Holden ERAPPA Rep for Professional Affairs**

Awards Celebrating Institutions For  
Facility Excellence And Effective & Innovative Practices

**APPA'S AWARDS & RECOGNITION COMMITTEE**

**Joseph Rubertone ERAPPA Rep for Awards and Recognition**

Awards Celebrating People Who Have Performed  
Significant Service To APPA

**September 2008**

The Professional Affairs Committee and the Awards & Recognition Committee met in Alexandria, Virginia on March 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>. The following is from that meeting. There were no significant discussions to report when we met in July at APPA 2008.

**A. PROFESSIONAL AFFAIRS**

- **Award for Excellence**  
There were no submissions this year.
- **Effective and Innovative Practice Award**  
The award carries a \$4,000 cash prize funded by Sodexo.  
There were 18 submissions and 5 awards.  
There was **1 winner from the Eastern Region.**

**APPA 2008 Award for Excellence**  
**The Union College Facilities Services**  
**Schenectady, NY**

On July 9, 2008, **Union College's Excellence Program** received APPA's Effective and Innovative Practices Award in San Antonio, Texas at the APPA 2008 Annual Conference. Accepting the award were **Loren Rucinski**, Director of Facilities & Planning; **Richard Patierne**, Manager of Building Services; **Thomas Litts**, Electrical Supervisor; **Rafella Viscusi**, Senior Day Cleaner, and **Alan Kratzke**, Senior Day Cleaner

**Representatives from Union College will present an educational session at ERAPPA 2008**

**B. AWARDS AND RECOGNITION COMMITTEE**

- **APPA Fellow**  
There were no submissions.
- **Meritorious Service Award**  
There was 1 submission and 1 award to be presented at the Annual Banquet in San Antonio.
- **Pace Setter Award**  
There were 9 submissions and 6 awards.  
They will be presented at the San Antonio Meeting.  
There were 2 nominations from the **Eastern Region** and 1 winner.

**APPA'S NOMINATING COMMITTEE**

**ERAPPA's Rep To APPA**

**Glenn Smith**

**Bryn Mawr University**

**September 2008**

**APPA LEADERSHIP 2007**

**EXECUTIVE COMMITTEE MEMBERS**

President ..... William Elvey ..... University of Texas ..... Richardson, TX  
Immediate Past President ..... Alan S. Bigger ..... Earlham College ..... Richmond, IN  
VP Professional Development ..... David Gray ..... Middle Tennessee State Univ ..... Murfreesboro, TN  
VP Professional Affairs ..... B. Kevin Folsom ..... Dallas Theological Seminary ..... Dallas, Texas  
President-Elect ..... Polly Pinney ..... Arizona State University ..... Tempe, Az  
Secretary-Treasurer ..... Nancy Hurt ..... CSU/CSURF Real Estate Office . Fort Collins, CO  
VP Information & Research ..... Randolph Hare ..... Washington & Lee University ..... Lexington, VA  
Sr Rep to Exec. Committee ..... David Millay ..... University of Arkansas ..... Little Rock, AR

**REGIONAL BOARD MEMBERS**

**CAPPA: Central Region**

Senior Representative: ..... Dave Millay ..... University of Arkansas  
Junior Representative ..... John Greene ..... Trinity University

**MAPPA: Midwest Region**

Senior Representative ..... Jerry Carlson ..... Butler University  
Junior Representative ..... Fred Plant ..... Valparaiso University

**RMA: Rocky Mountain Region**

Senior Representative ..... Eakle Barfield ..... Montana State University-Billings  
Junior Representative: ..... Mary Vosevich ..... University of New Mexico

**ERAPPA: Eastern Region**

Senior Representative ..... William Suter ..... American University  
Junior Representative ..... Keith Woodward ..... Quinnipiac University

**PCAPPA: Pacific Coast Region**

Senior Representative ..... Berger Nelson ..... Univ. of Nevada-Reno  
Junior Representative ..... Tony Valenzuela ..... San Jose State University

**SRAPPA: Southeastern Region**

Senior Representative ..... Marion Bracy ..... Xavier University of Louisiana  
Junior Representative ..... Ron Brooks ..... Tennessee State University

**Ex-Officio Board Member** ..... E. Lander Medlin ..... APPA Executive Vice President

**At-Large Board Member** ..... Danial Whitezell ..... Spirotherm, Inc., Glendale Heights, IL

**APPA'S BY LAWS COMMITTEE**

**ERAPPA's Rep To APPA**

**Willy Suter**

**American University**

**MD/DC APPA**

**September 2008**

APPA is doing a review of APPA Bylaws to assure alignment with APPA's new direction, new affiliation with Regions and Chapters, and new programs.

The Bylaws Committee recommended a number of bylaw changes to the APPA Board of Directors.

The bylaw changes passed by the Board include:

- **Change in regional definitions** with the move of the State of Idaho from PCAPPA to RMA.
- **Change of office and committee titles** from *VP for Education and Education Committee* to *VP for Professional Development and Professional Development Committee*.
- **Change of the membership category definition** from "Regular Member" to "Educational Institution Member" with the corresponding move of K-12, museums, and libraries from the "Affiliate Member" category to the "Educational Institution Member".

## *Section 6*

### *Information About ERAPPA*

**ERAPPA's Chapters In Rotation for Annual Meetings**

**ERAPPA's Members In Leadership for 2008**

**ERAPPA's Members In Awards For 2008**

**ERAPPA's Institutional, Emeritus, & Retired Members For 2008**

**APPA's New Brand – Educational Facilities Professionals**

**ERAPPA's**  
**CHAPTERS IN ROTATION**  
**FOR**  
**ANNUAL MEETINGS**

<u>YEAR</u>	<u>CHAPTER</u>	<u>LOCATION</u>	<u>THEME</u>
36th..... 1986....	MD/DCAPPA.....	New Carrolltown ....	MD
37th..... 1987 ....	NJAPPA .....	Buffalo.....	NY
38th..... 1988 ....	DVAPPA .....	Valley Forge .....	PA
39th..... 1989 ....	AAPPA.....	Halifax .....	Nova Scotia
40th..... 1990 ....	SNEAPPA .....	New Port.....	RI
41st ..... 1991 ....	MD/DC APPA.....	Annapolis.....	MD
42nd .... 1992 ....	NEECERAPPA.....	Portland .....	ME
43rd..... 1993 ....	NYAPPA .....	Saratoga Springs.....	NY
44th..... 1994 ....	KAPPA.....	Pittsburgh.....	PA
45th..... 1995 ....	DVAPPA .....	Valley Forge .....	PA
46th..... 1996 ....	NJAPPA .....	Princeton.....	NJ
47th..... 1997 ....	OAPPA.....	Toronto .....	Ontario
48th..... 1998 ....	SNEAPPA .....	Providence .....	RI
49th..... 1999 ....	NJAPPA .....	Ocean City .....	MD
50th..... 2000 ....	NEECERAPPA.....	Burlington.....	VT ..... <i>Celebrating The Past; Create The Future</i>
51st ..... 2001 ....	KAPPA.....	Hershey.....	PA..... <i>Foundations For Academic Excellence</i>
52nd .... 2002 ....	APAPPA.....	St. John's.....	New Foundland .. <i>Living On The Edge</i>
53rd..... 2003 ....	DVAPPA .....	Philadelphia .....	PA..... <i>We The People...edu</i>
54th..... 2004 ....	NYAPPA .....	Syracuse.....	NY ..... <i>Changing Times; Enduring Values</i>
55th..... 2005 ....	NJAPPA .....	Atlantic City .....	NJ..... <i>Transformations...Riding A New Wave</i>
56th..... 2006 ....	SNEAPPA .....	Mystic .....	CT..... <i>Preserve The Past, Chart The Future</i>
57th..... 2007 ....	OAPPA/OCFMA.....	Ottawa .....	ON ..... <i>Capital Ideas For Sustainable Improvements</i>
<b>58th 2008</b>	<b>MD/DCAPPA</b>	<b>Baltimore</b>	<b>MD</b> <i>ERAPPA 2008, Your Key To Success</i>
<b>59th .... 2009 ....</b>	<b>NEECERAPPA .....</b>	<b>Portland.....</b>	<b>ME.....</b> <i>Imagine</i>
<b>60th .... 2010 ....</b>	<b>KAPPA .....</b>	<b>Pittsburgh.....</b>	<b>PA .....</b> <i>60 Years of Forging the Future</i>
<b>61st ..... 2011 ....</b>	<b>AAPPA .....</b>	<b>Halifax .....</b>	<b>Nova Scotia .....</b> <i>tba</i>
62nd .... 2012 ....	DVAPPA		
63rd..... 2013 ....	NYAPPA		
64th..... 2014 ....	NJAPPA		
65th..... 2015 ....	SNEAPPA		
66th..... 2016 ....	OAPPA/OCFMA		
67th..... 2017 ....	MD/DCAPPA		
69th..... 2019 ....	NEECERAPPA		

**ERAPPA's MEMBERS**  
**IN**  
**LEADERSHIP FOR 2008**

**ERAPPA Board 2007/2008**

Glenn Smith	Past President	Terry Pellerin	VP Chapter Affairs	Lou Dursi	Treasurer
William Suter	President	Dana Peterson	VP Education	Jim Barbush	Secretary
Keith Woodward	President Elect	Greg Clayton	VP Membership	Tom Base	APPA Liaison
		Dan Gearan	VP Technology & Communications		
		Anne Babcock	VP Annual Meetings		

**ERAPPA's Emeritus Members**

Alfred S. Bates	Vernon B. Goff	Eugene J. McPartland	Hubert A. Thomas
Judith H. Beliveau	Russ A. Gonder	Lawrence L. Menierth	Peter H. Tveskov
Salvatore Bianchi	David L. Greenwood	James Z. Metalios	Winthrop M. Wassenar
R. Warren Boyer	Allan D. Guggolz	Richard W. Olmsted	Howard Wells, Jr.
Warren A. Bryant	L. Thomas Hussey	D. Neil Patterson	Howard A. Wise
Vernie R. Coston	Austin G. Joerger	Emil T. Policay	Henry L. Yeagley, Jr.
Pagliuca Crescenzo	William E. Klarner	Robert L. Renck	Fred Klee 2006
Carl B. Day	Jack L. Knee	Robert L. Rounds	Norm Ricker 2006
Peter P. Dufour	David J. Krumlauf	Donald B. Safford	Earl Smith 2006
Leo J. Dunn	M. F. Laudieri	John E. Sala	Don Briseldon 2005
Richard A. Eustis	Michael R. League	Roy Scialabba	Ron Dupuis 2007
Dean H. Fredericks	Donald T. Little	Robert D. Smart	
William S. Gardiner	Dick S. Lord	Brian T. Smith	<b><u>New Emeritus Member</u></b>
Philip D. Garment	Thomas F. McCaffery	John R. Smith	<b>Walter Simpson 2008</b>
Ralph B. Gates	William McKenzie	H. Allen Stearns	

**ERAPPA's Past Presidents**

Glenn Smith	2007	Carl B. Day	1993	William Gardner	Walker Weigang
Leon MacLellan	2006	<b>Fred Klee</b>	1992	Donald Wolf	Harold Leavitt
Ron Dupuis	2005	<b>Norman Bedell</b>	1991	Eugene Leaver	Robert Heidrich
Kevin Petersen	2004	Don Hedrick	1989 & 1990	Art Chisholm	Francis McGuire
Norman Young	2003	Peter Dufour		Hank Yeagley	Ralph Gates
Michael J. Sofield	2002	Dean Fredericks		Foster Jacobs	George Weber
Robert Carter	2001	Alan Lewis		John Mueller	Jim Young
Thomas Stepnowski	2000	William Hetrick		William Stanton	Harry Wood
Earl L. Smith, Jr.	1999	Paul McNichol		Fred Palmer	Carl Peterson
Robert W. Bertram	1998	Richard Eustis		Peter Welanetz	Dutch Wetzel
Jack L. Knee	1997	Austin Jeoger		Burlyn Derr	Carl Peterson
<b>Maggie Kinnaman</b>	1996	Robert Rounds		Malcom Fobes	
<b>Joe Rubertone</b>	1995	William McKenzie		Ted Clark	<b><u>Bedell Winners in BOLD</u></b>
<b>Philip L. Cox</b>	1994	William Sanderson		Gerald McKay	

<b><i>ERAPPA's Committees For 2007/2008</i></b>				
<b>CHAPTER</b>	<b>CHAPTER AFFAIRS</b>	<b>EDUCATION</b>	<b>MEMBERSHIP</b>	<b>TECHNOLOGY</b>
<b>Chairs</b>	<b>Terry Pellerin VP</b>	<b>Dana Peterson, VP</b>	<b>Greg Clayton, VP</b>	<b>Dan Gearan, VP</b>
1. AAPPA	Jeff Lamb	Christine Matheson	Greg Clayton	Justin Dunn
2. DVAPPA	Chris Augustine	Mike Brewer	Robert Morro	No Current Rep
3. KAPPA	Doug Miller	Frank Connelly	No Current Rep	Rick Wareham
4. MD/DC APPA	Sheri Vucci	Michelle Frederick	Leon Bivens	Phillip Brown
5. NJAPPA	Dianne Gravatt	Mark Showers	Jule Raichle	Bob Conero
6. NYAPPA	Robert Britton	Jim Pepe	Jeff Foster	Barry McHugh
7. NNECERAPPA	Dave Cutler	Rick Battistoni	Frank Mazzola	Dan Gearan
8. OAPPA Ontario Universities	Tony Cupido	Darryl Boyce	Mario Bouchard	No Current Rep
9. OCFMA Ontario Colleges	Harry Bakker	Mike Rushton	Roy Langille	Ron Vopni
10.SNEAPPA	Neal Lespasio	John Michalewicz	Paula Welch	Jerry Sideo
11.QUEBEC	<i>Not Active</i>	<i>Not Active</i>	<i>Not Active</i>	<i>Not Active</i>

<b><i>ERAPPA's Scholarship Committee</i></b>		
Vice President for Membership (Chair)	AAPPA	Greg Clayton
Vice President for Chapter Affairs	SNEAPPA	Terry Pellerin
Vice President for Professional Development	NNECERAPPA	Dana Peterson
Treasurer	NJAPPA	Lou Dursi

<b><i>ERAPPA's Newsletter Committee</i></b>		
Editor	NNECERAPPA	Dan Gearan

<b><i>ERAPPA's Nominating Committee</i></b>		
Past President & Sr. APPA Representative (Chair)	DVAPPA	Glenn Smith
All Chapter Presidents are Members of Committee	All Chapters	Chapter Presidents

<b><i>ERAPPA's Subcommittee For Affiliation with APPA &amp; Chapters</i></b>		
Past President & Senior APPA Representative	DVAPPA	Glenn Smith
President & Junior APPA Representative	MD/DC APPA	Willy Suter
President Elect	SNEAPPA	Keith Woodward
Treasurer	NJAPPA	Lou Dursi

<b><i>ERAPPA's Representatives To APPA Committees</i></b>			
Education Programs	2007-2008	MD/DC APPA	Michelle Estep-Frederick
Education Programs	2008-2009	NNECERAPPA	Dana Peterson
Membership Committee	2007-2008	MD/DC APPA	Kevin Mann
Membership Committee	2008-2009	NYAPPA	Jeff Foster
Information & Research Committee	2007-2009	SNEAPPA	Norm Young
Professional Affairs	2008-2009	MD/DC APPA	Kevin Peterson
Awards & Recognition Committee	2007-2009	SNEAPPA	Joe Rubertone
Nominating Committee	2007-2008	Past President & Sr. APPA Representative	
By Laws Committee	2007-2008	Past President & Jr. APPA Representative	

**ERAPPA's Trainers In Education**

<u>APPA's Supervisor's Tool Kit</u>		<u>APPA's Leadership Academy</u>	
Michelle Estep-Frederick	MD/DC APPA	Carol Trexler	NJAPPA
Wally E. Glasscock	MD/DC APPA	Nancy Yeroshefsky	MD/DC APPA
Judy Clay	NYAPPA	Dave Butterbaugh	NYAPPA
		Glenn Smith	DVAPPA

**ERAPPA 2008 Host Committee Members From MD/DC APPA**

<p><b><u>HC Co-Chairs</u></b> Kevin Mann Sheri Vucci</p> <p><b><u>Finance</u></b> John Jensen Gary Viola</p> <p><b><u>Hotel and Food</u></b> Kevin Mann Sheri Vucci Gary Viola</p>	<p><b><u>Education Program</u></b> Michelle Frederick Sheri Vucci Lisa Mizell Ann Stacey BP Dennis Bohlayer Jim Burcham Mike Brewer</p> <p><b><u>Secretary</u></b> Nancy Yeroshefsky</p>	<p><b><u>Entertainment/Special Events/Spousal Program</u></b> Phillip Brown Richard Weil Derek Thornton</p> <p><b><u>Business Partners</u></b> Nancy Yeroshefsky Kevin Mann Paula Stefancin BP Oleksa Breslawec BP</p>	<p><b><u>Commun, Marketing, &amp; Registration</u></b> Leon Bivens Paul Mace</p> <p><b><u>Golf</u></b> John Jensen Dennis Bohlayer</p> <p><b><u>Conference Planner</u></b> Lisa Press</p>
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**ERAPPA's MEMBERS**  
**IN**  
**AWARDS FOR 2008**

**STANDARD AWARDS LIST**

**1. RECOGNITION OF ACCOMPLISHMENTS**

Certificate of Merit for.....**Outstanding Service to APPA, ERAPPA, & Chapter**

Certificate of Merit for.....**Exceptional Service to ERAPPA As Interim Board Member**

Certificate of Appreciation for .....**Recognized Service to ERAPPA As Interim Board Member**

**2. RECOGNITION OF COMPLETED SERVICE ON ERAPPA BOARD AND COMMITTEES**

Certificate of Merit for.....**Dedicated Service As ERAPPA Board Member**

Certificate of Appreciation for .....**Recognized Service as Chapter President (Outgoing)**

Certificate of Appreciation for .....**Recognized Service as ERAPPA Rep to APPA Committee**

APPA's Professional Development Programs **(Outgoing)**

APPA's Membership Committee

APPA's Information & Research Committee

APPA's Professional Affairs

Certificate of Appreciation for .....**Recognized Service on ERAPPA Committee (Outgoing)**

ERAPPA's Professional Development Committee

ERAPPA's Membership Committee

ERAPPA's Technology & Communications Committee

**3. RECOGNITION OF ERAPPA HOST COMMITTEE**

Certificate of Merit for.....**Exceptional Service as Host Committee Chair/Co-Chair**

Certificate of Appreciation for .....**Recognized Service on Host Committee**

## ERAPPA 2008 AWARDS LIST

**CERTIFICATES OF MERIT ..... Outstanding Service to ERAPPA**

Bernie Geishauer ..... Outstanding Service To ERAPPA & KAPPA  
During 20 Years Of Service As A Chapter Member  
Anne Babcock ..... Outstanding Accomplishments & Services as Interim VP AM

**CERTIFICATES OF MERIT ..... Service on ERAPPA Board**

Glenn Smith ..... Presidential Leadership, 2006 to 2008  
Dana Peterson ..... Vice President of Education, 2006 to 2008

**CERTIFICATES OF MERIT ..... Service as Host Committee Chair/Co-Chair**

Kevin Mann ..... Host Committee Co-Chair for ERAPPA 2008  
Sheri Vucci ..... Host Committee Co-Chair for ERAPPA 2008

**CERTIFICATES OF APPRECIATION ..... Service as Chapter President**

Rick Wareham ..... Keystone Chapter of APPA  
Ken Olsen ..... New Jersey Chapter of APPA

**CERTIFICATES OF APPRECIATION ..... Service to ERAPPA**

Greg Clayton ..... AAPPA – Service as Interim VP Membership

**CERTIFICATES OF APPRECIATION ..... Service as ERAPPA Rep to APPA Committee (Outgoing)**

Education Programs .....	MD/DC APPA	Michelle Estep-Frederick
Membership Committee .....	MD/DC APPA	Kevin Mann

**CERTIFICATES OF APPRECIATION ..... Service on ERAPPA Committee**

Membership Committee .....	NNECERAPPA	Don Briselden
Membership Committee .....	SNEAPPA	Terry Pellerin

**CERTIFICATES OF MERIT ..... Service to ERAPPA**

***Significant Contributions in Developing CEU Program & Certifications for ERAPPA***

ERAPPA Member.....	Jim Pepe	SUNY Fredonia	NYAPPA
Business Partner.....	Larry Liberatore	Beardsley Design Associates	Auburn, NY
Business Partner.....	Jeff Robbins	C & S Campus Services	Syracuse, NY

**CERTIFICATES OF APPRECIATION ..... Service on Host Committee ..... (alphabetical by HC)**

1. Leon Bivens ..... Communications, Marketing, & Registration Committee
2. Dennis Bohlayer ..... Education Program & Golf Committees
3. Dan Branigan ..... Entertainment, Special Events, & Spousal Program
4. Oleksa Breslawec ..... Business Partner Committee
5. Mike Brewer ..... Education Program Committee
6. Phillip Brown ..... Entertainment, Special Events, & Spousal Program
7. Jim Burcham ..... Education Program Committee
8. Michelle Frederick..... Education Program Committee
9. John Jensen ..... Finance & Golf
10. Paul Mace ..... Communications, Marketing, & Registration Committee
11. Kevin Mann..... HC Co-Chairs, Hotel & Food, Business Partners
12. Lisa Press..... Conference Planner
13. Ann Stacey ..... Education Program Committee
14. Paula Stefancin ..... Business Partner Committee
15. Derek Thornton ..... Entertainment, Special Events, & Spousal Program
16. Gary Viola ..... Finance Committee, Hotel & Food Committee
17. Sheri Vucci ..... HC Co-Chairs, Hotel & Food, Education
18. Richard Weil ..... Entertainment, Special Events, & Spousal Program
19. Nancy Yeroshefsky ..... Secretary & Business Partner Committee

## ERAPPA's

# INSTITUTIONAL MEMBERS

1.	Academy of the New Church.....	DVAPPA.....	PA.....	Institutional
2.	Acadia University.....	AAPPA.....	NS.....	Institutional
3.	Adele H Stamp Student Union.....	MD/DC APPA.....	MD.....	Affiliate
4.	Adelphi University.....	NYAPPA.....	NY.....	Institutional
5.	AFSCME.....	MD/DC APPA.....	DC.....	Affiliate
6.	Albright College.....	KAPPA.....	PA.....	Institutional
7.	Algonquin College.....	OAPPA or OCFMA.....	ON.....	Institutional
8.	Allegheny College of Maryland.....	MD/DC APPA.....	MD.....	Institutional
9.	Allegheny College.....	KAPPA.....	PA.....	Institutional
10.	Alvernia College.....	KAPPA.....	PA.....	Institutional
11.	American University.....	MD/DC APPA.....	DC.....	Institutional
12.	Amherst College.....	SNEAPPA.....	MA.....	Institutional
13.	Anne Arundel Community College.....	MD/DC APPA.....	MD.....	Institutional
14.	Archdiocese of Boston.....	SNEAPPA.....	MA.....	Affiliate
15.	Atlantic Cape Community College.....	NJAPPA.....	NJ.....	Institutional
16.	Babson College.....	SNEAPPA.....	MA.....	Institutional
17.	Baltimore City Community College.....	MD/DC APPA.....	MD.....	Institutional
18.	Bank Street College of Education.....	NYAPPA.....	NY.....	Institutional
19.	Bard College.....	NYAPPA.....	NY.....	Institutional
20.	Bates College.....	NNECERAPPA.....	ME.....	Institutional
21.	Becker College.....	SNEAPPA.....	MA.....	Institutional
22.	Bentley College.....	SNEAPPA.....	MA.....	Institutional
23.	Berkshire School.....	SNEAPPA.....	MA.....	Affiliate
24.	Blomberg School of Public Health.....	MD/DC APPA.....	MD.....	Institutional
25.	Bloomsburg University.....	KAPPA.....	PA.....	Institutional
26.	Boston Architectural College.....	SNEAPPA.....	MA.....	Institutional
27.	Boston College.....	SNEAPPA.....	MA.....	Institutional
28.	Boston University.....	SNEAPPA.....	MA.....	Institutional
29.	Bowdoin College.....	NNECERAPPA.....	ME.....	Institutional
30.	Bowie State University.....	MD/DC APPA.....	MD.....	Institutional
31.	Brandeis University.....	SNEAPPA.....	MA.....	Institutional
32.	Bridgewater State College.....	SNEAPPA.....	MA.....	Institutional
33.	Bristol Community College.....	SNEAPPA.....	MA.....	Institutional
34.	Brock University.....	OAPPA or OCFMA.....	ON.....	Institutional
35.	Brookhaven National Laboratory.....	NYAPPA.....	NY.....	Affiliate
36.	Brooklyn Bureau of Community Service.....	NYAPPA.....	NY.....	Affiliate
37.	Brown University.....	SNEAPPA.....	RI.....	Institutional
38.	Bryant University.....	SNEAPPA.....	RI.....	Institutional
39.	Bryn Mawr College.....	DVAPPA.....	PA.....	Institutional
40.	Bucknell University.....	KAPPA.....	PA.....	Institutional
41.	Burlington County College.....	NJAPPA.....	NJ.....	Institutional
42.	Cabrini College.....	DVAPPA.....	PA.....	Institutional
43.	Caldwell College.....	NJAPPA.....	NJ.....	Institutional
44.	California University of Pennsylvania.....	KAPPA.....	PA.....	Institutional
45.	Carleton University.....	OAPPA or OCFMA.....	ON.....	Institutional
46.	Carnegie-Mellon University.....	KAPPA.....	PA.....	Institutional

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**Information About ERAPPA**

47.	Castleton State College .....	NNECERAPPA .....	VT .....	Institutional
48.	Catholic University of America .....	MD/DC APPA .....	DC .....	Institutional
49.	Cecil Community College.....	MD/DC APPA .....	MD .....	Institutional
50.	Central Pennsylvania College .....	KAPPA .....	PA .....	Institutional
51.	Champlain College .....	NNECERAPPA .....	VT .....	Institutional
52.	Cheyney University .....	KAPPA .....	PA .....	Institutional
53.	Choate Rosemary Hall .....	SNEAPPA .....	CT .....	Affiliate
54.	City College - George Brown .....	OAPPA or OCFMA .....	ON .....	Institutional
55.	Clarion University.....	KAPPA .....	PA .....	Institutional
56.	Clark University.....	SNEAPPA .....	MA .....	Institutional
57.	Clarkson University .....	NYAPPA .....	NY .....	Institutional
58.	Colby College .....	NNECERAPPA .....	ME .....	Institutional
59.	Colgate University .....	NYAPPA .....	NY .....	Institutional
60.	College of Notre Dame of Md .....	MD/DC APPA .....	MD .....	Institutional
61.	College of Saint Rose.....	NYAPPA .....	NY .....	Institutional
62.	College of Southern Maryland.....	MD/DC APPA .....	MD .....	Institutional
63.	College of the Holy Cross .....	SNEAPPA .....	MA .....	Institutional
64.	Commonwealth of Mass/Div of Capital Asset Mgmt .....	SNEAPPA .....	MA .....	Affiliate
65.	Community College of Allegheny County .....	KAPPA .....	PA .....	Institutional
66.	Community College of Baltimore County .....	MD/DC APPA .....	MD .....	Institutional
67.	Community College of Philadelphia.....	DVAPPA .....	PA .....	Institutional
68.	Community College of Rhode Island/Lincoln .....	SNEAPPA .....	RI .....	Institutional
69.	Concord Academy .....	SNEAPPA .....	MA .....	Affiliate
70.	Concordia College/New York.....	NYAPPA .....	NY .....	Institutional
71.	Concordia University/Canada .....	OAPPA or OCFMA .....	QC .....	Institutional
72.	Connecticut College.....	SNEAPPA .....	CT .....	Institutional
73.	Connecticut State University System.....	SNEAPPA .....	CT .....	Institutional
74.	Coppin State University .....	MD/DC APPA .....	MD .....	Institutional
75.	Cornell University.....	NYAPPA .....	NY .....	Institutional
76.	County College of Morris .....	NJAPPA .....	NJ .....	Institutional
77.	Cumberland County College.....	NJAPPA .....	NJ .....	Institutional
78.	CUNY/Baruch College .....	NYAPPA .....	NY .....	Institutional
79.	CUNY/Brooklyn College.....	NYAPPA .....	NY .....	Institutional
80.	CUNY/Graduate School & University Center .....	NYAPPA .....	NY .....	Institutional
81.	Curry College.....	SNEAPPA .....	MA .....	Institutional
82.	Dalhousie University .....	AAPPA .....	NS .....	Institutional
83.	Dalhousie University - Affiliate.....	AAPPA .....	NS .....	Affiliate
84.	Daniel Webster College .....	NNECERAPPA .....	NH .....	Institutional
85.	Dartmouth College.....	NNECERAPPA .....	NH .....	Institutional
86.	Dean College.....	SNEAPPA .....	MA .....	Institutional
87.	Deerfield Academy .....	SNEAPPA .....	MA .....	Affiliate
88.	Delaware State University .....	DVAPPA .....	DE .....	Institutional
89.	Delaware Tech & Community College/Georgetown .....	DVAPPA .....	DE .....	Institutional
90.	Delaware Valley College .....	DVAPPA .....	PA .....	Institutional
91.	DeSales University .....	KAPPA .....	PA .....	Institutional
92.	Dexter School .....	SNEAPPA .....	MA .....	Affiliate
93.	Dickinson College.....	KAPPA .....	PA .....	Institutional
94.	Drew University.....	NJAPPA .....	NJ .....	Institutional
95.	Drexel University.....	DVAPPA .....	PA .....	Institutional
96.	Drexel University College of Medicine .....	DVAPPA .....	PA .....	Institutional
97.	Duke Farms Foundation.....	NJAPPA .....	NJ .....	Affiliate
98.	Durham District School Board.....	OAPPA or OCFMA .....	ON .....	Affiliate
99.	Dutchess Community College .....	NYAPPA .....	NY .....	Institutional
100.	Dwight Englewood School .....	NJAPPA .....	NJ .....	Affiliate
101.	East Stroudsburg University .....	KAPPA .....	PA .....	Institutional
102.	Eastern Connecticut State University .....	SNEAPPA .....	CT .....	Institutional
103.	Ecole De Technologie Superieure.....	OAPPA or OCFMA .....	QC .....	Institutional
104.	Edinboro University of Pennsylvania .....	KAPPA .....	PA .....	Institutional

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**Information About ERAPPA**

105.	Elizabethtown College	KAPPA	PA	Institutional
106.	Emerson College	SNEAPPA	MA	Institutional
107.	Emma Willard School	NYAPPA	NY	Affiliate
108.	Fairfield University	SNEAPPA	CT	Institutional
109.	Fairleigh Dickinson University	NJAPPA	NJ	Institutional
110.	Fanshawe College of Applied A & T	OAPPA or OCFMA	ON	Institutional
111.	Fashion Institute of Technology	NYAPPA	NY	Institutional
112.	Fitchburg State College	SNEAPPA	MA	Institutional
113.	Fordham University	NYAPPA	NY	Institutional
114.	Framingham State College	SNEAPPA	MA	Institutional
115.	Franklin & Marshall College	KAPPA	PA	Institutional
116.	Frederick Community College	MD/DC APPA	MD	Institutional
117.	Friends School of Baltimore	MD/DC APPA	MD	Affiliate
118.	Fulton-Montgomery Community College	NYAPPA	NY	Institutional
119.	Gallaudet University	MD/DC APPA	DC	Institutional
120.	Garrison Forest School	MD/DC APPA	MD	Affiliate
121.	Genesee Community College	NYAPPA	NY	Institutional
122.	Geneva College	KAPPA	PA	Institutional
123.	George Washington University	MD/DC APPA	DC	Institutional
124.	George Washington University/Mt Vernon College	MD/DC APPA	DC	Affiliate
125.	Georgetown University	MD/DC APPA	DC	Institutional
126.	Georgetown University Law Center	MD/DC APPA	DC	Affiliate
127.	Georgian Court University	NJAPPA	NJ	Institutional
128.	Goucher College	MD/DC APPA	MD	Institutional
129.	Greater Essex County District School Board	OAPPA or OCFMA	ON	Institutional
130.	Groton School	SNEAPPA	MA	Affiliate
131.	Grove City College	KAPPA	PA	Institutional
132.	Gwynedd-Mercy College	KAPPA or DVAPPA	PA	Institutional
133.	Hackley School	NYAPPA	NY	Affiliate
134.	Hamilton College	NYAPPA	NY	Institutional
135.	Harrisburg Area Community College	KAPPA	PA	Institutional
136.	Harvard Business School	SNEAPPA	MA	Affiliate
137.	Harvard Medical School	SNEAPPA	MA	Institutional
138.	Harvard University	SNEAPPA	MA	Institutional
139.	Haverford College	KAPPA or DVAPPA	PA	Institutional
140.	HEC Montreal	OAPPA or OCFMA	QC	Institutional
141.	Hiram G Andrews Center	KAPPA	PA	Institutional
142.	Hobart & William Smith Colleges	NYAPPA	NY	Institutional
143.	Hofstra University	NYAPPA	NY	Institutional
144.	Holland College	AAPPA	PE	Institutional
145.	Holyoke Community College	SNEAPPA	MA	Institutional
146.	Hostos Community College	NYAPPA	NY	Institutional
147.	Howard Community College	MD/DC APPA	MD	Institutional
148.	Howard University	MD/DC APPA	DC	Institutional
149.	Hudson Valley Community College	NYAPPA	NY	Institutional
150.	Humber College Inst Tech & Adv Learning	OAPPA or OCFMA	ON	Institutional
151.	Indiana University of Pennsylvania	KAPPA	PA	Institutional
152.	Iona College	NYAPPA	NY	Institutional
153.	Ithaca College	NYAPPA	NY	Institutional
154.	Jewish Theological Seminary of America	NYAPPA	NY	Institutional
155.	John Jay College of Criminal Justice	NYAPPA	NY	Institutional
156.	Johns Hopkins University	MD/DC APPA	MD	Institutional
157.	Johns Hopkins University/Applied Phys Lab	MD/DC APPA	MD	Affiliate
158.	Juniata College	KAPPA	PA	Institutional
159.	Keene State College	NEECERAPPA	NH	Institutional
160.	Keuka College	NYAPPA	NY	Institutional
161.	Kimball Union Academy	NEECERAPPA	NH	Affiliate
162.	Kutztown University of Pennsylvania	KAPPA	PA	Institutional

**Section 6**  
**Information About ERAPPA**

163.	La Salle University .....	DVAPPA .....	PA .....	Institutional
164.	Laboratory Institute of Merchandising.....	NYAPPA .....	NY .....	Institutional
165.	Lafayette College.....	KAPPA .....	PA .....	Institutional
166.	Lancaster General College of Nursing & Health Sciences .....	KAPPA .....	PA .....	Institutional
167.	Lasell College .....	SNEAPPA .....	MA .....	Institutional
168.	Laurentian University of Sudbury.....	OAPPA or OCFMA .....	ON.....	Institutional
169.	Laval University .....	OAPPA or OCFMA .....	QC .....	Institutional
170.	Le Moyne College .....	NYAPPA .....	NY .....	Institutional
171.	Lebanese American University .....	NYAPPA .....	NY .....	Institutional
172.	Lebanon Valley College .....	KAPPA .....	PA .....	Institutional
173.	Lehigh University .....	KAPPA .....	PA .....	Institutional
174.	Lesley University.....	SNEAPPA .....	MA .....	Institutional
175.	Lock Haven University of Pennsylvania.....	KAPPA .....	PA .....	Institutional
176.	Longwood Gardens.....	KAPPA or DVAPPA.....	PA .....	Affiliate
177.	Loyola College of Maryland.....	MD/DC APPA.....	MD .....	Institutional
178.	Luzerne County Community College .....	KAPPA or DVAPPA.....	PA .....	Institutional
179.	Lycoming College.....	KAPPA .....	PA .....	Institutional
180.	Lyndon State College.....	NNECERAPPA .....	VT .....	Institutional
181.	Maine Maritime Academy .....	NNECERAPPA .....	ME.....	Institutional
182.	Manalapan-Englishtown Reg School .....	NJAPPA .....	NJ .....	Affiliate
183.	Manhattan College .....	NYAPPA .....	NY .....	Institutional
184.	Marist College.....	NYAPPA .....	NY .....	Institutional
185.	Maryland Institute College of Art.....	MD/DC APPA.....	MD .....	Institutional
186.	Marymount Manhattan College .....	NYAPPA .....	NY .....	Institutional
187.	Massachusetts Bay Community College.....	SNEAPPA .....	MA .....	Institutional
188.	Massachusetts College of Art .....	SNEAPPA .....	MA .....	Institutional
189.	Massachusetts Institute of Technology .....	SNEAPPA .....	MA .....	Institutional
190.	Massachusetts Maritime Academy .....	SNEAPPA .....	MA .....	Institutional
191.	McDaniel College .....	MD/DC APPA.....	MD .....	Institutional
192.	McGill University .....	OAPPA or OCFMA .....	QC .....	Institutional
193.	McMaster University .....	OAPPA or OCFMA .....	ON.....	Institutional
194.	Medaille College.....	NYAPPA .....	NY .....	Institutional
195.	Memorial University of Newfoundland .....	AAPPA .....	NF .....	Institutional
196.	Merrimack College .....	SNEAPPA .....	MA .....	Institutional
197.	Messiah College.....	KAPPA .....	PA .....	Institutional
198.	Middlebury College .....	NNECERAPPA.....	VT .....	Institutional
199.	Middlesex County College .....	NJAPPA .....	NJ .....	Institutional
200.	Middletown Public School.....	SNEAPPA .....	RI.....	Affiliate
201.	Millersville University .....	KAPPA .....	PA .....	Institutional
202.	Milton Academy .....	SNEAPPA .....	MA .....	Affiliate
203.	Milton Hershey School .....	KAPPA .....	PA .....	Affiliate
204.	Mohawk College of Applied Arts & Technology.....	OAPPA or OCFMA .....	ON.....	Institutional
205.	Monmouth University.....	NJAPPA .....	NJ .....	Institutional
206.	Monroe Community College .....	NYAPPA .....	NY .....	Institutional
207.	Montclair Kimberley Academy .....	NJAPPA .....	NJ .....	Affiliate
208.	Montclair State University.....	NJAPPA .....	NJ .....	Institutional
209.	Montgomery College .....	MD/DC APPA.....	MD .....	Institutional
210.	Moravian College .....	KAPPA .....	PA .....	Institutional
211.	Mount Allison University .....	NNECERAPPA.....	NB .....	Institutional
212.	Mount Holyoke College.....	SNEAPPA .....	MA .....	Institutional
213.	Mount Ida College .....	SNEAPPA .....	MA .....	Institutional
214.	Mount Saint Mary College.....	NYAPPA .....	NY .....	Institutional
215.	Mount Saint Mary's University .....	MD/DC APPA.....	MD .....	Institutional
216.	Mount Saint Vincent University .....	AAPPA .....	NS .....	Institutional
217.	Mount Sinai Medical Center .....	NYAPPA .....	NY .....	Institutional
218.	Muhlenberg College.....	KAPPA .....	PA .....	Institutional
219.	Museum of Fine Arts .....	SNEAPPA .....	MA .....	Affiliate
220.	NASA .....	MD/DC APPA.....	DC.....	Affiliate

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**Information About ERAPPA**

221.	Nashua School District #42 .....	NNECERAPPA.....	NH.....	Affiliate
222.	National Environmental Balancing Bureau .....	MD/DC APPA.....	MD.....	Affiliate
223.	New Brunswick Theological Seminary .....	NJAPPA .....	NJ.....	Institutional
224.	New Jersey City University .....	NJAPPA .....	NJ.....	Institutional
225.	New York Chiropractic College .....	NYAPPA .....	NY.....	Institutional
226.	Niagara University .....	NYAPPA .....	NY.....	Institutional
227.	Noble and Greenough School .....	SNEAPPA .....	MA.....	Affiliate
228.	North Shore Community College .....	SNEAPPA .....	MA.....	Institutional
229.	Northampton Community College.....	KAPPA.....	PA.....	Institutional
230.	Northeastern University .....	SNEAPPA .....	MA.....	Institutional
231.	Northfield Mount Hermon School .....	SNEAPPA .....	MA.....	Affiliate
232.	Norwich University.....	NNECERAPPA.....	VT.....	Institutional
233.	Nova Scotia Agricultural College .....	AAPPA.....	NS.....	Institutional
234.	Nova Scotia College of Art and Design University .....	AAPPA.....	NS.....	Institutional
235.	Nova Scotia Community College .....	AAPPA.....	NS.....	Institutional
236.	NY State Assoc/Superints of School Bldgs and Grounds.....	NYAPPA.....	NY.....	Affiliate
237.	Ocean County College .....	NJAPPA .....	NJ.....	Institutional
238.	Olin College of Engineering .....	SNEAPPA .....	MA.....	Institutional
239.	Pace University .....	NYAPPA .....	NY.....	Institutional
240.	Penn State University/Applied Res Lab.....	KAPPA.....	PA.....	Affiliate
241.	Penn State University/Harrisburg .....	KAPPA.....	PA.....	Institutional
242.	Penn State University/Hershey .....	KAPPA.....	PA.....	Institutional
243.	Penn State University/State College .....	KAPPA.....	PA.....	Institutional
244.	Pennsylvania State System of Higher Education .....	KAPPA.....	PA.....	Institutional
245.	Philadelphia College of Osteopathic Medicine .....	DVAPPA.....	PA.....	Institutional
246.	Philadelphia University.....	DVAPPA.....	PA.....	Institutional
247.	Phillips Academy .....	SNEAPPA .....	MA.....	Affiliate
248.	Phillips Exeter Academy.....	NNECERAPPA.....	NH.....	Affiliate
249.	Pittsburgh Technical Institute/Oakdale .....	KAPPA.....	PA.....	Institutional
250.	Plymouth State University .....	NNECERAPPA.....	NH.....	Institutional
251.	Point Park College .....	KAPPA.....	PA.....	Institutional
252.	Polytechnic University .....	NYAPPA .....	NY.....	Institutional
253.	Pratt Institute.....	NYAPPA.....	NY.....	Institutional
254.	Prince George's Community College .....	MD/DC APPA.....	MD.....	Institutional
255.	Princeton Day School .....	NJAPPA .....	NJ.....	Affiliate
256.	Princeton Theological Seminary .....	NJAPPA .....	NJ.....	Institutional
257.	Princeton University .....	NJAPPA .....	NJ.....	Institutional
258.	Proctor Academy .....	NNECERAPPA.....	NH.....	Affiliate
259.	Providence College .....	SNEAPPA .....	RI.....	Institutional
260.	Queen's University .....	OAPPA or OCFMA .....	ON.....	Institutional
261.	Quinnipiac University .....	SNEAPPA .....	CT.....	Institutional
262.	Quinsigamond Community College.....	SNEAPPA .....	MA.....	Institutional
263.	Raritan Valley Community College.....	NJAPPA .....	NJ.....	Institutional
264.	Reading Area Community College .....	KAPPA.....	PA.....	Institutional
265.	Rensselaer Polytechnic Institute .....	NYAPPA.....	NY.....	Institutional
266.	Rider University.....	NJAPPA .....	NJ.....	Institutional
267.	Riverdale Country School.....	NYAPPA.....	NY.....	Affiliate
268.	Rivier College .....	NNECERAPPA.....	NH.....	Institutional
269.	Roberts Wesleyan College .....	NYAPPA.....	NY.....	Institutional
270.	Rochester Institute of Technology .....	NYAPPA.....	NY.....	Institutional
271.	Rockland Community College.....	NYAPPA.....	NY.....	Institutional
272.	Roger Williams University .....	SNEAPPA .....	RI.....	Institutional
273.	Roland Park Country School .....	MD/DC APPA.....	MD.....	Affiliate
274.	Rosemont College.....	DVAPPA.....	PA.....	Institutional
275.	Rowan University .....	NJAPPA .....	NJ.....	Institutional
276.	Russell Sage College.....	NYAPPA.....	NY.....	Institutional
277.	Rutgers University .....	NJAPPA .....	NJ.....	Institutional
278.	Ryerson University .....	OAPPA or OCFMA .....	ON.....	Institutional

**Section 6**  
**Information About ERAPPA**

279.	Sacred Heart University	SNEAPPA	CT	Institutional
280.	Saint Anselm College	NNECERAPPA	NH	Institutional
281.	Saint Bonaventure University	NYAPPA	NY	Institutional
282.	Saint Francis College/NY	NYAPPA	NY	Institutional
283.	Saint Francis University	KAPPA	PA	Institutional
284.	Saint George's School	SNEAPPA	RI	Affiliate
285.	Saint Joseph College	SNEAPPA	CT	Institutional
286.	Saint Joseph's College/Maine	NNECERAPPA	ME	Institutional
287.	Saint Joseph's University	DVAPPA	PA	Institutional
288.	Saint Lawrence College	OAPPA or OCFMA	ON	Institutional
289.	Saint Lawrence University	NYAPPA	NY	Institutional
290.	Saint Mary's College/Maryland	MD/DC APPA	MD	Institutional
291.	Saint Mary's University/Canada	AAPPA	NS	Institutional
292.	Saint Michael's College	NNECERAPPA	VT	Institutional
293.	Salisbury School	SNEAPPA	CT	Affiliate
294.	Salisbury University	MD/DC APPA	MD	Institutional
295.	Salve Regina University	SNEAPPA	RI	Institutional
296.	Sarah Lawrence College	NYAPPA	NY	Institutional
297.	Seneca College of Applied A&T	OAPPA or OCFMA	ON	Institutional
298.	Seton Hall Law School	NJAPPA	NJ	Institutional
299.	Seton Hall University	NJAPPA	NJ	Institutional
300.	Sheridan Institute of Technology & Advanced Learning	OAPPA or OCFMA	ON	Institutional
301.	Shippensburg University	KAPPA	PA	Institutional
302.	Siena College	NYAPPA	NY	Institutional
303.	Slippery Rock University	KAPPA	PA	Institutional
304.	Smith College	SNEAPPA	MA	Institutional
305.	Smithsonian Institution	MD/DC APPA	DC	Affiliate
306.	Southern Connecticut State University	SNEAPPA	CT	Institutional
307.	Southern New Hampshire University	NNECERAPPA	NH	Institutional
308.	Springfield College	SNEAPPA	MA	Institutional
309.	Springfield Technical Community College	SNEAPPA	MA	Institutional
310.	St. Clair College	OAPPA or OCFMA	ON	Institutional
311.	St. Francis Xavier University	AAPPA	NS	Institutional
312.	St. Jerome's University	OAPPA or OCFMA	ON	Institutional
313.	St. Patricks Episcopal Church & Day School	MD/DC APPA	DC	Affiliate
314.	St. Paul's School	NNECERAPPA	NH	Affiliate
315.	St. Thomas University	AAPPA	NB	Institutional
316.	State University Construction Fund	NYAPPA	NY	Affiliate
317.	Stone Ridge School of the Sacred Heart	MD/DC APPA	MD	Affiliate
318.	Stonehill College	SNEAPPA	MA	Institutional
319.	Suffolk University	SNEAPPA	MA	Institutional
320.	SUNY (State University of New York)	NYAPPA	NY	Institutional
321.	SUNY College of A&T/Morrisville	NYAPPA	NY	Institutional
322.	SUNY College of Environmental Sciences & Forestry	NYAPPA	NY	Institutional
323.	SUNY College/Albany	NYAPPA	NY	Institutional
324.	SUNY College/Brockport	NYAPPA	NY	Institutional
325.	SUNY College/Buffalo	NYAPPA	NY	Institutional
326.	SUNY College/Cortland	NYAPPA	NY	Institutional
327.	SUNY College/Farmingdale	NYAPPA	NY	Institutional
328.	SUNY College/Fredonia	NYAPPA	NY	Institutional
329.	SUNY College/Geneseo	NYAPPA	NY	Institutional
330.	SUNY College/New Paltz	NYAPPA	NY	Institutional
331.	SUNY College/Oswego	NYAPPA	NY	Institutional
332.	SUNY College/Potsdam	NYAPPA	NY	Institutional
333.	SUNY College/Purchase College	NYAPPA	NY	Institutional
334.	SUNY College/Stony Brook	NYAPPA	NY	Institutional
335.	SUNY Health Science Center/Syracuse	NYAPPA	NY	Institutional
336.	SUNY Institute of Technology/Utica-Rome	NYAPPA	NY	Institutional

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**Information About ERAPPA**

337.	Susquehanna University.....	KAPPA.....	PA.....	Institutional
338.	Sussex County Community College.....	NJAPPA.....	NJ.....	Institutional
339.	Swarthmore College.....	DVAPPA.....	PA.....	Institutional
340.	Syracuse University.....	NYAPPA.....	NY.....	Institutional
341.	Syracuse University Steam Station.....	NYAPPA.....	NY.....	Affiliate
342.	Temple University.....	DVAPPA.....	PA.....	Institutional
343.	Temple University/Housing.....	DVAPPA.....	PA.....	Affiliate
344.	The Bullis School.....	MD/DC APPA.....	MD.....	Affiliate
345.	The Hotchkiss School.....	SNEAPPA.....	CT.....	Affiliate
346.	The Jackson Laboratory.....	NNECERAPPA.....	ME.....	Affiliate
347.	The Loomis Chaffee School.....	SNEAPPA.....	CT.....	Affiliate
348.	The Richard Stockton College of New Jersey.....	NJAPPA.....	NJ.....	Institutional
349.	Thiel College.....	KAPPA.....	PA.....	Institutional
350.	Thomas Jefferson University.....	DVAPPA.....	PA.....	Institutional
351.	Timberlane Regional School Dist.....	NNECERAPPA.....	NH.....	Affiliate
352.	Tompkins-Cortland Community College.....	NYAPPA.....	NY.....	Institutional
353.	Towson University.....	MD/DC APPA.....	MD.....	Institutional
354.	Trent University.....	OAPPA or OCFMA.....	ON.....	Institutional
355.	Trinity College/Hartford.....	SNEAPPA.....	CT.....	Institutional
356.	Trinity University/Washington DC.....	MD/DC APPA.....	DC.....	Institutional
357.	Trinity-Pawling School.....	NYAPPA.....	NY.....	Affiliate
358.	Tufts University.....	SNEAPPA.....	MA.....	Institutional
359.	Union College.....	NYAPPA.....	NY.....	Institutional
360.	United States Coast Guard Academy.....	SNEAPPA.....	CT.....	Institutional
361.	United States Merchant Marine Academy.....	NYAPPA.....	NY.....	Institutional
362.	Unity College of Maine.....	NNECERAPPA.....	ME.....	Institutional
363.	Universal Ballet Academy.....	MD/DC APPA.....	DC.....	Affiliate
364.	University College of Cape Breton.....	AAPPA.....	NS.....	Institutional
365.	University of Baltimore.....	MD/DC APPA.....	MD.....	Institutional
366.	University of California/System Office.....	MD/DC APPA.....	DC.....	Affiliate
367.	University of Connecticut.....	SNEAPPA.....	CT.....	Institutional
368.	University of Connecticut/Health Center.....	SNEAPPA.....	CT.....	Institutional
369.	University of Delaware.....	DVAPPA.....	DE.....	Institutional
370.	University of Guelph.....	OAPPA or OCFMA.....	ON.....	Institutional
371.	University of Hartford.....	SNEAPPA.....	CT.....	Institutional
372.	University of Maine/Farmington.....	NNECERAPPA.....	ME.....	Institutional
373.	University of Maine/Orono.....	NNECERAPPA.....	ME.....	Institutional
374.	University of Maine/System Office.....	NNECERAPPA.....	ME.....	Institutional
375.	University of Maryland.....	MD/DC APPA.....	MD.....	Institutional
376.	University of Maryland/Baltimore.....	MD/DC APPA.....	MD.....	Institutional
377.	University of Maryland/Baltimore County.....	MD/DC APPA.....	MD.....	Institutional
378.	University of Maryland/Eastern Shore.....	MD/DC APPA.....	MD.....	Institutional
379.	University of Massachusetts.....	SNEAPPA.....	MA.....	Institutional
380.	University of Massachusetts/Amherst.....	SNEAPPA.....	MA.....	Affiliate
381.	University of Massachusetts/Boston.....	SNEAPPA.....	MA.....	Institutional
382.	University of Massachusetts/Dartmouth.....	SNEAPPA.....	MA.....	Institutional
383.	University of Massachusetts/Dartmouth (Affiliate).....	SNEAPPA.....	MA.....	Affiliate
384.	University of Massachusetts/Lowell.....	SNEAPPA.....	MA.....	Institutional
385.	University of Massachusetts/Medical School.....	SNEAPPA.....	MA.....	Affiliate
386.	University of Medicine/Dentistry of New Jersey.....	NJAPPA.....	NJ.....	Institutional
387.	University of Moncton.....	AAPPA.....	NB.....	Institutional
388.	University of Montreal.....	OAPPA or OCFMA.....	QC.....	Institutional
389.	University of New Brunswick.....	AAPPA.....	NB.....	Institutional
390.	University of New Brunswick/Ehso.....	AAPPA.....	NB.....	Affiliate
391.	University of New England.....	NNECERAPPA.....	ME.....	Institutional
392.	University of New Hampshire.....	NNECERAPPA.....	NH.....	Institutional
393.	University of Ottawa.....	OAPPA or OCFMA.....	ON.....	Institutional
394.	University of Pennsylvania/Philadelphia.....	DVAPPA.....	PA.....	Institutional

**Section 6**  
**Information About ERAPPA**

395.	University of Pennsylvania/School of Medicine.....	DVAPPA.....	PA.....	Institutional
396.	University of Pennsylvania/School of Veterinary Medicine..	DVAPPA.....	PA.....	Institutional
397.	University of Pittsburgh.....	KAPPA.....	PA.....	Institutional
398.	University of Pittsburgh/Bradford.....	KAPPA.....	PA.....	Institutional
399.	University of Prince Edward Island.....	AAPPA.....	PE.....	Institutional
400.	University of Rhode Island/Kingston.....	SNEAPPA.....	RI.....	Institutional
401.	University of Rochester.....	NYAPPA.....	NY.....	Institutional
402.	University of Sherbrooke.....	OAPPA or OCFMA.....	QC.....	Institutional
403.	University of Southern Maine.....	NEECERAPPA.....	ME.....	Institutional
404.	University of Toronto.....	OAPPA or OCFMA.....	ON.....	Institutional
405.	University of Toronto or Mississauga.....	OAPPA or OCFMA.....	ON.....	Institutional
406.	University of Vermont.....	NEECERAPPA.....	VT.....	Institutional
407.	University of Waterloo.....	OAPPA or OCFMA.....	ON.....	Institutional
408.	University of Western Ontario.....	OAPPA or OCFMA.....	ON.....	Institutional
409.	University of Windsor.....	OAPPA or OCFMA.....	ON.....	Institutional
410.	Ursinus College.....	KAPPA or DVAPPA.....	PA.....	Institutional
411.	US Department of Justice.....	MD/DC APPA.....	DC.....	Affiliate
412.	Vassar College.....	NYAPPA.....	NY.....	Institutional
413.	Vermont School Board Ins Trust.....	NEECERAPPA.....	VT.....	Affiliate
414.	Vermont State Colleges System.....	NEECERAPPA.....	VT.....	Institutional
415.	Vermont Technical College.....	NEECERAPPA.....	VT.....	Institutional
416.	Victoria University or Toronto.....	OAPPA or OCFMA.....	ON.....	Institutional
417.	Villa Julie College.....	MD/DC APPA.....	MD.....	Institutional
418.	Villanova University.....	DVAPPA.....	PA.....	Institutional
419.	W. G. Tucker & Associates, Inc.....	KAPPA.....	PA.....	Affiliate
420.	Wagner College.....	NYAPPA.....	NY.....	Institutional
421.	Walnut Hill School.....	SNEAPPA.....	MA.....	Institutional
422.	Warren County Community College.....	NJAPPA.....	NJ.....	Institutional
423.	Washington College.....	MD/DC APPA.....	MD.....	Institutional
424.	Wellesley College.....	SNEAPPA.....	MA.....	Institutional
425.	Wells College.....	NYAPPA.....	NY.....	Institutional
426.	Wentworth Inst of Technology.....	SNEAPPA.....	MA.....	Institutional
427.	Wesleyan University.....	SNEAPPA.....	CT.....	Institutional
428.	West Chester University.....	KAPPA.....	PA.....	Institutional
429.	Westchester Community College.....	NYAPPA.....	NY.....	Institutional
430.	Western Connecticut State University.....	SNEAPPA.....	CT.....	Institutional
431.	Western New England College.....	SNEAPPA.....	MA.....	Institutional
432.	Westfield State College.....	SNEAPPA.....	MA.....	Institutional
433.	Westtown School.....	KAPPA or DVAPPA.....	PA.....	Affiliate
434.	Wheaton College.....	SNEAPPA.....	MA.....	Institutional
435.	Widener University.....	DVAPPA.....	PA.....	Institutional
436.	Wilfrid Laurier University.....	OAPPA or OCFMA.....	ON.....	Institutional
437.	William Paterson University/New Jersey.....	NJAPPA.....	NJ.....	Institutional
438.	Williams College.....	SNEAPPA.....	MA.....	Institutional
439.	Windsor-Essex Catholic School Board.....	OAPPA or OCFMA.....	ON.....	Affiliate
440.	Worcester Polytechnic Institute.....	SNEAPPA.....	MA.....	Institutional
441.	Wor-Wic Community College.....	MD/DC APPA.....	MD.....	Institutional
442.	Yale University.....	SNEAPPA.....	CT.....	Institutional
443.	Yeshiva University.....	NYAPPA.....	NY.....	Institutional
444.	York College of Pennsylvania.....	KAPPA.....	PA.....	Institutional
445.	York University.....	OAPPA or OCFMA.....	ON.....	Institutional

**FOR ANY ERRORS OR MISSING INFORMATION  
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1.	Judith .....	Beliveau .....	NH .....	United States
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5.	Pagliuca ....	Crescenzo .....	RI .....	United States
6.	Carl .....	Day .....	NS .....	Canada
7.	Peter .....	Dufour .....	ME .....	United States
8.	Leo .....	Dunn .....	MA .....	United States
9.	Richard .....	Eustis .....	ME .....	United States
10.	Dean .....	Fredericks .....	NY .....	United States
11.	William .....	Gardiner .....	ME .....	United States
12.	Philip .....	Garment .....	ON .....	Canada
13.	Vernon .....	Goff .....	RI .....	United States
14.	Russ .....	Gonder .....	ON .....	Canada
15.	David .....	Greenwood .....	NB .....	Canada
16.	L Thomas ...	Hussey .....	NY .....	United States
17.	Austin .....	Joerger .....	NY .....	United States
18.	Harvey .....	Kaiser .....	NY .....	United States
19.	William .....	Klarner .....	MD .....	United States
20.	Frederick ...	Klee .....	PA .....	United States
21.	Jack .....	Knee .....	PA .....	United States
22.	David .....	Krumlauf .....	NY .....	United States
23.	Michael .....	League .....	MD .....	United States
24.	Donald .....	Little .....	PA .....	United States
25.	Dick .....	Lord .....	NY .....	United States
26.	Thomas .....	McCaffery .....	PA .....	United States
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29.	Thomas .....	Noe .....	DC .....	United States
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36.	Roy .....	Scialabba .....	CT .....	United States
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40.	Peter .....	Tveskov .....	CT .....	United States
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# APPA's IDENTITY



The next page has some of the key language that is now used in APPA's new branding.



**APPA's True Nature and Identity**  
*Leadership in Educational Facilities*



**Collaboration, Learning, Creating A Vision For A Better Future.**

**BRAND MISSION  
TRANSFORMATION**

**Elevating  
Facilitates Professionals  
Into Influential  
Leaders in Education**

**APPA's  
FOUR CORE AREAS**

- 1. Maintenance & Operations**
- 2. General Administration & Management**
- 3. Planning, Design & Construction**
- 4. Energy & Utilities**

**BRAND VALUES**

- **Vision**
- **Transformation**
- **Stewardship**
- **Collaboration**
- **Leadership**

**APPA'S MEMBERSHIP  
FACILITIES PROFESSIONALS**

**From Educational Institutions**

**Colleges  
Medical Schools  
K-12 Schools & Districts  
Military Installations**

**Universities  
Law Schools  
Museums  
Governments**

**Community Colleges  
Seminaries  
Parks**

**APPA Represents More Than 1,500 *Learning Institutions* Serving Over 4,700 Individuals**

**APPA now serves *the entire Education Community* by conducting research, providing learning opportunities, producing publications, developing guidelines, and serving as a central information source on educational facilities issue.**

**APPA, formerly the Association of Physical Plant Administrators**

**APPA, formerly the Association of Higher Education Officials**

**APPA now serves Educational Facilities Professionals (EFPs).**

**APPA now the Association of Choice for EFPs.**

**APPA now elevates EFPs into Higher Performing Managers and Leaders,**

**APPA now helps EFPs Transform Their Institutions into more inviting and supportive learning environments.**

**APPA now promotes excellence in the administration, planning, design, construction, maintenance, and operations of Educational Facilities**

**An International Association Dedicated To  
Maintaining, Protecting, and Promoting the Quality of Educational Facilities**



**REGIONS OF APPA**

1. **ERAPPA** Eastern Region
2. **SRAPPA** Southeastern Region
3. **CAPPA** Central Region
4. **MAPPA** Midwestern Region
5. **RMAPPA** Rocky Mountain Region
6. **PCAPPA** Pacific Coast Region
7. **APPA International** - 27 Countries
 

Australia	Israel	Singapore
Cyprus	Kampuchia	Singapore
China, Rep	Laos	South Africa
Eduador	Malaysia	Taiwan
England	Mexico	Thailand
Fiji	New Zealand	Vietnam
Finland	Phillipines	West Indies
France	Saudi Arabia	
Hong Kong	British Virgin Islands	
Indonesia	Papua New Guinea	



**11 of the United States**

1. Maine
2. New Hampshire
3. Vermont
4. Massachusetts
5. Rhode Island
6. Connecticut
7. New York
8. New Jersey
9. Pennsylvania
10. Maryland

**The District of Columbia**  
Washington, D. C.

**6 Provinces of Canada**

1. New Brunswick
2. Newfoundland & Labrador
3. Nova Scotia
4. Ontario
5. Prince Edward Island
6. Quebec

