

September 26, 2006



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 Association of Higher Education Facilities Officers

Chapter Presidents' Reports

&

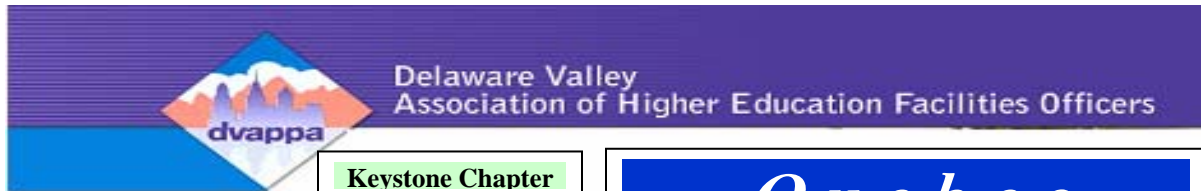
Committee Reports

ERAPPA's 2006 Annual Business Meeting

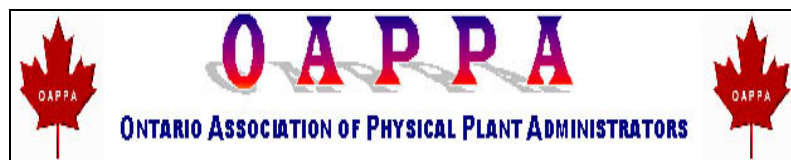
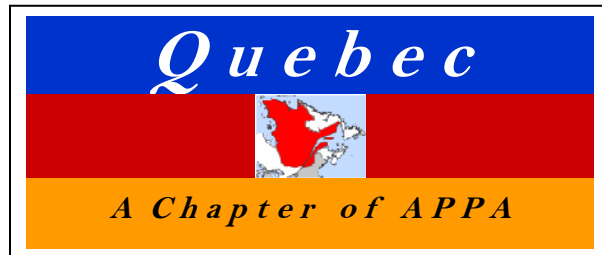
Tuesday, October 17, 2006



*Serving
"Educational Facilities Professionals"*



Keystone Chapter



*Assisting Higher Education Facilities Officers
To Develop, Maintain, And Promote High Standards And Professional Ideals
For The Management Of Physical Facilities*

September 26, 2006

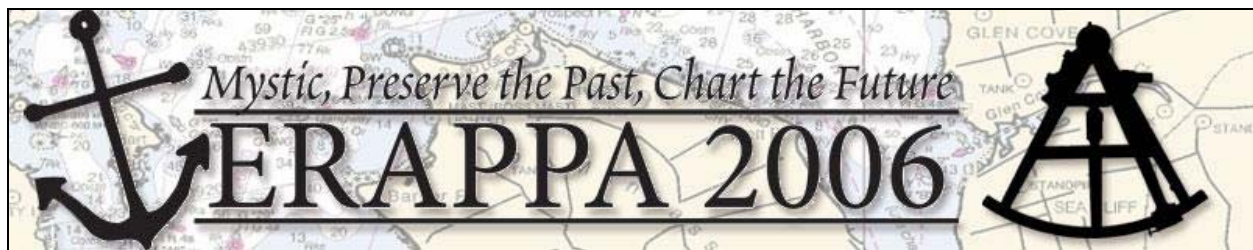
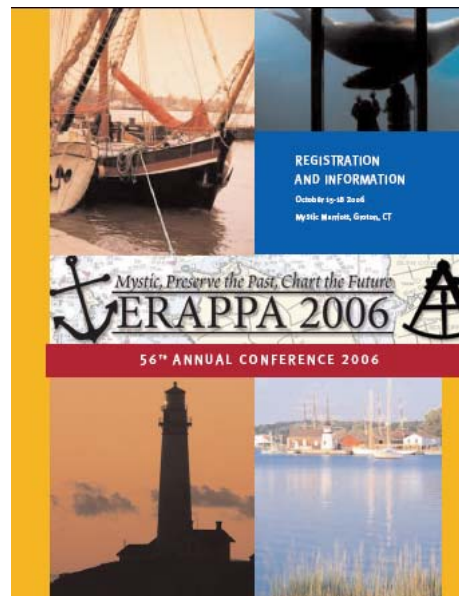


Southern New England Chapter Of ERAPPA

Host Chapter for

ERAPPA 56th Annual Conference

“Mystic, Preserve The Past, Chart The Future”



Chapter Presidents' Reports
&
Committee Reports
ERAPPA's 2006 Annual Business Meeting
Tuesday, October 17, 2006

CHAPTER PRESIDENTS' REPORTS

1. Atlantic Provinces Chapter APAPPA Jeff Lamb Dalhousie University
2. Delaware Valley Chapter DVAPPA Ralph Thayer Swarthmore College
3. Keystone Chapter KAPPA Michael Kukawa.. Slippery Rock University
4. Maryland-DC Chapter MD/DCAPPA ... Sarah High American University
5. New Jersey Chapter NJAPPA Ken Olsen Ocean County College
6. New York Chapter NYAPPA John Shupe SUNY at New Paltz
7. Northern New England Chapter ... NNECERAPPA. John P. Gratiot Dartmouth College
8. Ontario Universities OAPPA Mario Buchard University of Ottawa
9. Ontario Colleges OCFMA Carol Anderson Humber College
10. Quebec Chapter QUEBEC No Report At This Time
11. Southern New England Chapter ... SNEAPPA Neal Lespasio Emerson College

ERAPPA COMMITTEE REPORTS

1. Chapter Affairs Committee VP Fred Long La Salle University
2. Membership Committee VP Sarah High American University
3. Education Committee VP Willy Suter American University
4. Technology & Communications Committee VP Keith Woodward ... Quinnipiac University

ATLANTIC PROVINCES CHAPTER
APAPPA

Chapter President's Report

September 2006

Ralph Thayer, Chapter President
Swarthmore College

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

President**Jeff Lamb**.....Dalhousie University
VP Education and Secretary**Mike Carter**.....University of New Brunswick
VP Membership and Treasurer**Greg Clayton**.....University of Prince Edward Island
VP Technology and Website**Darrell Miles**.....Memorial University of Newfoundland

B. 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.

C. SEMI-ANNUAL MEETINGS IN 2005/2006

- 1. November 2005 Training Meeting.** A Training Meeting was held in November 2005 in Halifax, Nova Scotia.

Workshops in *Custodial, Projects, and Maintenance/Operations* were held with presentations including *Changes In Safety Legislation, Absenteeism Management, & Project Delivery Systems*.

The session was very successful with a participation of approximately 50 people at the supervisor, manager, and director level.

- 2. June 2006 General Business/Education Meeting** is held each spring at one of the member universities on a rotating basis. This past spring in June 2006 the meeting was held in Sackville New Brunswick hosted by the Mount Allison University.

The theme of the education sessions centered around *Campus Master Planning, Asbestos Management and Masonry Inspection, and Maintenance Planning*.

Approximately 20 people from Atlantic Canada Universities and colleges attended.

D. SEMI-ANNUAL MEETINGS PLANNED FOR 2006/2007

- 1. November 2006 Training Focused Meeting.** The major initiative underway at this time is to develop 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 2006.

- 2. June 2007 Business/Education Meeting** will be held at Holland College, Prince Edward Island in early June 2007. As a new member institution, this is Holland College's first time hosting our meeting.

E. MEMBERSHIP DEVELOPMENT

1. **Community Colleges.** APAPPA is continually trying to encourage participation by the Community Colleges. Over the past year, 2 new institutions have attended meetings and 1 of them will be hosting next spring. The Chapter plans to continue attempt to get more Community Colleges to attend through personal contact.
2. **No Fee Spring Meeting.** At this time APAPPA does not charge fees for the spring meetings and vendor sponsorships are solicited to cover costs.
3. **Minimal Fee Fall Meeting.** Fall training sessions involve a fee that covers food and venue costs and some of the speaker fees. The APAPPA funds the remainder along with PIE funding (if applicable).
4. **Training vs. Scholarships.** APAPPA has not given out any scholarships. The chapter felt that given our limited resources we should concentrate these resources on providing training sessions for all chapter members in the local area.

DELAWARE VALLEY CHAPTER

DVAPPA

Chapter President's Report

September 2006

**Ralph Thayer, Chapter President
Swarthmore College**

1. DVAPPA LEADERSHIP

Board Members:	President.....	Ralph Thayer
	Vice President	Chris Augustine
	Secretary.....	Chris Carter
	Treasurer.....	Ben Suplick
	Immediate Past President	Craig Pierre
	Past President	J. Rick Becker
Appointed Members:	Education.....	Mike Brewer
	Membership.....	Robert Morro
	Technology & Comm.....	B. Kent Donley
Webmaster:	Ralph Thayer

2. CURRENT YEAR MEETINGS 2005/2006– 4 PER YEAR

- a. **Fall**..... East Stroudsberg College *Historical Building Retrofits*
- b. **Winter** Longwood Gardens *Mechanical Systems*
- c. **Spring**..... Sky Top Retreat..... Lew Cohen *Energy Strategies*
Garold Markle *Catalytic Coaching*
- d. **Summer** University of Pennsylvania *Classroom Technology*
Business Meeting - Election Suspended

3. UPCOMING YEAR MEETINGS 2006/2007

- a. **Fall**..... Milton Hershey School with Elections..... *Distribution Center Design*
- b. **Winter** Swarthmore College *Evacuation Planning*
- c. **Spring**..... Sky Top *TBD*
- d. **Summer** Business Meeting *TBD*

4. DVAPPA PRESIDENT'S REPORT 2006

Attendance. DVAPPA Chapter has had a wonderful year in terms of attendance.

Programs have been very good and thought provoking.

Business Partners. DVAPPA continues to have a very strong relationship with Business Partners. The challenge has been to restore the balance between the number of member institutions and the number of Business Partners seeking to become members. Given the fact that the Philadelphia area is so rich in Colleges and Universities (85) and literally hundreds of secondary schools it would seem that DVAPPA needs to construct a marketing strategy to advise and inform our potential institutional members of our presence and the value we could bring to them... if only they would join. The newly elected board knows that our goal this year is to increase our membership and participation.

KEYSTONE CHAPTER
KAPPA
Chapter President's Report
September 2006
Michael Kukawa, Chapter President
Slippery Rock University

1. CHAPTER LEADERSHIP

President.....	Mike Kukawa	Treasurer.....	Kathy Bamat
First Vice President	Rick Wareham	Director.....	Frank Connelly
Second Vice President..	Doug Miller	Director.....	Andrew Naples
Past President	Bernie Geishouser	Director.....	Paul Politza
		Secretary.....	Laura Zullo

2. CHANGES OF CHAPTER GOVERNANCE:

No Change

3. SEMI-ANNUAL BUSINESS MEETINGS HELD

Fall 2005 At Allegheny College
165 Attendees for *General Education Meeting*

Spring 2006 At Penn State--Altoona
121 Attendees for *Business Meeting, Chapter Elections, and Education*

4. FUTURE MEETINGS

Fall 2006 At Slippery Rock University - Regional Learning Alliance

- **Educational Sessions** to include: A general session ***Graceworks*** presentation on "*The Human Connection: Bring Your Presentations to Life!*"
- **Breakout Sessions** to include: *Floor Refinishing 101, Rain Gardens and Green Practices at Carnegie Mellon, Turf Management, Emergency Management Plan: Maintaining Campus Essential Services and Operations.*

Spring 2007 At University of Pittsburgh - Bradford

Fall 2010 **ERAPPA's 60th Annual ERAPPA Conference** - Planning sessions have begun

5. FINANCES

Chapter is financially in good shape.

6. MEMBERSHIP

Excellent attitude among the Membership. Chapter meeting attendance trending upward. Business Partner support remains very strong.

Scholarships. 7 members were awarded the *Norman H. Bedell APPA Institute Annual Scholarship* during the past year (\$1500 stipend per scholarship).

MARYLAND-DC CHAPTER
MD/DCAPPA

Chapter President's Report

September 2006

Sarah High, Chapter President
American University

1. CHAPTER LEADERSHIP FOR MD/DC APPA

President**Sarah High**..... American University
President-Elect.....**Kevin Mann**..... Salisbury University
Past President**Dan Branigan** St. Mary's College of Maryland
Treasurer.....**Gary Viola** University of Maryland-Baltimore
Secretary.....**Nancy Yeroshefsky** University of Maryland College Park

Third Term Director**Sheri Vucci** Smithsonian Institution
Third Term Director**John Jensen** Villa Julie College
Second Term Director**Richard Weil** Catholic University of America
Second Term Director**Phillip Brown** American University
First Term Director.....**Derek Thornton** St. Mary's College of Maryland
First Term Director.....**Leon Bivens** University of Maryland Eastern Shore

Education Chair.....**Michelle Frederick**..... American University

ERAPPA Committee Representatives

ERAPPA BOARD.....**Sarah High**..... American University
Chapter Affairs**Dan Branigan** St. Mary's College of Maryland
Education.....**Michelle Frederick**..... American University
Membership.....**Kevin Mann**..... Salisbury University
Technology.....**Phillip Brown** American University

APPA Committee Representatives

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

2. ESTABLISHMENT OF 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 2002 to add additional member classification.

The Bylaws appear on the chapter web site at www.mddcappa.org

3. MEETINGS HELD

- **Board Meetings.**

In November 2005, after selecting Baltimore for the site of the *58th ERAPPA Annual Meeting*, the Chapter's Board of Directors decided to visit the area with hopes of selecting a host hotel. The chapter utilized the conference call method to hold 2 board meetings, June 1 and July 6, 2006.

- **The Spring 2006 Chapter Meeting.**

In March was held at Salisbury University, MD.

Most of our chapter meetings offer 3 educational tracks from which you may choose.

This meeting offered Electricity Curtailment, The Campus Arboretum, and Succession Planning.

The meeting was well attended with 75 institutional and business partner members in attendance.

- **Our Annual Two Day Retreat Meeting.**

Held in June at the Rocky Gap Resort outside of Cumberland, MD.

More than 60 attendees were at this meeting.

We offered 2 educational programs.

Wally Glasscock, Glasscock Development & Training presented Supervisor's Toolkit Teaser. The teaser provided basic knowledge and skills needed for effective facilities supervisors.

Stephen Sakach of Facilities Engineering Associates presented a hands on workshop that provided step-by-step guidance on How To Inventory Your Facility Equipment And Assets.

- **Our Fall Chapter 2006 Meeting** is planned for Sept. 22 at the Smithsonian, National Museum of the American Indian, Washington, DC. We will be holding our Annual Chapter Elections and a 3 track educational program.

4. 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.

5. SCHOLARSHIPS

We awarded (3) scholarships to attend an APPA educational venue

Leon Bivens

Robert Maddux

Derek Thornton

6. MAJOR INITIATIVES

ERAPPA 2008 Planning. In Nov. 2005, after selecting **Baltimore** for the site of the *58th ERAPPA Annual Meeting*, the Chapter's Board of Directors decided to visit the area with the hopes of selecting the host hotel. The Chapter selected the site of the 2008 ERAPPA Annual Meeting.

The Chapter's Board of Directors met in November at The Marriott Inner Harbor to firm up the plans. I am glad to report that Leon MacLellan, President of ERAPPA, signed a contract with the Marriott Waterfront in December 2005.

The Marriott Waterfront, Baltimore, Maryland will be the site of the 2008 ERAPPA Annual Meeting.

7. SPECIAL THANKS

MD/DCAPPA would like to thank **Vassie Hollamon**, who served as Chap. Secretary for the past 2 yrs.

NEW JERSEY CHAPTER
NJAPPA
Chapter President's Report
September 2006
Ken Olsen, Chapter President
Ocean County College

1. LEADERSHIP

Chapter Leadership for NJAPPA is provided by:

President.....	Ken Olsen	Ocean County College
President-Elect	Dianne Gravatt	Rutgers University
Past President	Danny Fuchs	Middlesex County College
Secretary	Rona Lehtonen	Rutgers University
Treasurer	Patty Smith	Princeton University
Director	Jule Raichle	Ocean County College
Director	Mark Showers	Rowan University
Director	Lou Dursi	Princeton University

ERAPPA Representatives:

Technology.....	Bob Cornero	Monmouth University
ERAPPA Board.....	Lou Dursi	Princeton University
Education	Mark Showers	Rowan University
Chapter Affairs.....	Ken Olsen	Ocean County College
Membership	Jule Raichle	Ocean County College

Business Partners Representatives:

Voula Liacopulos	Blackney Hayes Architects
Lisa Westerfield	Schoor Depalma Engineers

2. CHAPTER GOVERNANCE - Changes

The original Bylaws of the New Jersey Chapter were written in November of 1987. These bylaws followed recommendations made by ERAPPA.

The bylaws were revised in 2001 to add additional member classifications.

In April of 2006, the bylaws were again revised and now appear on the NJAPPA website (<http://www.erappa.org/NJAPPA/>).

Business Partners. There was considerable discussion at our April meeting, and the **membership ultimately voted to allow Business Partners to become non-voting members of NJAPPA.** The Board received recommendations for two individuals that would assist in writing the appropriate membership documents. Lisa Westerfield and Voula Liacopulos both accepted the challenge.

3. SEMIANNUAL MEETINGS IN 2005/2006

ERAPPA 2005 – 55th Annual Meeting. NJAPPA had the good fortune of hosting the 2005 ERAPPA Conference at Bally's Hotel in Atlantic City from October 2–5, 2005. By all accounts (especially financially), it was an outstanding success. There were over 50 members and businesses involved with planning and organizing. We thank our friends in Syracuse and Philadelphia for passing along valuable information. We are looking forward to '06 in Mystic. The organizing committee was chaired by the top 2 organizers in the country, **Dan Fuchs & Kevin Heron**.

NJAPPA Spring 2005 Semiannual Meeting was held at Ocean County College in April. The approximately 80 members and guests spent the day learning about new technologies. We enjoyed the following presentations:

Biomass Gasification – A Leading Alternative Fuel Candidate for New Jersey Colleges

Presented by Alan Houghton, Brandon Fowler, and Venkat Ilyer of Honeywell;

Universities as Early Adopters of Hydrogen and Alternate Fuel Technology

Presented by Dan Benson and Nora Lovrien of Rutgers University;

An All Hazards Approach to Emergency Planning

Presented by Marcus DePontes of Stonegate Associates.

Our general membership meeting was held during lunch.

4. MEETINGS SCHEDULED FOR 2006

This September 2006, we will be attempting to do something a little out of the ordinary. We will be holding our Semiannual Meeting at the manufacturing facility of EP Henry in Wrightstown, New Jersey. We will combine technical sessions with plant tours and vendor presentations.

We have asked

Stuart Appel of Wells Appel Land Strategies to present on *Sustainability in Higher Education* and

Steve Leone from Cubellis Ecoplan & NJGBC to present on *Sustainability As It Relates To LEED*.

We will, again, hold our business meeting during lunch.

The board of New Jersey APPA meets monthly and rotates the location among board members.

We are looking to future initiatives but will not schedule future meetings until after ERAPPA 2006.

5. FUTURE MEETINGS

We will be discussing the possibility of a *Yearly Business Weekend Conference* in Atlantic City.

There was a considerable amount of interest in holding a conference similar to what Delaware Valley offers at Sky Top. At present, this is only being discussed at our board level.

We are also working on the possibility of a *Summer Workshop*, possibly held at Rutgers' Conference Center. The workshop would offer the *Supervisor's Toolkit – Nuts and Bolts of Facilities Supervision*.

6. **MEMBERSHIP**

New Jersey APPA continues to have approximately 80 to 90 attend each of its meetings.

We continue to see the same colleges at our meetings.

This was one of the reasons that we voted to begin accepting Business Partners.

Business Partners have the opportunity to visit all of the New Jersey colleges in the course of doing business. It is through this involvement that we hope to see some different faces.

7. **MAJOR INITIATIVES**

Businesses Partner Membership. We intend to spend a considerable amount of time this year developing our Businesses Partner membership. As we mentioned earlier, Voula and Lisa will be outstanding contributors. We will be asking them for guidance as we develop the membership application process.

8. **MAJOR AREAS OF CONCERN**

It is imperative that ERAPPA help the individual Chapters as necessary to obtain the following:

- **Chapter incorporation papers.**
- **Chapter declaration of tax-exemption from the IRS.**
- **Chapter federal tax ID number.**

It will not be costly for the individual Chapters if ERAPPA provides the legal work for everyone. Even if the individual Chapters are required to assist in payment of legal fees, it will be more cost-effective if the work is completed (and information stored) by ERAPPA.

A second area of concern for which ERAPPA might be able to offer assistance is

- **in the collection of local dues by APPA.**

Quite often a member has no idea how NJAPPA is associated with ERAPPA, which in turn is associated with APPA. There is a line on the APPA application that allows for the payment of chapter dues, but APPA does not use it. It is a way for both APPA and the chapters to have the same membership lists and mailing lists.

NEW YORK CHAPTER
NYAPPA
Chapter President's Report
September 2006
John Shupe, Chapter President
State University of New York at New Paltz

1. LEADERSHIP

Executive Officers:	President	John Shupe	SUNY New Paltz
	1 st Vice President	Robert K. Britton	Syracuse University
	2 nd Vice President	Jeffrey Foster	Univ. of Rochester
	Treasurer	Steven J. Bellona	Hamilton College
	Secretary	Tom Dreyer	SUNY Brockport
	Past President.....	William Link	Pace University
Directors:		James Pepe	SUNY Fredonia
		Dan Miller	Emma Willard School
		Tom Goldsmith	New School Univ.
		Bridgette Anderson	Dutchess Community College
		Doug Parsons	Cornell University
		Diane DiPino	Syracuse University
ERAPPA Committee:	Chapter Affairs	John Shupe	
Representatives	Education	James Pepe	
	Membership	Jeffrey Foster	

2. CHAPTER GOVERNANCE OR STANDARDS

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

3. MEETINGS HELD

Nov. 18, 2005 **Board of Directors Meeting** at Syracuse University.

Discussed strategies for advancing the chapter

January 16, 2006 **Joint Board Meeting with SUNY PPAA** at Cooperstown NY

- On the evening of 16 Jan, a joint board meeting was held with SUNY PPAA. There was a unanimous consensus that our joint efforts were worthwhile and should continue. Training, scheduling, and information sharing were the primary focus points.
- NYAPPA to host and coordinate 2 **Spring Training Sessions** on *Grounds Design & Maintenance* at New Paltz and Syracuse.
- SUNY PPAA will host and coordinate a **Fall Training Session** on *Roof Maintenance* at SUNY Oneonta.

- March 23, 2006 **Spring Education Session at SUNY New Paltz**
30+ attendees enjoyed our “*From the Grounds Up*” seminar relating to landscape design and maintenance.
- April 4, 2006 **Spring Education Session “Part 2” at Syracuse University**
50+ attendees enjoyed an encore presentation of “*From the Grounds Up*” seminar relating to landscape design and maintenance.
- June 15, 2006 **NYAPPA Annual Meeting at Syracuse University**
The theme of the conference was “*How to Keep Your Campus in Compliance and Out of Trouble*”. The all day conference featuring presenters from NYS Office of Fire Prevention and Control, OSHA, and the EPA with session focusing on *the challenges of keeping college campuses in compliance*. Our annual chapter affairs business meeting was held during lunch.
- June 16, 2006 **Board of Directors Meeting**
A board meeting was held focusing on planning future educational sessions.

4. FUTURE MEETINGS

- October 15-18, 2006..... **ERAPPA Annual Meeting** and **NYAPPA Board Meeting** at Mystic Conn.
- October 19, 2006..... **Fall Education Conference** hosted by SUNY PPAA at Oneonta State College.
- Dec. 2006..... **NYAPPA Board Meeting**
- January 15, 2007..... **NYAPPA & SUNY PPAA Board Meeting** at the SUNY PPAA winter meeting in Cooperstown.
- April 2007..... **Spring Education Session** hosted by NYAPPA
- June, 2007..... **NYAPPA Annual Meeting**
- October 2007 **ERAPPA Annual Meeting** and **NYAPPA Board Meeting**
- December 2007..... **NYAPPA Board Meeting**

5. MEMBERSHIP

Our membership is stable.
Dues will remain suspended for the foreseeable future.
We continue to reach out to institutions statewide to increase our membership base.

6. SCHOLARSHIPS

We currently have **2 scholarships** available on an annual basis to the APPA Institute.

7. SPECIAL THANKS

The New York Chapter would like to thank **Past Presidents George Fontaine, James Wheeler, and William Link** for their leadership, guidance, and continued support of our chapter.

Respectfully submitted,
John M. Shupe

NORTHERN NEW ENGLAND CHAPTER
NNECERAPPA

Chapter President's Report

September 2006

John P. Gratiot, Chapter President
Dartmouth College

1. CURRENT BOARD

John Gratiot Dartmouth College President
Dave Cutler Saint Michaels College Vice President
Dale DeBlois Colby College Secretary/Treasurer

Anita Bailey Phillips Exeter Academy State Director – New Hampshire
Anita Higgins Univ. Southern Maine State Director – Maine
Rich Wolbach University of Vermont State Director – Vermont

Gordon Cheeseman Colby College Ex-Officio – Past President

COMMITTEE CHAIRS

Holly Mussatti Champlain College Membership Chair
Dan Gearan Siant Josephs College Technology
Don Briselen Emeriti Chair

We welcome our new chair

Bob Kief Phillips Exeter Academy Education Chair

Our board and chapter wish to thank **Dana Peterson** for his excellent leadership of the Education Committee during his 3 year term that ended in the spring of 2006.

2. CHANGES OF GOVERNANCE None

3. CURRENT YEAR MEETINGS

- **Fall 2005 Chapter Meeting** - November 9 & 10, 2005 Chapter Meeting in Nashua, New Hampshire hosted by the Northern New England Chapter at Sheraton Conference Center.

The theme was "Leading the Way: New Horizons for Facilities"

Four tracks including

1. *Trades,*
2. *Regulatory Compliance,*
3. *Operations*
4. *The Details of Design & Construction Contracts (a special program)*

Attendees: We had 175 members attend including 42 first time attendees and 2 emeriti, and 49 Business Partner booths with a total of 120 Business Partners attending.

- **Spring 2006 Chapter Meeting** – March 14 & 15, 2006 Chapter meeting in Standish, Maine held at Saint Joseph’s College
The theme was general in nature showing that a small college could host one of our Northern New England events.
Four tracks including *Human Resources, Grounds, Custodial, and Trades*.
Attendees: We had 142 members attend including 3 emeriti and 31 first time attendees. We had 57 business partner booths with a total of 100 business partners attending.

4. MEETINGS PLANNED FOR CURRENT YEAR

- **Fall 2006 Meeting** – one day event November 14, 2006 hosted by Dartmouth College. The theme is *Building Smart(er) – Integrated Design*. There will be 4 educational tracks
- **Spring 2007 Meeting** – two day event March 15 & 16, 2007 hosted by Keene State College with the theme of *Leadership From Within*.

5. HOST COMMITTEE FOR ERAPPA 2009 REPORT

- We have selected the primary hotel for the **2009 ERAPPA Annual Meeting**. We will be using the Holiday Inn by the Sea in Portland, Maine. We are at the point of finalizing the contract with the hotel. This coming year we will be getting started with more planning efforts for the event.

6. MEMBERSHIP/BUSINESS PARTNERS

- Participation at our meetings twice a year remains strong. Our biggest concern is that there are certain institutions who are sending many people and others who are sending none. We want to broaden our attendance base.
- **Business Partners** are extremely supportive of our chapter and we value their involvement. We always sell out our exhibit booth space at every meeting, and a large number of business Partners attend our meetings as participants if they are not able to get booth space because of the networking opportunities.

7. SCHOLARSHIPS

- We have 12 full scholarships available per year for the APPA Facilities Institute
2 scholarships per state per institute
½ scholarships for the Leadership Academy
½ scholarships for the annual Leadership Forum
½ scholarships the ERAPPA Annual Meeting

This year we have awarded 5 full scholarships to the Facilities Institute
2 half scholarships to the Leadership Academy.

8. INITIATIVES

- Due to most colleges not having fall breaks, we have challenges finding host institutions for Fall meetings. We have talked about various options including using a hotel conference center (which we did last year successfully), and this fall we will be holding a one day session to see how that works.

We feel it important that we have 2 meetings/education opportunities each year for our membership, so we continue to try new options looking for the best answers.

ONTARIO UNIVERSITIES CHAPTER

OAPPA

Chapter President's Report

September 2006

**Mario Bouchard, Chapter President
University of Ottawa**

1. CHAPTER LEADERSHIP

(see Web site <http://www.oappa.com/officers.htm>)

President:

Mario Bouchard, Director
Physical Resources Service
University of Ottawa

Vice-President:

Anthony Cupido
Director, Department of Physical Plant
McMaster University

Treasurer:

Sol Kessler
Director, Facility Resources
University of Toronto at Mississauga

Past President:

Dennis Hastings
Director, Physical Plant
University of Windsor

Mandates are issued **every 2 years**. This way, it gives the opportunity to have a new executive. In 2007, the V.P. and Treasurer positions will be vacant.

2. CHAPTER GOVERNANCE

No change in the structure.

Dues are \$210 per institution a year.

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

3. CURRENT YEAR MEETINGS

OAPPA is typically meeting 3 times a year for half a day. There is also a 1-day annual meeting, which is held during the annual conference.

The quarterly meetings are held at York University in Toronto.

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

This year the conference was held at Carleton University. During this meeting several topics were discussed including Sustainability, Facilities Condition Assessment and Risk Management.

Carol Doshier, the keynote ERAPPA speaker, gave a very well received session on "*Effective Presentations*".

There was also a one-day second track on "*Utilities and Maintenance*".

This annual conference had a very good participation of members.

4. **PLANNED MEETINGS**

OAPPA's **Annual Meeting in 2007** is planned to take place at Windsor University. The Energy Committee and the sub-group meetings (Grounds, Maintenance & Utilities and Custodial) are not yet determined with dates and locations.

5. **HOST COMMITTEE FOR ERAPPA'S 57TH ANNUAL MEETING**

OAPPA has been awarded the **2007 ERAPPA Conference**, which will be held in Ottawa (Fall 2007). This event will be co-hosted by Carleton University and the University of Ottawa. The full committee is identified on the ERAPPA website.

6. **MEMBERSHIP**

Membership is stable and the participation rate is very good.

University of Ontario Institute of Technologies (UOIT) is a new member.

7. **SCHOLARSHIPS**

No scholarships were given this year by the Chapter to support participation at the **APPA Management Institute**. Candidates are lining up for 2007.

The Chapter is considering presenting a session of **Supervisor's Toolkit Training**.

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

No special awards were given this year. We are planning to recognize special contributions next year.

9. **MAJOR INITIATIVES**

OAPPA commented on the impact of the new legislation pertaining to **Asbestos**.

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 Oct. 2005 FCI is at 0.10.

Since **benchmarking** has become a serious matter, good participation in the core data survey is necessary and was achieved. We are planning to promote the participation throughout Canada by the use of CAUBO's (Canadian Association of University Business Officers) involvement.

10. **MAJOR AREAS OF CONCERN**

FACILITY CONDITION ASSESMENT (FCA) deficiency costs are a major issue. Therefore this must be reinforced to MTCU (Ministry of Training, College and Universities) for obtaining additional financial support.

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. confined spaces and mold) are being implemented by the Universities. Thus creating a higher level of monitoring and higher costs in trade work.

ONTARIO COLLEGES

OCFMA

Ontario College Facilities Management Association

Chapter President's Report

September 2006

Carol Anderson, Chapter President

Humber College

1. CHAPTER LEADERSHIP

Executive Committee					
✦ Chairperson:	Carol Anderson	Humber	✦ Vice Chairperson:	Harry Bakker	Fanshawe
✦ Secretary/ Treasurer:	Paul Mantle	Lambton	✦ Past Chairperson:	Ron Vopni	Confederation
✦ Central Region Rep:	Roy Langille	Seneca	✦ Eastern Region Rep:	Blayne Mackey	St. Lawrence
✦ Northern Region Rep:	David Cotie	Canadore	✦ Western Region Rep:	Mal Woodhouse	Niagara
✦ Member at Large:	Janice Coughlin	Fleming	✦ Member at Large:	Doug Lucyk	Durham

The **Incoming Executive Committee** is slated for election at the **Ontario College Facilities Management Association (OCFMA) AGM 39** to be held on Wednesday 04 October 2006 in Kingston, Ontario.

2. CHANGES IN CHAPTER GOVERNANCE OR STANDARDS

No significant changes were made in the Chapter's governance, structure, or standards.

Annual membership fees increased to \$600 from the \$250 fee established in 1997.

3. MEETINGS HELD IN CURRENT YEAR

Bi-Monthly Meeting. The OCFMA Executive met **bimonthly** from September 2005 to April 2006 at Humber College in Toronto, Ontario (given its central location and proximity to Toronto Pearson International Airport) and in June 2005 at Fanshawe College in London, Ontario.

Conference. The OCFMA general membership met at the **OCFMA AGM 38 & Conference**, hosted by Conestoga College, was held from Sunday 16 October 2005 to Wednesday 19 October 2005 in Cambridge, Ontario. The conference theme was "*There's a time for risky business and a time for playing it safe.*" Seven information sessions and tours were well received by 50 delegates members, including: *risk management from legal and insurance perspectives*, *business continuity planning*, *campus security*, and *construction and environmental management risk*.

4. MEETINGS PLANNED IN COMING YEAR

The **2006/07 OCFMA AGM 39 & Conference** will be hosted by St. Lawrence College in Kingston, Ontario from Sunday 01 October 2006 to Wednesday 04 October 2006. This year's event is themed around "*Best Practices and Benchmarking.*"

Meetings dates of the OCFMA Executive and OCFMA subcommittees will be established shortly after the election of officers at OCFMA AGM 39 in October.

A **Strategic Planning Retreat** of the OCFMA Executive is anticipated for December 2006.

5. COMMENTS ON MEMBERSHIP

Membership is limited to Ontario public community colleges under the OCFMA Terms of Reference. Membership is stable with very good participation rates.

At this time, no business associate memberships are anticipated.

6. MAJOR INITIATIVES

Strategic Planning Exercise. In December 2004, the OCFMA Executive commenced a strategic planning exercise to develop a better focus towards the advancement of facilities management of Ontario Colleges by fostering excellence and professionalism through advocacy, leadership and management, best practices, and collaboration.

The Strategic Plan (available on-line at <http://www.ocfma.ca/documents/Strategic%20plan.pdf>) was formally adopted by the Association at the October 2005 AGM in Cambridge, Ontario.

The Strategic Plan, and related strategic actions, remains a work-in-progress and is due for assessment and review in 2006.

Website. The Association created its own website (<http://www.ocfma.ca/>) and developed a private “members only” section for confidential sharing among association members best practices and benchmarking information, including *forms of contracts, policies and procedures, cost operating reports, space utilization and assignment reports, and energy utilization and green house gas (GHG) emission reports.*

Energy. Working with the Ontario Ministry of Energy and the Association of Colleges of Applied Arts and Technology of Ontario (ACAATO), OCFMA successfully brokered a readiness study of Ontario Colleges with respect to energy conservation and demand reduction opportunities that further translated into the formation and creation of an Energy Secretariat for Ontario Colleges.

Natural Gas Consortium. OCFMA member institutions are collaborating to aggregate the Colleges’ natural gas buying power as was done by the consortium of Ontario Colleges aggregating their electricity buying power several years ago upon Ontario energy market regulatory changes. At that time, 16 of 24 Ontario Colleges participating in the electricity consortium; today 23 of the 24 Colleges belong to the consortium. The Natural Gas Consortium is anticipated to take some time to evolve as energy contracts vary by term and vendor from college to college.

7. 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 the deferred maintenance backlog, infrastructure renewal, energy conservation and demand management, facilities adaptation/renovations, and new infrastructure development replacement priorities of member Colleges.

QUEBEC CHAPTER
QUEBEC
Chapter President's Report
September 2006
No Chapter President at this time

NO REPORT AT THIS TIME



SOUTHERN NEW ENGLAND CHAPTER

SNEAPPA

Chapter President's Report

September 2006

**Neal Lespasio, Chapter President
Emerson College**

1. SNEAPPA LEADERSHIP

President**Neal Lespasio**
VP.....**Gary Hill**
Secretary.....**Nancy Tinker**
Treasurer.....**Keith Woodward**

Board Members**Scott Merrill**
Tom Yopp
Jerry Hill
Joe Rubertone
Jerry Sidio

Webmaster.....

2. CURRENT YEAR MEETINGS

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

This year we met at

- **Williams College - Water Treatment**
- **University Rhode Island - 4 track event including Facilities Services Management, Landscape and Grounds, Maintenance and Repair and Custodial**
- **Quinnipiac University/Annual Lobster Bake - guest speaker Mark Valenti of Sextant Group**

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

3. UPCOMING YEAR MEETINGS

For the upcoming year, SNEAPPA will have

- **Fall Meeting** at Gillette Stadium (home of the New England Patriots)
- **Spring Meeting** TBD
- **Annual Summer Meeting** at Quinnipiac University.

4. HOST COMMITTEE – ERAPPA’s 56TH ANNUAL CONFERENCE 2006, GROTON, CT

SNEAPPA is preparing for the ERAPPA’s 56th Annual Conference to be held at the Mystic Marriott in Groton, Connecticut.

As the Host Committee, SNEAPPA has worked diligently in preparation for this year’s annual meeting. **Committee Co-Chairs Terry Pellerin and Keith Woodward** have scheduled monthly face-to-face meetings and organized numerous conference calls. Registration is strong and we expect a great event. The theme of this year’s conference is ***“Mystic, Preserve the Past, Chart the Future”***.

5. SNEAPPA in conjunction with ERAPPA is working to obtain the following:

- Copy of **chapter's incorporation papers** and/or date & jurisdiction where incorporation took place
- Copy of **chapter's determination of tax-exemption** from Dept of Treasury or Canadian equivalent
- Copy of **chapter's Federal I.D. number.**

Committee Reports

*ERAPPA's 2006 Annual Business Meeting
Tuesday, October 17, 2006*

1. **Chapter Affairs CommitteeVice President Fred Long**
2. **Membership CommitteeVice President Sarah High**
3. **Education CommitteeVice President Willy Suter**
4. **Technology & Communications CommitteeVice President Keith Woodward**

ERAPPA’s CHAPTER AFFAIRS COMMITTEE

**Vice President’s Report to the Membership
September 2006**

**Fred Long, Vice President
La Salle University**



Chapter Affairs Committee meets twice a year, at the *Annual Educational Conference* and *Mid-Year Meetings* with regular email communications throughout the year.

1. In our Annual Meeting in Atlantic City the discussion centered on *Why We Attend ERAPPA’s Annual Conference*. This developed out of general questions directed to the New Jersey President who was hosting our conference at the time. There was interest in this topic because many of those present have hosted or will be hosting an ERAPPA educational conference.

The discussion centered on our organization as a whole and specifically the Annual Conference.

- What do we expect from APPA and ERAPPA?*
- What are ERAPPA’s strengths, weaknesses, and threats?*
- Who attends and why attend the ERAPPA Annual Conference?*

2. At our Mid-Year Meeting in Mystic, we focused on issues that affect the organization at the *operational level: Affiliate Agreements, Strategic Plan, and Contracted Services*.

- Members discussed the philosophy of having an *Affiliate Agreement* (1) between ERAPPA and the Chapters, and (2) between ERAPPA and APPA. The Affiliate Agreement is a scope of work that formalizes the relationships between (1) APPA and ERAPPA, and (2) ERAPPA and the Chapters. Based on the group’s experience, suggestions were made regarding the flavor of the Affiliate Agreement and included points of interest regarding any agreement between the Chapters and ERAPPA.
- We also touched on ERAPPA’s *Strategic Plan*, reviewing its history and what needs to be done to move forward with its implementation.
- The issue of *Contracted Services* surfaced with the concern of its impact not only at the institutional level but on ERAPPA as well. The group shared their experiences and suggested ways to prepare and plan ahead should their institution consider contracting out some or all of the services provided in-house.

Your ERAPPA Chapter Presidents Committee Members for 2006-07 are:

1. Atlantic Provinces.....**Jeff Lamb**
2. Delaware Valley**Ralph Thayer**
3. Keystone**Michael Kukawa**
4. Maryland / DC**Kevin Mann**
5. New Jersey.....**Ken Olsen**
6. New York.....**John Shupe**
7. Northern New England**John P. Gratiot**
8. Ontario Colleges**Carol Anderson**
9. Ontario Universities.....**Mario Bouchard**
10. Quebec*No Representative*
11. Southern New England**Neal Lespasio**

ERAPPA's MEMBERSHIP COMMITTEE

Vice President's Report to the Membership September 2006

**Sarah High, Vice President
American University**



A. MEMBERSHIP COMMITTEE MEMBERS

CHAPTER	NAME	INSTITUTION	PHONE NUMBER	E-MAIL
MDDCAPP	Sarah High VP	American University	202-885-3754 w 202-437-2793 c	shigh@american.edu
AAPPA	Greg Clayton	University of Prince Edward Island	902-556-0600 w 902-393-2449 c	gclayton@upe.ca
DVAPPA	Robert Marro	Villanova University	610-519-4589 w 610-519-7998 c	robert.marro@villanova.edu
KAPPA	Michael Kukawa	Slippery Rock University	724-738-2538 w	Michael.kukawa@sru.edu
MDDCAPP	Kevin Mann	Salisbury University	410-543-6202 w 443-735-4589 c	kjmann@salisbury.edu
NJAPPA	Jule Raichle	Ocean County College	732-245-0400 w X2441	jraichle@ocean.edu
NYAPPA	Jeffrey Foster	University of Rochester	585-273-5755 w	jfoster@facilities.rochester.edu
NNECERAPPA	Holly Mussatti	Champlain College	802-860-2705 w 802-316-6097 c	mussatti@champlain.edu
OAPPA	Susan L. Mark	University of Western Ontario	519-661-2111 w	slmark@uwo.ca
QUEBEC	None			
SNEAPPA	Gary Hill	University of Rhode Island	401-814-2463	garyhill@uri.edu
APPA	Randel Edwards	APPA	703-684-1446 w 240-476-2266 c	randel@appa.org

In an effort to update our web-site, I asked each member on the ERAPPA Membership Committee to forward to Keith Woodward the following:

Your Name
Your Chapter
Your Position At Your Institution
Your Institutional Address
Your Phone, Fax Number, and Email Address

If you have a photo, please provide that to Keith too so that your photo can be included on the web-site. Keith's information is keith.woodward@quinnipiac.edu. His number is 203-582-8780.

B. MEMBERSHIP COMMITTEE MEETINGS

The ERAPPA Membership Committee held 2 face-to-face meetings during the past year and exchanged several email communications.

1. FALL 2005 - OUR FIRST MEETING of the calendar year was in **Atlantic City, New Jersey, Oct. 1, 2005** at ERAPPA's 56th Annual Meeting.

All members in attendance were asked to introduce themselves; identify which chapter was being represented.

Each meeting attendee was given a copy of the minutes from the APPA Membership Committee Meeting held in Orlando, Florida as well as a copy of the minutes from the prior ERAPPA Membership Committee minutes.

- a. MEMBERSHIP.** The meeting focused on membership renewal rates for institutional and affiliate members. We discussed the difference between National Membership vs. Regional Membership. It was decided that our position as champions for membership would be to encourage national membership (APPA) by highlighting the benefits of national membership with regional membership expressed as a small percentage of your national membership fee.

The Top Thirty-Campaign List was revisited by looking at how many of the schools on the APPA list of thirty institutions that had not decided on membership or membership renewal.

Non-Member Attendees. We identified an audience who attends either chapter or regional meetings. However, these attendees have not made a commitment to become members of APPA or ERAPPA.

K-12 Arena. Some chapters are focusing on the K-12 arena. Although the majority of the membership in ERAPPA is represented by universities, colleges, and institutions, it is believed that ERAPPA has something to offer K-12 and much to gain with inclusion from the K-12 area.

- b. DIVERSITY** in our membership was another topic discussed at our meeting.

There was a consensus from the Membership Committee that ERAPPA should explore the possibility of hiring a Diversity expert to speak at an Annual Meeting.

As we discussed the many opportunities we have to express the value and benefits associated with a diversity society, we began to explore how we can express our current efforts to embrace our diverse society.

- c. NFM&T.** Our first meeting concluded with a commitment from the Membership Committee Members to support ERAPPA's participation in the upcoming National Facilities Management & Technology Conference. We believe this event is something that we cannot afford to miss. The NFM&T Conference is held each year around March in Baltimore, Md. ERAPPA is offered a FREE booth. We display our literature on Membership to APPA, ERAPPA, and the local chapter. The booth is staffed with ERAPPA Board Members and local chapter members.

2. **SPRING 2006 - OUR SECOND MEETING** was the mid-year meeting, held in Mystic, Connecticut on March 17, 2006. We introduced ourselves by identifying the chapter we represented and the institute for which we work.

a. **Regional Membership vs. National Membership.** Based on the national membership committee thrust (APPA), we began our meeting with a discussion on Regional Membership vs. National Membership. It was agreed by the majority that membership is an individual's decision, but as members of the Membership Committee, we should be encouraging those who express an interest at the local or regional level, to consider membership also at the national level, which is APPA Membership. The benefits at each level are very different yet all valued equally.

b. **Recruitment & FTA Recognition.** The main thrust for the APPA Membership Committee for 2006-2007 calendar year is Grass-Root Recruitment & First Time Attendee Recognition. The Grass-Root Recruitment is something that is believed to be an ongoing activity for all chapter members and officers alike.

Recognition of First Time Attendees is something we use to do, but some how has gotten lost in recent years. It is for that reason we will be playing a major role in this year's Annual Meeting. This year in Mystic will be the first time in many, many years that there will be activities specifically focused on the First Time Attendee. There will be a reception for the First Time Attendees.

c. **2006 Election.** We discussed the upcoming election that will occur at the Annual Meeting.

This year 2006, positions on the ERAPPA Board open for election are

President Elect, VP Membership, VP Education, and Secretary.

Next year 2007, positions on the ERAPPA Board open for election are

President Elect, VP Chapter Affairs, VP Technology & Communications, and Treasurer.

d. **Recruitment, Retention, & Diversity Activity.** We discussed our recruitment, retention and diversity activity. Each member shared their chapter's efforts for outreach initiatives.

Some members shared efforts such as providing transportation to new or returning members.

Some offered incentives such as free meeting registration or future registration waivers to encourage involvement.

One thing that stood out was how willing we are to do what is necessary to get that member at the meeting. To that, I say, *let's keep up the effort*.

I shared a brochure with the committee that I received from a play I attended and specifically, I wanted to show how we should be taking advantage of all opportunities to display our diversity. The brochure identified all seating for physically challenged individuals. Just think, if we know the facility hosting the Annual Meeting is ADA (American Disability Act) compliant, why not share that with our attendees.

Requesting childcare services from the facility hosting the Annual Meeting was also an idea that came out of our discussion.

Over all, I think we are making progress in addressing the needs of our members and we certainly are all doing what we can to promote APPA, ERAPPA, and our local chapters.

FIRST TIME ATTENDEE'S
RECEPTION ACTIVITY @ ERAPPA 2006

- ✚ We will get a list of the First Time Attendees (FTAs) prior to the Annual Meeting.
- ✚ We will forward a welcome email to FTAs along with and e-vite to the reception.
- ✚ At the Annual Meeting, we will introduce the First Time Attendees to the ERAPPA Board and ERAPPA Membership Committee to.
- ✚ The FTAs will have an opportunity to introduce themselves.
- ✚ We will all do an Icebreaker Exercise. Announce the winner(s) for the exercise. The winner of the Icebreaker will receive a FREE registration for OAPPA 2007 Annual Meeting.
- ✚ Distribute a FACT Sheet...APPA and ERAPPA Leadership, Membership data, what to expect for the remaining of the Annual Meeting.
- ✚ Q & A (15 minutes) more if necessary.
- ✚ We will each pin an FTA with the APPA and/or ERAPPA pin.

ERAPPA's EDUCATION COMMITTEE

Vice President's Report to the Membership September 2006

**Willy Suter, Vice President
American University**



Since very successful **2005 Annual Meeting** in Atlantic City, your Education Committee has had a full agenda. The committee met in Atlantic City last October and again in March here in Mystic.

The committee continues to deal with a series of ongoing initiatives in support of quality training and educational opportunities for ERAPPA members.

1. EDUCATIONAL RESOURCES LIBRARY

- **Review of current titles** and production of reviews for publication in the on-line ERAPPA newsletter are in progress.
- **Review of older titles** is underway to determine their value to members.
- **New titles** such as *the "Fish" series* have been added to the library.
- **Usage** of the library is up again this year with 13 titles checked out. The Most popular titles are FISH!, the Practical Coach and the Housekeeping Series.
- **Borrowing Titles.** A reminder to all ERAPPA members; borrowing titles from the library is easy with only an e-mail to the VP or Michelle Frederick being required. Your only cost is that for return postage. This is a great training value!

2. IN-DEPTH TRAINING PROGRAMS

- **In-Depth Training Programs.** Based on consistent feedback about the need for more in-depth training programs, the Education Committee and Board, in partnership with Business Partners, has completed development of an in-depth session on APPA Trades Staffing Guidelines and is nearing completion of a session dealing with *the care of building envelopes*. The Building Envelope Program is scheduled for a first run on November 29, 2006 at Bryn Mawr College. The flyer announcing this program is now available.
- Work continues in determining the best approach to a session about Project Delivery Methods.
- Other ideas for sessions heard from membership include
 - **LEED – NC/EB:** No progress so far but interest is still there. It might be possible to work with USGS on this effort.
 - Application of technology to facilities management challenges such as:
 - Facilities Data Collection/Inspections
 - E-Work Orders
- **Your Chapter representative to the ERAPPA Education Committee needs to hear from you about other ideas for in-depth training**

3. CIRCUIT SPEAKER

The Education Committee sponsors this program as a way to help Chapters and member institutions identify high quality speakers and presenters. The list of sponsored Circuit Speakers is on the ERAPPA web site along with a brief introduction.

The Education Committee is in the process of considering new speakers and needs your input to make sure that we focus on the best of the best. Current speakers under consideration include Billy Riggs and Jim Whitaker

4. CONTINUING EDUCATION UNITS

The Education Committee has begun to wrestle with this complex issue and hopes to be able to help those who need CEUs get them through participation in ERAPPA and Chapter educational activities.

5. PARTNERS IN EDUCATION (PIE)

This program, managed by the VP for Education, provides \$1,500 per year in support to chapter education programs

6. COLLABORATION FOR EDUCATION

One farther reaching effort undertaken by the Education Committee this year is an effort to improve both quality and consistency of ERAPPA educational offerings through more collaboration with and support for Annual Meeting Education Planners. This effort is intended to build upon the success of past annual meeting education planners and provide additional support for future planners.

The new collaborative model includes formal and informal opportunities for the ERAPPA Education Committee and Annual Meeting Education Program Planners to work together in the design, planning, and execution of the education program for the Annual Meeting. Part of this effort includes the creation of a speaker evaluation process and form that will be used by all chapters and the region to evaluate speakers and presentations. Data from this process will be used to create feedback to presenters and to provide input to future meeting planners.

7. ERAPPA EDUCATION COMMITTEE MEMBERS FOR 2006/2007

- Willy Suter**..... American University..... MD/DCAPPA
Term ends at 56th Annual Meeting
New Vice President to be elected on Tuesday, Oct 17, 2006
- Mike Carter** Atlantic Provinces..... APAPPA
- Michael H. Brewer** Delaware Valley DVAPPA
- Paul Politza** Keystone Chapter..... KAPPA
- Michelle Frederick** Maryland – DC MD/DCAPPA
- Mark Showers** New Jersey..... NJAPPA
- James Pepe**..... New York NYAPPA
- Robert Kief** Northern New England NNECERAPPA
- Darryl K. Boyce**..... Ontario OAPPA
- Scott M. Merrill**..... Southern New England SNEAPPA

Your Chapter Representative and the Education Committee as a whole need your input and support to assure that ERAPPA education programs meet your needs and are of the highest quality. Contact them often!

ERAPPA's
TECHNOLOGY & COMMUNICATIONS COMMITTEE

Vice President's Report to the Membership
September 2006

Keith Woodward, Vice President
Quinnipiac University



The Technology And Communications Committee had a very busy year as we began to transition some of our older procedures (means and methods) to new technologies.

1. **The first transition** was a historic On-Line Call for Presentations for the 56th Annual Meeting at Mystic. Although a .pdf was available for members to fill out on-line, the Call for Presentations was 90% completed on-line. We had a great participation level and overall it was a huge success.
2. **The second transition** occurred as a result of the on-line Call for Presentations. ERAPPA transitioned to On-Line Business Partner Exhibits and Sponsorship. Business Partners were able to get their information for exhibiting via the ERAPPA website. This transition made sense from a cost perspective (mailing/printing) and provided members with 24/7 access to information.
3. **The third transition**, perhaps the biggest transition of all, was On-Line Registration. For the first time in ERAPPA history, members were able to register on-line for the Annual Meeting. While that road still needs some more paving, overall it was a big step and very successful for the organization.

Moving forward, the ERAPPA Technology Committee will continue to try to provide information in an easier and more convenient manner to its members.

Technology and Communications meets twice a year, once at the Annual Educational Conference and once at the Mid-Year Meeting, with regular e-mail communications throughout the year.

The ERAPPA Chapter T&C Members for 2006-07 are:

1. Atlantic Provinces.....**Darrell Miles**
2. Delaware Valley**Kent Donley**
3. Keystone**Rick Wareham**
4. Maryland / DC**Phillip Brown**
5. New Jersey.....**Bob Cornero**
6. New York..... TBD
7. Northern New England**Dan Gearan**
8. Southern New England**Debra Burbank**
9. Ontario Universities TBD
10. Ontario Colleges TBD
11. Quebec TBD

Respectively submitted,

Keith Woodward
Vice President of Technology and Communications
September 2006



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. AAPPA Australasian APPA

ERAPPA

6 Provinces of Canada

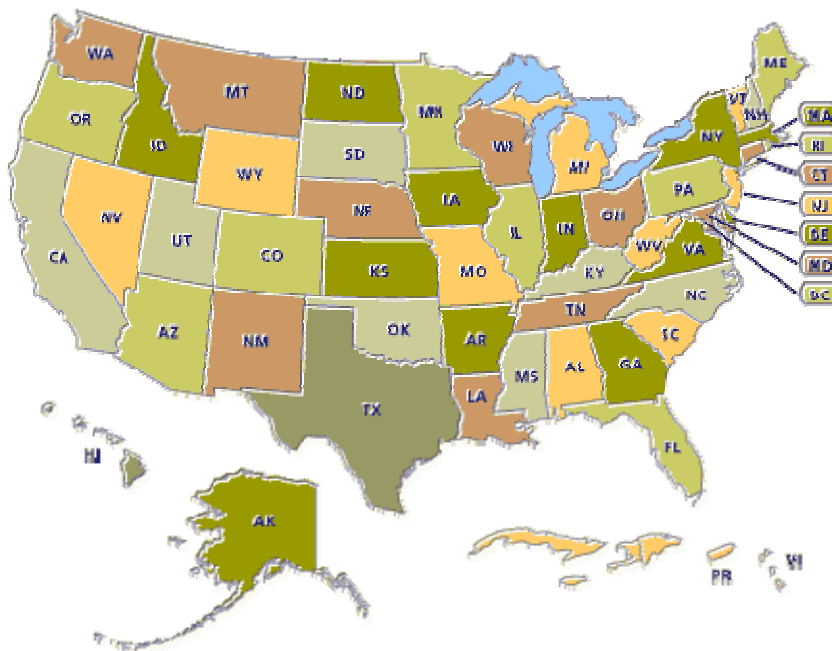
1. Canadian Province - New Brunswick
2. Canadian Province - Newfoundland
3. Canadian Province - Nova Scotia
4. Canadian Province - Ontario
5. Canadian Province - Quebec
6. Canadian Province - Prince Edward Island

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
11. Delaware

The District of Columbia

Washington, D. C.



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