

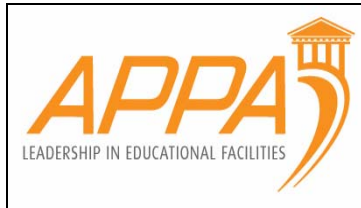


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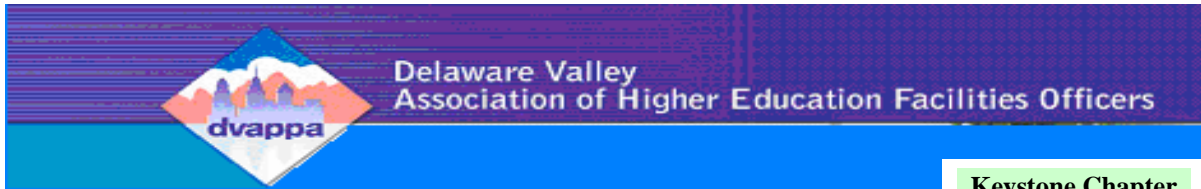
**ERAPPA**

Eastern Region of APPA, Serving Educational Facilities Professionals

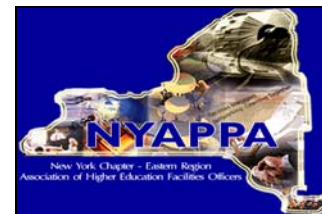
*ERAPPA REPORTS TO THE MEMBERSHIP  
FULL REPORT  
ERAPPA's 2007 Annual Business Meeting  
Tuesday, October 2, 2007*



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



Keystone Chapter



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

# *ERAPPA 57<sup>th</sup> Annual Conference*

## *Your Host Chapters*

*A Joint Hosting Effort by*

*Ontario Universities*

*with*

*Ontario Colleges*

*OAPPA*

*OCFMA*



## *Conference Theme*

*“Capital Ideas for Sustainable Resource Management”*



**ERAPPA REPORTS TO THE MEMBERSHIP**  
**ERAPPA's**  
**2007 Annual Business Meeting**  
***Tuesday, October 2, 2007***

**INTRODUCTION**

**This is the 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**, this Annual Report was started with a compilation of reports from all of ERAPPA's Chapter Presidents.
- **At ERAPPA 2006 in Mystic**, the format was expanded to include reports of the Board's Vice Presidents for Education, Membership, and Technology & Communications.
- **At ERAPPA 2007 in Ottawa**, a further expansion is provided to include reports from almost every area in which ERAPPA Members are involved in committees and activities. Those additions include reports from ERAPPA Reps To APPA Committees who participate in the following APPA Committees: 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. With these additions, this 2007 Report is a complete compilation of ERAPPA activities and accomplishments with a brief look at the future.

**THE HEART OF THE REPORT** is considered to be 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 the Chapter level is 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.

**ERAPPA's EDUCATORS**. One item that could be reported on more is the accomplishments of ERAPPA Members as Educators for APPA's Supervisor's Tool Kit (6 ERAPPA Trainers) and APPA's Leadership Academy (1 ERAPPA Educator). Those educators are listed in the Awards Programs. There is a brief paragraph on the Supervisor's Tool Kit in the report by the ERAPPA Rep to APPA's Education Program Committee. We will consider providing more detailed information in 2008.

**FULL REPORT Available On-Line**. The full version of this report will be available on ERAPPA's web site. A limited number of printed copies of the Full Report will be available at the Annual Meeting.

**SUMMARY REPORT Distributed at ERAPPA 2007**. In 2005 and 2006, we provided copies of the entire report to all attendees at the Annual Business Meeting. However, the full report for 2007 exceeds 60 pages. Therefore, recognizing that the theme of ERAPPA 2007 is one on "Sustainability", a limited number of printed copies of the Summary Report will be available at the Annual Meeting.

**We hope that this report of ERAPPA's activities is 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.

**ERAPPA REPORTS TO THE MEMBERSHIP**  
**ERAPPA's 2007 Annual Business Meeting**  
**Tuesday, October 2, 2007**

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*Section 1*

*COMMENTS*

*From*

*ERAPPA Board Members*

*ERAPPA's 2007 Annual Business Meeting*  
*Tuesday, October 2, 2007*

## **PRESIDENT'S MESSAGE**

**Glenn Smith, President  
Bryn Mawr College  
September 2007**



As my term as President draws to a close I owe you, our members, an assessment of the following:

- (1) *What We Have Accomplished* ..... **Strategic Plan with One-Year Action Plan**
- (2) *What Needs Additional Work* ..... **Affiliate Agreements and Annual Meeting Guide**
- (3) *Where We Need To Focus As We Move Forward* ..... **Sustainability of Leadership**

While in-coming President Willy Suter will be formulating his action plan for 2008, I have a strong sense that the ERAPPA Board will continue to seek consensus on major decisions that will impact our future.

(1) **Accomplishments: Strategic Plan with One-Year Action Plan Implemented.**

We started the year in Mystic, CT with the adoption of a Strategic Plan, many years in development, along with a one-year Action Plan. The Action Plan provided many specific goals for 2007 with aggressive timetables. I'm pleased to say we have made good progress on nearly all fronts, although, in many cases, the pace of progress has been dictated by factors beyond our control. Still, the direction we are heading remains steady and, in some cases, we have actually accomplished more than I thought possible.

**A quick summary shows excellent progress in the following areas:**

- Excellent preparation by the 2007 Host Committee was coupled with increased levels of collaboration with the ERAPPA Board (especially in education) in preparation for our Annual Meeting in Ottawa.
- Decisions by the ERAPPA Board to investigate the use of a Regional Conference Planner and to add a new Vice President position (VO for Annual Meetings) to the Board to provide better, more consistent support and liaison with all active host committees. (By-laws change pending in Ottawa.)
- Expansion of our In-Depth Educational Opportunities, and plans to showcase them at Ottawa.
- Improved relationships and liaison with APPA, especially through the inclusion of APPA's Executive Vice President, Lander Medlin, as part of our Mid-Year Meeting. In several cases, ERAPPA members have been directly contributing to one or more of APPA's Seven Key Strategies. The support provided by our ERAPPA Representatives To APPA Committees and the ERAPPA Board's communication with those Representatives has been strengthened.
- Continued focus on reducing paper streams and improving electronic communications throughout the Region, especially in the distribution of information regarding our Annual Meeting.

(2) **On-Going Efforts: Affiliate Agreements Initiated and Annual Meeting Guide Being Revised.**

In other areas, progress has been slowed by (1) necessary legal reviews, (2) the departure of Randel Edwards, APPA's Director Of Membership and APPA's Representative to our Board, and (3) in some cases, the desire to do things right rather than fast:

- Development of Affiliate Agreements, including resolution of Chapters' corporate & non-profit tax status.
- Improvement of our Mailing List & Membership Database and an update of our Annual Meeting Guide. Both of these initiatives were intentionally slowed and will become part of the agenda carried on by our proposed Vice President For Annual Meetings agenda.

(3) **The Future: Sustainability of Our Leadership - Volunteers And Membership To Meet The Challenge**

Keeping in mind that this organization is fueled entirely by the efforts of volunteers, I want to take my hat off to all who have stepped forward and contributed. I am truly excited about the opportunity to continue to serve for another year on the ERAPPA Board as Past President and Senior Representative to APPA, but new volunteers are needed every year.

Our greatest challenge and greatest opportunity for improvement as we move forward may be the Sustainability of Our Leadership through new and current volunteers, and new and current Institutional Members. I hope each of you will seek an opportunity to serve your Chapter, ERAPPA, and APPA. The benefits far outweigh the investment!!

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

**Willy Suter, President-Elect,  
American University  
September 2007**



### ***ERAPPA, Helping Facilities Professionals To Be Ready For Whatever Happens***

The job of the President Elect is to become prepared to be President. This happens through observation and by the support of the President and other Board Members. I want to thank Glenn Smith and the rest of the ERAPPA Board for helping me get ready. Following Glenn Smith and a long list of very able ERAPPA Presidents that have served over the years is a real challenge. **My plan is to build upon the progress we have made in the last year.**

**ERAPPA is financially healthy, our Annual Meeting is well attended, our governance process is well documented, and our educational programs are reviewed very favorably.** We have been able to turn our financial success into more support for membership education and more support to our hard working Annual Meeting Host Committees, i.e. providing more scholarship money, more money to support Annual Meetings, and money to support efforts of the new Vice President for Annual Meetings.

**ERAPPA involvement in several important APPA initiatives promises great benefit to ERAPPA:**

- Creation of Affiliate Agreements and guidance on taxation issues with APPA, the Region, and potentially the Chapters
- An improved APPA web site
- Improved access to membership statistics and contact information

**Building on past success means that ERAPPA will**

- (1) Continue to support the growth in quality and quantity of educational opportunities available throughout the Region,
- (2) Continue to explore the direction provided by APPA's Seven Key Strategies,
- (3) Complete the upgrading of the Annual Meeting Guide, and
- (4) Provide more focus on issues related to sustainability and challenges presented by climate change.

**The impact of facilities on the environment is obvious and our opportunity to effect how facilities are built and operated cannot be missed.** Through learning how to achieve our facility support and customer service goals in more sustainable ways we have the chance to create the future we want. Business as usual can only lead back to where we have come from and that is not an option.

Any list of issues we are facing that I could create will leave something out and tap a million opinions about whether an issue is real or to what level of magnitude an issue will be manifest. The challenge for facilities professionals is to be ready for whatever happens and it is my intent for ERAPPA to help us all be ready.

It has often been said, **"We all share the same problems and the opportunity to share creative solutions to these problems is what ERAPPA is all about."** Your Board of Directors is focused on assuring that these opportunities are frequent and of high quality.

**I am honored to be the incoming President of ERAPPA and look forward to working with the Board and the Membership to achieve great things in the upcoming year.**

## **ERAPPA'S STATE OF PROSPERITY**

**Lou Dursi, Treasurer  
Princeton University  
September 2007**

### ***The Financial State Of ERAPPA Is Prosperous***

Thanks to the financial success of the last several annual meetings and the astute management of our Treasurer, Lou Dursi, I am please to report that **ERAPPA is on very solid ground financially.** Our account balance is close to if not at an all time high, which is both comforting and challenging.

#### **INVEST FOR OUR MEMBERSHIP**

**Our challenge is to invest our resources in ways that return the highest value to our membership.**

1. We are investing more than ever in the educational program at our 2007 Annual Meeting in Ottawa.
2. We are reaching out to high-end speakers and underwriting the cost of in-depth training sessions.
3. We are increasing the support for our Partners In Excellence (PIE) Program
4. We are increasing the amount of scholarship money we make available each year.

**We are very interested in what our members have to say as we make final plans for ERAPPA 2008 in Baltimore.** There will be more opportunities there to invest in better programs.

#### **STABLE, LIMITED GROWTH MEMBERSHIP**

**We need to keep a close eye on the income side.** Our membership rolls, while remaining steady, have not been growing. We believe that by offering better programs and getting the word out, our membership can and should increase – but that remains an all-hands effort, which needs to start at the local chapter level.

#### **STABLE, LIMITED GROWTH MEMBERSHIP**

**We are committed to constantly improving the quality of our Annual Meetings** – not by making them ever-larger, sponsor-supported events with a narrow focus on the bottom line – but by

- (1) Improving the quality of the educational content
- (2) Offering attractive and educational spouse/guest events,  
and above all
- (3) Allowing for the interactive networking of our members.

#### **THE STRENGTH ERAPPA - People And Interpersonal Relationships**

**The strength ERAPPA lies in its people and the interpersonal relationships that develop over time.** We believe if we stay true to that ideal, and continue to encourage talented, idea-generating, passionate leaders to serve on the ERAPPA Board, **the bottom line will take care of itself.**

**SECRETARY'S MESSAGE**

**Jim Barbush, Secretary**  
**Pennsylvania State System of Higher Education**  
**September 2007**



**1. OPPORTUNITY KNOCKED.** I became Secretary of the ERAPPA Board in Feb. 2003 when ERAPPA's Secretary, *Dave Bull*, (known by me as *Mr. ERAPPA* because of his vast knowledge of ERAPPA), became employed by an institution that was not part of ERAPPA. He had to resign from being Secretary. My supervisor, Dave Carll, heard that the ERAPPA Board was looking for a new Secretary. He asked me if I would be interested in serving in that position. Since, just a few months before that inquiry, my wife and I attended *ERAPPA 2002 in St. John's, Newfoundland*, which was *an amazing event* for me and my wife, I felt certain that looking into being Secretary was a very good thing to do.

**OPPORTUNITY ACCEPTED.** In Feb. 2003, my wife and I went to Hartford, CT to see ERAPPA's President Norm Young and Dave Bull concerning the Secretary's duties. Dave blew me away with his knowledge of ERAPPA and his thoroughness to detail in performing his duties. He was non-stop energy. After the meeting, Dave and I loaded 10 boxes of the Secretary's files into our car. Upon driving away, feeling somewhat overwhelmed, I said to my wife, "*What have I done? Can I do this?*"

**2. CHALLENGES TAKEN ON.** Well, after serving as Secretary for 5 years, with transitional support of Dave Bull and the ERAPPA Board, *I have done it*. I started the work, learning and growing every step of the way. Eventually, I caught on to capably perform the Secretary's duties, significantly contributing to the ERAPPA Board's activities in serving the membership. When I started, I did not think I could exceed the performance of *Mr. ERAPPA, Dave Bull*. However, as I put my flavor of working into the effort, I think we have taken the position of Secretary to another level that provides excellent service to the ERAPPA Board and the membership. Our contributions and innovations have included the following:

1. Serving ERAPPA Board Members and the Membership with clear documentation and information.
2. Creating & providing the Board with a Board Book of needed documents for every Board Meeting.
3. Expanding the level of reporting provided to the membership for each Annual Business Meeting.
4. Acquiring the Secretary's Laptop Computer for the conduct of ERAPPA business, and therefore, enabling maintenance and complete transfer of documents and records to the succeeding Secretary.
5. Developing of new Awards Certificates and Presentations
6. Organizing and maintaining ERAPPA's Historical Records

**3. WHO'S NEXT IN LINE? The coming year is my 6<sup>th</sup> and last year as Secretary. I strongly encourage anyone who is interested in becoming the next ERAPPA Secretary to consider being a nominee for the 2008 ERAPPA Elections.** As Secretary, you record everything and maintain all the information. Therefore, you become knowledgeable of everything that's going on in ERAPPA. Best of all, you get to work with great people from Canada and the U.S. that serve on the Board, ERAPPA's Committees, and in the membership. You may contact me for information on what it takes to do this service for ERAPPA.

**4. ERAPPA ANNUAL CONFERENCES - "*Expect The Unexpected*".** ERAPPA's Annual Conferences provide excellent educational offerings, especially with keynote speakers. I have come to realize that, when planning to attend an ERAPPA Conference, you should "*Expect The Unexpected*". Do not limit yourself with low expectations. You cannot anticipate the huge benefit you will receive from the high quality education that is coming forth from our keynote speakers and others educational offerings.

**5. EMBRACE & CAST THE VISION.** In APPA's *Facilities Manager Magazine*, May/June 2007, under *Membership Matters*, there's an article titled, "*The Vision Has Been Cast, It's Time To Embrace It.*" This article embraces the vision that is projected by APPA and is penetrating through the Regions and their Chapters. APPA has cast an excellent vision. **We need to take that vision, embrace it, and cast it to our Chapters, to our membership, and to our potential new members.**

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*Section 2*

*The State of ERAPPA*

*ERAPPA's 2007 Annual Business Meeting*  
*Tuesday, October 2, 2007*

# The State of ERAPPA

ERAPPA's 2007 Annual Business Meeting  
Tuesday, October 2, 2007

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 (3 years out)
6. Status Of Membership
7. Scholarships
8. Awards And Recognition Within The Chapter
9. Major Initiatives
10. Major Areas Of Concern

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

## *According To Our Chapter Presidents The State Of ERAPPA*

*The State Of ERAPPA is Strong. Because of the efforts of the members from the Chapters, and in the words of the Chapter Presidents, the State of ERAPPA is strong, adaptable, financially prudent, beneficial to its community of interest, excellent in its planning, generous in its scholarships, excellent in its recognition of its membership, able to take on major initiatives for improvement, and willing to address major areas of concern. All of these descriptive words are taken from the Chapter Presidents' Reports.*

The next page highlights the ERAPPA Chapters in the 10 areas listed above.

*According To Our Chapter Presidents  
The State Of ERAPPA  
Is Strong*

- 1. CHAPTER LEADERSHIP IN STRONG.** Chapter leadership is strong as evidenced by the following: (1) With little exceptions, all of the available positions on Chapter Boards are filled, (2) Chapter Presidents participate strongly when attending ERAPPA sponsored meetings, and (3) ERAPPA is fully represented on APPA Committees by the ERAPPA Reps to APPA Committees, (4) Host Committee performance is excellent in preparation of ERAPPA Annual Meetings.
- 2. GOVERNMENT THAT ADAPTS.** Chapter leadership works to embrace necessary change that is presented by APPA and ERAPPA. Chapter leadership justifies their positions when certain change is seen as inappropriate for the Chapter. The Chapters continue to work with APPA and the ERAPPA Board on developing Affiliate Agreements between APPA, ERAPPA, and the Chapters. Chapter Boards regularly adjust Bylaws to meet the needs of their membership.
- 3. 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. BENEFICIAL MEETINGS.** Chapter Meetings are consistently conducted and members return to obtain the quality offerings that are provided. All Chapters have either semi-annual meetings or 3 meetings per year in addition to their Membership Meetings and Board Meetings. Meetings commonly occur in the Fall and Spring, with some Chapters having a Winter Meeting. Attendance is steady and offerings are varied and beneficial.
- 5. EXCELLENT PLANNING FOR ANNUAL MEETINGS.** The efforts of Host Committees are extraordinary, resulting in high quality offerings in education and events.
- 6. SUSTAINED MEMBERSHIP.** Membership numbers have remained nearly level. Chapters are seeking new members with K12 institutions, Community Colleges, and key institutions. Interest by Business Partners is always high. Chapters are working to provide a reasonable ratio of Institutional Members to Business Partners. DVAPPA is reaching out to collaborate with the business officers of K-12 schools (Philadelphia Area Independent School Business Officers Association - PAISBOA).
- 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.
- 8. AWARDS AND RECOGNITION.** ERAPPA Members continue to receive awards at the APPA level. Several 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 Business Partners, By-Laws Changes, Educational Offerings, Emeritus Member Utilization, Energy Procurement Consortium, Facilities/Benchmarking, Facility Condition Assessment Audits, Inter-Organizational Collaboration, Legislative Impacts, Membership Drives, Scholarships, Strategic Planning, and Web Site development.
- 10. MAJOR AREAS OF CONCERN.** Chapters are working on numerous major areas of concern including Advocacy, Affiliate Agreements, APPA Core Data Survey, Energy Issues, Facility Condition Assessment, Government Regulations, Identity!, Membership Ratio, Shrinking Training Budgets, Sustainability in Leadership.

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# Summary Of Chapter Presidents' Reports

ERAPPA's 2007 Annual Business Meeting  
Tuesday, October 2, 2007

## **1. LEADERSHIP IN CHAPTERS**

There are various structures and positions on the Boards of each Chapter. 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 16 Board Positions for NJAPPA and NYAPPA. MD/DC APPA reports 19 people involved in leadership positions throughout ERAPPA, MD/CD APPA, and APPA. NJAPPA has Business Partner Representatives on their Board.

## **2. CHAPTER GOVERNANCE**

**Affiliate Agreements.** All chapters are working with ERAPPA and APPA to develop Affiliate Agreements. This is a long process that will clarify the relationships between the Chapter, its Region, and National APPA. Components necessary for the Affiliate Agreement are Chapter's Incorporation Papers, Chapter's Determination Of Tax-Exemption, and Chapter's Federal I.D. Number.

**ByLaws.** All Chapters have ByLaws. Some Chapters are in the process of changing their ByLaws with items such as adding additional member classifications, allowing Business Partners to become members, implementation of or increasing membership dues, and making changes in the tenure of officers and directors for sustaining leadership to the future.

**Chapter dues.** Dues range from nothing in a few Chapters to \$210 (OAPPA) to \$625 (OCFMA)

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

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

Attendance at Chapter Meetings ranges from as few as 20 in a small Chapter to over 200 in a large Chapter. NNECERAPPA reported a meeting attended by 182 Institutional Members and 92 Business Partners. SNEAPPA reported strong attendance at a SNEAPPA Meeting. NNECERAPPA reported good K12 representation an NNECERAPPA Meeting.

*See next page for a list of Educational Offerings were provided at Chapter Meetings in 2006/2007*

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

Chapter Meeting schedules are planned to be the same as what was completed in 2006/2007. At the writing of this report, planning is still early.

NJAPPA expects to continue with it's Mini-Conference that was initiated in 2006/2007.

The only education identified at the writing of this report is by NJAPPA for Guaranteed Energy Savings Contracts and How Our Colleges And Universities Can Benefit.

## 5. HOSTING FOR UPCOMING ERAPPA CONFERENCES

ERAPPA Host Committee's start planning for the Annual Meetings 4 years out. Therefore, planning is in process for meetings that will occur from 2008 to 2011.

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

**Location & Dates.** The ERAPPA 2008 Annual Meeting will be held in Baltimore, Maryland at the Marriott Baltimore Waterfront Hotel. The conference dates will be Sept. 25 – Oct. 1, 2008.

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

**Keynote Speaker:** MD/DC APPA is negotiating with John Waters, Director of the movie *Hairspray* and a Baltimore native.

- **NECERAPPA HOST COMMITTEE FOR ERAPPA 2009**

**Host Committee.** Co-Chairs for the Host Committee are **Dan Gearan** of Saint Joseph College and **Gordon Cheeseman** of Colby College. The Host Committee has been formalized and several planning meetings have taken place in Portland.

**Location & Dates.** The ERAPPA 2009 Annual Meeting will be held in Portland, Maine.

**Theme.** "Imagination" with a sea coast feel.

**Conference Planner.** The Committee has approved the USM Meeting Services Department.

**Planning** is well under way. Events and a draft budget should be complete by Ottawa 2007.

- **KAPPA HOST COMMITTEE FOR ERAPPA 2010**

Planning sessions have begun for the meeting to be held in Pittsburgh, PA.

- **APAPPA HOST COMMITTEE FOR ERAPPA 2011**

Planning sessions have begun for the meeting to be held in Halifax, Nova Scotia.

## 6. STATUS OF MEMBERSHIP

**Institutional Membership** is reported by some Chapters as steady, and by others with slight growth or slight decline.

**Participation across the Region** is considered to be consistent and strong.

**OCFMA**, has limited Membership, but reports stability and very good participation.

**DVAPPA** reports attendance this year was "wonderful".

**KAPPA** reports excellent attitude among the Membership, steady Chapter Meeting attendance, and strong Business Partner support.

**Membership Drives.** A few **Chapters** have indicated a renewed initiative for gaining key members, and seeking out Community Colleges and K12 Institutions.

**NECERAPPA's** Chapters K-12 Initiative has seen a huge jump in participation by these Institutions and the Chapter is planning additional opportunities for these Facility Professionals.

**Business Partners.** **DVAPPA** always has Business Partners wanting to join the Chapter. Business Partners who may have been part of the Chapter under a former employer find it difficult to understand why they can't join anew when they switch jobs. **DVAPPA's** member-at-large for membership has really struggled with the issue. **NJAPPA** has 15 Business Partner Members and continues to receive requests. **MD/DC APPA** reports continued growth with Business Partners.

**Ratio - Members to BPs.** In DVAPPA, the proportion of Institutional Members to Business Partners attending meetings has improved. In NNECERAPPA, the beneficial joint relationship between Institutional Members and Business Partners continues to provide great interactions. NNECERAPPA is very thankful and pleased by the financial support that allows them to provide Chapter Educational Meetings and Scholarships.

**Mailing List & Website.** All Chapters continue to update and refine mailing lists, and also attempt to keep websites current.

**Membership Dues.** This fall, NJAPPA will begin to collect dues from Members. This is necessary in order to determine the actual number of active participants we have. Because some institutions are members of ERAPPA and some are members of APPA, we are never certain what institutions consider themselves participants on a local level. Chapters generally keep costs down for conferences by keeping registration fees low and only charging for the venue and meals.

**Inter-Organizational Collaboration.** DVAPPA is reaching out to another organization in the area, Philadelphia Area Independent School Business Officers Association (PAISBOA). Although primarily a venue for business officers of K-12 schools, they have 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

**Scholarship activity across ERAPPA's Chapters appears to be sparse.** One Chapter is limited by funds, some report no submittals of applications.

1. KAPPA awarded 2 scholarships to APPA's Institute For Facilities Management.
2. MD/DC APPA awarded 3 scholarships to attend an APPA educational venue.
3. NNECEAPPA targets a 1/2 scholarship to the APPA Annual Meeting and 12 scholarships to the APPA's Institute for Facilities Management (6 scholarships were awarded).
4. NYAPPA has 2 scholarships available annually to the APPA Institute for Facilities Management.
5. OAPPA had no scholarships awarded in 2007 for the APPA Institute For Facilities Management, but candidates are lining up for 2008.

## 8. AWARDS AND RECOGNITION WITHIN THE CHAPTER

OCFMA is considering 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.

DVAPPA awarded Emeritus Membership to **John Klee** and **Norman Ricker**.

MD/DC APPA reported APPA's Pacesetter Award given by APPA to Estep-Frederick.

**OAPPA has made the following awards to its members:**

**Sol Kessler** for Outstanding Contributions over the past decade.

**Ron Dupuis** for Outstanding Contributions as a former OAPPA and ERAPPA President.

**Tom Morrow** for Dedication And Commitment for many major initiatives addressed.

**Several Chapters** have recognized their members in their Chapter Presidents' Reports for outstanding performance in the preparation and conduct of meetings.

## 9. MAJOR INITIATIVES

- 1) **Business Partners.** NJAPPA wants to develop its Business Partner base.
- 2) **By-Laws Changes.** NNECERAPPA will vote on ByLaw change for incorporation as a 501(c)3.
- 3) **Education.** NJAPPA will enhance their new Mini Conference to attract even more participants.
- 4) **Education.** MD/DC APPA continues to strive to offer meaningful topics for members and to be the go to source for the local chapter.
- 5) **Emeritus Members.** MD/DC APPA continues to develop the role of Emeritus Members.
- 6) **Energy Procurement Consortium.** OCFMA 22 of the 24 Ontario Colleges aggregated their electricity procurement in 2006/7, collectively saving nearly \$3 million. The natural gas consortium increased by 2 to 7 in 2006/7 as procurement contracts lapsed.
- 7) **Energy Secretariat.** OCFMA, working through Colleges Ontario, was successful in securing initial year and 2<sup>nd</sup> year funding to engage the Energy Secretariat for Ontario Colleges. An RFP has 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.
- 8) **Facilities/Benchmarking.** In 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.
- 9) **Facility Condition Assessment Audits.** In OAPPA, 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 2007 indicated an average FCI of 0.10. OAPPA has requested significant additional renewal funding to improve that value.
- 10) **Finances.** NNECERAPPA remains well funded with over \$30,000 in the Treasury.
- 11) **Inter-Organizational Collaboration.** DVAPPA is exploring partnerships with area organizations - *Philadelphia Area Independent School Business Officers Association (PAISBOA)*
- 12) **Legislation.** OAPPA is reviewing impact of new legislation pertaining to Asbestos and PCB's.
- 13) **Membership.** MD/DC APPA continues to develop membership by establishing personal contacts.
- 14) **Membership.** NJAPPA will continue process improvement as it relates to communicating with both current members and prospective members.
- 15) **Scholarships.** NNECERAPPA has been working on its scholarship program as follows:
  - (1) Voted to provide a flat scholarship to the Institute for Facilities Management for \$1,500 which will provide some funds for travel expenses.
  - (2) Streamline forms and procedures to receive scholarships.
  - (3) Has process to recommend candidates to the full Board that is working well.
  - (4) Has e-mail approval system that allows approval other than Board Meetings if timing is an issue.
  - (5) Voted to pay for hotel stays up to \$100/night for Chapter related business if an individual has to travel more than 150 mile or 2-1/2 hours in a day.
- 16) **Strategic Planning.** OCFMA is implementing the Association's Strategic Plan (<http://www.ocfma.ca/documents/Strategic%20plan.pdf>) remains an OCFMA key priority.
- 17) **Web Site.** NNECERAPPA's **Dan Gearan** continues to improve their web site with online registrations. NNECERAPPA's ERAPPA 2009 Host Committee has a password access web page to help facilitate communication.

## **10. MAJOR AREAS OF CONCERN**

### **1) Advocacy**

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.

### **2) Affiliate Agreements**

NJAPPA has been actively working with APPA and will continue to do so in order to obtain the following: Chapter Incorporation Papers, Chapter Declaration of Tax Exemption from the IRS, and Chapter Federal Tax ID Number.

### **3) APPA Core Data Survey**

APAPPA 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.

### **4) Energy Issues**

OAPPA 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.

### **5) Facility Condition Assessment (FCA)**

OAPPA deficiency costs are a major issue. OAPPA continues to reinforce to the MTCU (Ministry of Training, College and Universities) that additional financial support is essential.

### **6) Government Regulations.**

OAPPA 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.

### **7) Identity**

NJAPPA We hope that APPA will continue to find ways for institutions to identify with their local chapters, ERAPPA, and finally APPA and to understand how they are joined. Many still believe that they are 3 separate unrelated entities. In some cases, maybe they are!

### **8) Membership Ratio**

MD/DC APPA wants to maintain a healthy balance of Business Partners and member schools at Chapter Meetings in order for meetings to be beneficial to all.

### **9) Shrinking Training Budgets**

MD/DC APPA is concerned that local college and university training budgets continue to be cut. Training needs to be affordable and worth the investment by the institution.

### **10) Sustainability In Leadership**

DVAPPA will stay strong only with active participation and a willingness to serve. Hand in glove with recruiting institutions is increasing efforts to recruit board members members at large and participation in the vote.

**EDUCATIONAL OFFERINGS**  
**PROVIDED BY ERAPPA'S CHAPTERS IN 2006/2007**  
**\*\*\* An Impressive List Of Offerings \*\*\***

**TECHNICAL SESSIONS**

1. APPA's Facilities Management Evaluation Program
2. Avian Flu Pandemic - Yale University's planning efforts in anticipation of AVP
3. Best Practices & Benchmarking
4. Building Envelope Stewardship
5. Custodial, Projects, Energy/Environment, & APPA Core Data Survey
6. Distribution Center Design
7. Educational Tracks Presented By Chapter Members
8. Energy - Leadership in Energy and Environmental Design for Existing Buildings
9. Energy - Massachusetts Maritime Academy New Wind Turbine,
10. Energy - Ways To Reduce Electricity By "Pulling The Plug" In Dormitories And Common Areas
11. Facilities Management - Innovation for Facility Management
12. Facilities Management - Master's Program in Facilities Management
13. Green Cleaning - The Ins And Outs Of Green Cleaning
14. Green Initiatives - Green Building Tools, District Energy, and Research Initiatives
15. Green Initiatives - IAQ Aspects of the LEED Green Building Rating System
16. Green Initiatives - LEED Certification Construction
17. Green Roof Design
18. Grounds, Capital Planning, Health & Safety, & Leadership Development.
19. Indoor Air Quality, Cogeneration Using Micro-Turbines, and the Core Data Survey
20. Learning - The Total Learning Environment – Impact Of Different Floor Types
21. OSHA Compliance at Your School or University"
22. Partners in Education - Capitalizing Your Future
23. Recycling - Additional Ways To Handle Campus Recycling
24. Recycling - Environmentally Friendly Ways To Recycle Dormitory Mattresses And Furniture
25. Sustainability - A Four Track Program Providing Position Specific Issues Around Sustainability
26. Sustainability in Higher Education and Sustainability As It Relates To LEED
27. Systems Maintenance And Repair For The Building Envelope Seminar

**SOFT TOPICS**

28. APPA Leadership Academy Mini-Course
29. APPA's Supervisor Toolkit
30. Communications - Improving Your Electronic Communication: E-Mail Do's and Don'ts
31. Emotional Intelligence
32. Graceworks - Presentation on Communications Skills
33. Graceworks - The Human Connection
34. Thriving in Chaos, Customer Service, Creating a Great Team, & Finding the Meaning in Your Work
35. Tim Gard - Nationally recognized humorist. "Developing a Comic Vision – Can I Say that at Work"

**FACILITIES TOURS**

36. Facility Tour - Banknorth Sports Center construction
37. Facility Tour - Maritime Ship
38. Facility Tour - Dorm Expansion to include a LEED Certification
39. Facility Tour - Wind Turbine
40. Facility Tour - Stadium
41. Facility Tour - Whitman College Addition
42. Facility Tour - Kingston Penitentiary, Canada's largest federal maximum security prison

## Section 3

# Chapter Presidents' Reports

*ERAPPA's 2007 Annual Business Meeting  
Tuesday, October 2, 2007*

### DETAILED REPORTS From Each Chapter

1. Atlantic Provinces Chapter ..... APAPPA ..... Jeff Lamb ..... Dalhousie University
2. Delaware Valley Chapter ..... DVAPPA..... Ralph Thayer ..... Swarthmore College
3. Keystone Chapter ..... KAPPA ..... Richard WarehamPenn State University
4. Maryland-DC Chapter ..... MD/DCAPPA ... Kevin Mann ..... Salisbury 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. David Cutler ..... Saint Michael's College
8. Ontario Universities Chapter ..... OAPPA ..... Anthony Cupido ...McMaster University
9. Ontario Colleges Chapter ..... OCFMA ..... Harry Bakker ..... Fanshawe College
10. Southern New England Chapter...SNEAPPA..... Neal Lespasio ..... Emerson College
11. Quebec Chapter..... QUEBEC ..... No Report At This Time

**ATLANTIC PROVINCES CHAPTER**  
**APAPP**

**Chapter President's Report**

**September 2007**

**Jeff Lamb, Chapter President**  
**Dalhousie University**

**A. 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\*  
(\* ) - Newly elected in June 2007

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

**C. SEMI-ANNUAL MEETINGS IN 2005/2006**

**1. November 2006 Training Meeting.**

A Training Meeting was held in November 2006 in Halifax, Nova Scotia.

**Workshops**

Custodial, Projects, Energy/Environment & APPA Core Data Survey were held on first day

**Tracy Knopfla of High Impact Training** made presentations on the second day including Thriving in Chaos, Customer Service, Creating a Great Team, and Finding the Meaning in Your Work.

The session was very successful with a participation of **58 people** at the supervisor, manager, and director level. Two APPA Emeritus Members, including former **ERAPPA President Carl Day**, attended the dinner that was held in conjunction with the training session.

**2. June 2007 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 June 2007 the meeting was held in Charlottetown Prince Edward Island hosted by **Holland College, a new member institution.**

The theme of the education sessions centered around

Indoor Air Quality, Cogeneration Using Microturbines and the Core Data Survey.

Approximately **20 people** from Atlantic Canada Universities and colleges attended.

**D. SEMI-ANNUAL MEETINGS PLANNED FOR 2007/2008**

1. **November 2007 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 2007.
2. **June 2008 Business/Education Meeting** will be held at St Francis Xavier University in Antigonish, Nova Scotia in early June 2008.

**E. MEMBERSHIP DEVELOPMENT**

1. **Community Colleges.** APAPPA is continually trying to encourage participation by the Community Colleges. In recent years, 2 new institutions have attended meetings and 1 of them hosted this year's Annual Meeting. The Chapter plans to continue to 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) which is very much appreciated.
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.

**F. MAJOR AREAS OF CONCERN**

**1. APPA Core Data Survey**

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.

**DELAWARE VALLEY CHAPTER**  
**DVAPPA**

**Chapter President's Report**

**September 2007**

**Ralph Thayer, Chapter President**  
**Swarthmore College**

**1. DVAPPA LEADERSHIP** Changes in Governance – None

Board Members:	President.....	<b>Ralph Thayer</b>
	Vice President .....	<b>Chris Augustine</b>
	Secretary.....	<b>Chris Carter</b>
	Treasurer.....	<b>Ben Suplick</b>
	Immediate Past President .....	Vacant
	Past President .....	Vacant
Appointed Members:	Education.....	<b>Mike Brewer</b>
	Membership.....	<b>Robert Morro</b>
	Technology & Comm.....	Vacant
Webmaster:	.....	<b>Ralph Thayer</b>

**2. CURRENT YEAR MEETINGS 2006/2007– 4 PER YEAR**

- Fall ..... 2006 Milton Hershey School ..... *Distribution Center Design*
- Winter .... 2007 Swarthmore College ..... *Green Roof Design*
- Spring..... 2007 Sky Top Retreat ..... *Graceworks, "The Human Connection"*
- Summer.. 2007 Philadelphia University..... *APPA's Facilities Management Evaluation Program*

**3. UPCOMING YEAR MEETINGS 2007/2008**

- Fall ..... 2007 .... Academy of the New Church ..... *Master Planning*
- Winter .... 2008 .... Location TBD ..... Topic TBD
- Spring..... 2008 .... Sky Top ..... Topic TBD
- Summer.. 2008 .... Business Meeting..... Topic TBD

**4. COMMENTS ON MEMBERSHIP**

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

**Membership Ratio.** The proportion of Institutional Members (vs. Business Partners) attending meetings has improved.

**Business Partners.** More and more Business Partners want to join our chapter. Business Partners who may have been part of the chapter under a former employer find it difficult to understand why they can't join anew when they switch jobs. Our member-at-large for membership has really struggled with the issue.

**New Institutional Member Initiative.** We continue to struggle with attracting new Institutional Members. Efforts have been made this past year to recruit new Institutional Members with personal letters and follow-up phone calls. The results have not been as successful as had been hoped. The re-elected board knows that one of our goals this year is to continue the efforts to increase our Institutional Membership.

**Inter-Organizational Collaboration.** One effort in that regard was to reach out to another organization in the area, Philadelphia Area Independent School Business Officers Association (PAISBOA). Although primarily a venue for business officers of K-12 schools, they have 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.

**5. SCHOLARSHIPS**

None Applied For. None Awarded

**6. AWARDS AND RECOGNITION**

Emeritus Member Awards.....**John Klee**  
**Norman Ricker**

**7. MAJOR INITIATIVE**

Exploring partnerships with area organizations

*Philadelphia Area Independent School Business Officers Association (PAISBOA)*

**8. MAJOR AREAS OF CONCERN**

Hand in glove with recruiting institutions is increasing efforts to recruit board members members at large and participation in the vote.

The current board felt short changed with a late election last year, but has no intention of staying in place as is past next years elections.

**The Chapter will stay strong only with active participation and a willingness to serve.**

**KEYSTONE CHAPTER**  
**KAPPA**  
**Chapter President's Report**  
**September 2007**  
**Rick Wareham, Chapter President**  
**Penn State University**

**1. CHAPTER LEADERSHIP**

President ..... **Rick Wareham**..... Penn State University  
First Vice President ..... **Doug Miller** ..... Indiana University of PA  
Second Vice President.. **Tristan delGiudice**..... Juniata College  
Past President ..... **Michael Kukawa**..... Slippery Rock University of PA  
Treasurer..... **Pete Buchheit** ..... University of Pittsburgh at Bradford  
Director..... **Frank Connelly** ..... Thiel College  
Director..... **Andrew Naples**..... Allegheny College  
Director..... **Paul Politza** ..... Penn State University  
Secretary ..... **Lenny Libbon**..... Carnegie Mellon University

**2. CHANGES OF CHAPTER GOVERNANCE:**

No Change

**3. SEMI-ANNUAL BUSINESS MEETINGS HELD**

**Fall 2006** ..... Slippery Rock University – Regional Learning Alliance  
**139 Attendees** for *General Education Meeting*  
General Session – ***Graceworks - Presentation and Communications Skills***  
**Two Track Educational Sessions**

**Spring 2007** .... University of Pittsburgh at Bradford  
**108 Attendees** for *Business Meeting, Chapter Elections, and Education*  
General Session – ***Partners in Education - Capitalizing Your Future***  
**Two Track Educational Sessions**

**4. FUTURE MEETINGS**

**Fall 2007** ..... Indiana University of PA

**Spring 2008** .... PA State System of Higher Education at Harrisburg, PA

**Fall 2010** ..... **ERAPPA's 60<sup>th</sup> Annual ERAPPA Conference** - Planning sessions have begun

**5. FINANCES**

Chapter is financially in good shape.

**6. ERAPPA 2010 Host Committee**

- **Fall 2010.....ERAPPA's 60<sup>th</sup> Annual Conference, Pittsburgh, Pennsylvania**

- **Host Committee Leadership**

Host Committee Chair .....**Greg Scott** ..... Penn State University  
Hotel Coordinator .....**Laura Zullo**..... University of Pittsburgh  
Finance Committee Chair .....**Pete Buchheit**..... University of Pittsburgh at Bradford  
Golf Outing Planner .....**Ed Dankanich**..... Penn State University Harrisburg  
Business Partner Committee Chair .....**Rick Wareham** ..... Penn State University  
Publications/Promotions Committee Chair ..**Andy Naples**..... Allegheny College  
Education Committee Chair .....**Paul Politza**..... Penn State University  
Spouse/Guest Program .....**Mike Kukawa** ..... Slippery Rock University  
Special Advisor to Host Committee .....**Bernie Geishauser** ..... St. Francis University

**7. MEMBERSHIP**

**Excellent attitude among the Membership.** Chapter meeting attendance has been steady. Business Partner support remains very strong.

**Scholarships. 2 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**  
**Kevin Mann, Chapter President**  
**Salisbury University**

**1. CHAPTER LEADERSHIP**

President .....	<b>Kevin Mann</b> .....	Salisbury University
President-Elect.....	<b>Sheri Vucci</b> .....	Smithsonian Institution
Past President .....	<b>Sarah High</b> .....	American University
Treasurer.....	<b>John Jensen</b> .....	Villa Julie College
Secretary .....	<b>Nancy Yeroshefsky</b> .....	University of Maryland College Park
Third Term Director .....	<b>Richard Weil</b> .....	Catholic University of America
Third Term Director .....	<b>Phillip Brown</b> .....	American University
Second Term Director .....	<b>Derek Thornton</b> .....	St. Mary's College of Maryland
Second Term Director .....	<b>Leon Bivens</b> .....	University of Maryland Eastern Shore
First Term Director.....	<b>Gary Viola</b> .....	University of Maryland-Baltimore
First Term Director.....	<b>Dennis Bohlayer</b> .....	Towson University
Education Chair.....	<b>Michelle Frederick</b> .....	American University

**ERAPPA Committee Representatives**

ERAPPA BOARD.....	<b>Sarah High</b> .....	American University
Chapter Affairs .....	<b>Kevin Mann</b> .....	Salisbury University
Education.....	<b>Michelle Frederick</b> .....	American University
Membership.....	<b>Leon Bivens</b> .....	University of Maryland Eastern Shore
Technology.....	<b>Phillip Brown</b> .....	American University

**APPA Committee Representatives**

Membership.....	<b>Kevin Mann</b> .....	Salisbury University
Education.....	<b>Michelle Frederick</b> .....	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.

**Bylaws were revised in 2002** to add additional member classification.

**Bylaws will be revised this upcoming year.**

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

### 3. MEETINGS HELD

#### 2006/2007 – Meetings Conducted

- **Board Meetings.**

On November 17-18 2006, the Board of Directors held its annual planning meeting in Baltimore at the site of the *2008 ERAPPA Annual Meeting*. The chapter held board meetings, February 2, March 6, April 12, May 18, June 20, August 14, and September 2007.

- **The Spring 2007 Chapter Meeting.**

The Spring meeting was held March 23, 2007 at University of Maryland Eastern Shore.

Our chapter meetings offer 3 educational tracks from which you may choose 2 of 3 to attend.

This meeting offered *IAQ Aspects of the LEED Green Building Rating System*, *The Total Learning Environment – Impact of different floor types*, and *Improving Your Electronic Communication: E-Mail Do's and Don'ts*.

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

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

Held June 21-22 at the Rocky Gap Lodge and Golf Resort outside of Cumberland, MD.

More than 80 attendees were at this meeting.

We offered 2 educational programs.

- ***APPA Leadership Academy Mini-Course.*** Lander Medlin, Executive Vice President of APPA and Douglas Christensen, Brigham Young University presented *APPA Leadership Academy Mini-Course*. The mini-course provided a potpourri of the topics covered throughout all four tracks of the APPA Leadership Academy.
- ***Building Envelope Stewardship.*** Michael Brewer, Muhlenberg College, Jeffrey Erdly, Masonry Preservation Services, Eric GodFrey, CVM Facilities Renewal, Jeffrey Levine, Levine & Company, David VanOcker, CVM Facilities Renewal, Glen Smith, Bryn Mawr College presented Building Envelope Stewardship. This panel of facility professionals addressed *the proper design and maintenance of building envelopes*, *the methods of dealing with storm water run-off, snow, and ice*, *incorporate life-cycle cost analyses*, and much more.

### 4. MEETINGS PLANNED

#### 2007/2008 Meetings Planned

- **Our Fall Chapter Meeting** is planned for October 12, 2007 at Goucher College in Baltimore, Maryland. We will be holding our Annual Chapter Elections and a 3 track educational program. Planned topics are: *Fire and Ice*, *Conflict Resolution*, and *Roof Asset Management*.

### 5. HOST FOR ERAPPA 2008

The ERAPPA 2008 Annual Meeting will be held in Baltimore, Maryland at the Marriott Baltimore Waterfront Hotel. The conference dates will be **September 25 – October 1, 2008**.

**Theme:** “ERAPPA 2008, Your KEY To Success”

**Keynote speaker:** Negotiating with John Waters, Director of the movie *Hairspray* and Baltimore native.

**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**

**2006 MD/DC APPA awarded (3) scholarships** to attend an APPA educational venue

Leon Bivens            Robert Maddux            Derek Thornton

**2007 MD/DC APPA will award 3 scholarships** at the Fall 2007 Meeting at Goucher College.

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

**Michelle Estep-Frederick**, Training and Development Manager at American University in Washington D.C. was awarded the **2007 Pacesetter Award** for her dedication to the education facilities profession, by APPA. The award was presented at a special reception held on July 15 during APPA's 2007 conference in Baltimore. First awarded in 1999, the Pacesetter Award is designed to encourage further participation in APPA among those who have already made significant contributions at the regional or chapter level.

Michelle was part of the team that developed APPA's successful Supervisor's Toolkit training program, for which she serves as a master trainer. She has served on the education committees for ERAPPA, APPA, as well as for the Maryland-DC chapter and has presented many programs at all levels of APPA. She also manages ERAPPA's education resource library to assure that ERAPPA members have quick access to quality training and education materials.

**9. MAJOR INITIATIVES**

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

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

**Educational Needs.** Provide meaningful topics for 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 **Sarah High** as the past President of MD/DC APPA. Sarah continues to be involved at both the ERAPPA and local chapter level. Thank you Sarah!

**NEW JERSEY CHAPTER**  
**NJAPPA**  
**Chapter President's Report**  
**September 2007**  
**Ken Olsen, Chapter President**  
**Ocean County College**

**1. LEADERSHIP**

**Chapter Leadership for NJAPPA** is provided by:

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

**ERAPPA Representatives:**

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

**Business Partners Representatives:**

<b>Voula Liacopulos</b> .....	Blackney Hayes Architects
<b>Lisa Westerfield</b> .....	Schoor Depalma Engineers

**Committee Member Guest:**

<b>Amy Baker</b> .....	Radey Associates Architects
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**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 first revised in 2001** to add additional member classifications.

**The Bylaws were again revised in 2006** to allow Business Partners to become members.

**We anticipate another update in the fall of 2007** in order for us to charge membership dues.

**We anticipate making some changes in the tenure of officers and directors.** NJAPPA has grown substantially in the last few years, and we find it critical that an order of progression and selection be developed so we do not have an entirely new board of directors at any time.

3. MEETINGS HELD IN 2006/2007

• **FALL 2006 MEMBERSHIP MEETING**

The Fall 2006 Membership Meeting was held at EP Henry Hardscape Manufacturing Plant in Wrightstown, NJ. We combined technical sessions with plant tours and vendor presentations.

Technical Sessions

- **Stuart Appel** ..... **Wells Appel Land Strategies**  
*Sustainability in Higher Education.*
- **Steve Leone** ..... **Cubellis Ecoplan and the New Jersey Green Building Council**  
*Sustainability As It Relates To LEED.*

**Jeff Britt of EP Henry** was an exceptional host and all costs of the meeting were borne by his firm. It was a beautiful day to be outdoors under a tent.

Approximately 60 members and guests attended the event.

Our general membership meeting was held during lunch.

• **SPRING 2007 MEMBERSHIP MEETING**

**Princeton University** hosted our Spring Meeting at its First Campus Center on April 20, 2007.

Technical Sessions

- **Shana Weber**.....**Sustainability Manager** .....**Princeton University**,  
*Ways To Reduce Electricity By "Pulling The Plug" In Dormitories And Common Areas.*
- **Dave DeHart** .....**Assistant Director Of Environmental Services**     **Rutgers University**  
*The Ins And Outs Of Green Cleaning.*
- **Patty Smith**.....**Associate Director Of Housing** .....**Princeton University**  
*Environmentally Friendly Ways To Recycle Dormitory Mattresses And Furniture.*
- **Dianne Gravatt** .....**Director Of Environmental Services** .....**Rutgers University**  
*Additional Ways To Handle Campus Recycling.*

**Facility Tour.** While at Princeton we were given a tour of the new Whitman College addition which is now under construction. **John Ziegler**, Assistant to the Vice President for Facilities, conducted the tour and answered many of our questions. How would you like to construct buildings designed to last 200 years? I would like to see one get through the first year warranty!

• **FIRST MINI CONFERENCE**

**Location.** NJAPPA held its first mini conference from March 28 to March 30, 2007, at the Seaview Marriott just outside of Atlantic City.

**Tim Gard**, a nationally recognized humorist, kept the audience entertained and informed. His presentation was "*Developing a Comic Vision – Can I Say that at Work.*" There was a considerable amount of audience participation and, from the comments we received, the program was outstanding.

**Attendance.** At our first mini conference attempt, we received many favorable comments and the conference attracted over 60 registrants. The NJAPPA Board has agreed to hold a conference again next year at the same location.

• **APPA'S SUPERVISOR TOOLKIT (Another first for NJAPPA )**

NJAPPA will be the hosting of APPA's Supervisor Toolkit to be held from **August 6 to 10, 2007**.

At the time of this writing, we have 30 registrants.

The training will be held at the Rutgers University Conference Center.

**4. MEETINGS SCHEDULED FOR 2007/2008**

• **FALL 2007 MEMBERSHIP MEETING**

We are finalizing arrangements for our fall meeting.

**Location.** The fall meeting is scheduled to take place at Richard Stockton College of New Jersey.

**Dates.** NJAPPA's fall meeting will take in late October after ERAPPA 2007 in Ottawa, Ontario.

**Technical Theme.** We will focus on new legislation introduced this past June covering Guaranteed Energy Savings Contracts and How Our Colleges And Universities Can Benefit.

• **NJAPPA BOARD MEETINGS**

The NJAPPA Board meets monthly and rotates the location among Board Members.

**5. MEMBERSHIP**

**Slight Growth.** Our membership roster has grown slightly but is still at what the board considers an unacceptable level of involvement considering we have 40 forty higher education institutions in New Jersey.

**Mailing List & Website.** We continue to update and refine our mailing lists, and we also attempt to keep our website current (as I am sure everyone knows, that alone is a full time job).

**Business Partners.** We now have 15 Business Partner Members and continue to receive requests.

**Membership Dues.** This fall we will begin to collect dues from our members. This is necessary in order to determine the actual number of active participants we have. Because some institutions are members of ERAPPA and some are members of APPA, we are never certain what institutions consider themselves participants on a local level.

**6. MAJOR INITIATIVES**

- Develop our Business Partner base.
- Enhance our Mini Conference to attract even more participants.
- Continue process improvement as it relates to communicating with both current members and prospective members.

**7. MAJOR AREAS OF CONCERN**

• **AFFILIATE AGREEMENT BETWEEN APPA AND CHAPTERS.**

We have been actively working with APPA and will continue to do so in order to obtain the following:

- Chapter Incorporation Papers.
- Chapter Declaration of Tax Exemption from the IRS.
- Chapter Federal Tax ID Number.

• **IDENTITY: APPA INTERNATIONAL, APPA REGIONAL, APPA CHAPTERS.**

**We hope that APPA will continue to find ways for INSTITUTIONS to identify with their local chapters, ERAPPA, and finally APPA and to understand how they are joined.**

Many still believe that they are 3 separate unrelated entities. In some cases, maybe they are!

**NEW YORK CHAPTER**  
**NYAPPA**  
**Chapter President's Report**  
**September 2007**  
**John Shupe, Chapter President**  
**State University of New York at New Paltz**

**1. LEADERSHIP**

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

**2. CHAPTER GOVERNANCE OR STANDARDS**

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

**3. MEETINGS HELD**

- October 17, 2006 **Board of Directors Meeting** at Mystic, Connecticut  
Discussed strategies for advancing the Chapter in the upcoming year.
- January 19, 2007 **Joint Board Meeting with SUNY PPAA** at Cooperstown, NY  
A joint meeting was held with SUNY PPAA. There was unanimous consensus that our joint efforts were worthwhile and should continue. Training, scheduling, and information sharing were the primary focus points.
- April 19, 2007 **Spring Education Session at University of Rochester**  
50+ attendees enjoyed our “*Systems Maintenance And Repair For The Building Envelope*” Seminar relating to building design, repair, and maintenance.

- May 21, 2007      **Board of Directors Meeting – Conference Call**  
Discuss chapter affairs and the APPA affiliate agreement.
- June 14&15, 2007    **NYAPPA Annual Meeting** at Fishkill, NY  
The theme was “*Leadership in Energy and Environmental Design for Existing Buildings*”. The two day conference featuring presenters from Facility Engineering Associates PC discussing LEED-EB criteria for renovations of existing buildings. Our Annual Chapter Affairs Business Meeting was held during lunch.
- June 14, 2007      **Board of Directors Meeting**

**4. FUTURE MEETINGS**

- October 1-3, 2007 ..... **ERAPPA Annual Meeting** and **NYAPPA Board Meeting** at Ottawa, CA.
- October, 2007 ..... **Fall Education Conference** hosted by SUNY PPAA.
- December, 2007..... **NYAPPA Board Meeting**
- January, 2008..... **NYAPPA & SUNY PPAA Board Meeting** at the SUNY PPAA winter meeting in Cooperstown.
- April, 2008..... **Spring Education Session** hosted by NYAPPA
- July, 2008 ..... **NYAPPA / SUNY PPAA Annual Meeting & Board Meeting**
- October, 2008 ..... **ERAPPA Annual Meeting** and **NYAPPA Board Meeting**
- December, 2008..... **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 **two scholarships** available on an annual basis to the APPA Institute.

**7. SPECIAL THANKS**

The New York Chapter would like to thank **Tom Dreyer**, our outgoing Chapter Secretary for his many years of service to the Chapter.

I would personally like to thank the Board of Directors of the New York Chapter for all their dedication, hard work and service to the Chapter throughout the year.

**Respectfully submitted,**

**John M. Shupe**

**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 ..... State Director  
**Leo Deon** ..... U. Maine Farmington ..... State Director  
**Rich Wolbach**..... University of 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  
Open ..... Educational Chair

The Chapter wishes to thank **Gordon Cheeseman** for his service and wish our past Educational Chair **Bob Kief** all the best in his new position at the U. of Puget Sound.

**Holly Massatti** our very active Membership chair from Champlain College left for Washington DC and we all wish here the best closer to her husband.

**2. CHANGES OF GOVERNANCE**

Chapters Business Meeting was held at Spring Keene State College Meeting and the above board was elected.

**3. CURRENT YEAR MEETINGS**

• **Fall 2006 Chapter Meeting at Dartmouth College on November 14, 2006**

**John Gratiot** took the first brave step in alternate methods of providing a Chapter Fall Meeting and Educational Opportunity.

**John and his staff** had a very successful 1 day conference with 182 attendees plus 90 Business Partners.

Dartmouth's central location helped with the meetings success and we found heavy attendance with K-12 demonstrating the popularity of the single day format for K-12.

Dartmouth mixed a four track program to take advantage of popular tracks while providing position specific issues mainly around sustainability issues.

**John and his staff** did an outstanding job with a very different format for the Chapter.

• **Spring 2006 Chapter Meeting at Keene State College on March 15 and 16, 2007**

**Frank Mazzola and staff** did a traditional 2 day meeting on their campus and was well receive by more than 200 attendees.

Frank was able to have **Lander Medlin** attend the meeting and be the key note speaker which was considered a very high honor by the Chapter given her busy schedule.

The meeting's 4 tracks centered on Grounds, Capital Planning, Health & Safety, & Leadership Development.

**Frank** volunteered on a short notice to host the meeting and put on one of the more memorable meetings in some time. **Thanks to Frank and his team.**

**4. MEETINGS PLANNED FOR CURRENT YEAR**

- **Fall 2007 Meeting:** will be held at Colby College on October 22 and 23, 2007.
- **Spring 2008 Meeting:** will be hold at Saint Michael's College on March 20 and 21, 2008.

**5. HOST COMMITTEE FOR ERAPPA 2009 REPORT – Sun. Oct. 4, 2009 thru Wed. Oct. 7, 2009**

- **Dan Gearan** of Saint Joseph College and **Gordon Cheeseman** of Colby College are **Co-Chairs** of the 2009 ERAPPA Meeting.

**The Host Committee** has been formalized and several planning meetings have taken place in Portland. The Committee has approved the USM Meeting Services Department to support the clerical needs of the meeting.

**The theme will be “Imagination”** with a sea coast feel.

Planning is well under way and the events and draft budget should be complete by Ottawa 2007 Meetings.

**6. MEMBERSHIP/BUSINESS PARTNERS**

- **The beneficial joint relationship** continues to provide great interactions of Institutions and Vendors. The Chapter is very thankful and please by the financial support that allows us to provide Chapter Educational Meetings and Scholarships.
- **Membership of traditional Institutions** has been declining and the Chapter is putting a renewed interest on reestablishing board participation with several key Institutions.
- **The Chapters K-12 Initiative** has seen a huge jump in participation by these Institutions and the Chapter is planning additional opportunities for these Facility Professionals.

**7. SCHOLARSHIPS**

- During the past year the Chapter provided
  - 6 scholarships to the Institute for Facilities Management**
  - 1/2 scholarship to the APPA Annual Meeting.**

We continue to look at ways of getting more interest in the 12 annual scholarships we can award to Members.

**8. INITIATIVES**

- **The Chapter remains well funded with over \$30,000 in the Treasury.**

- **Scholarships**

As a result, we voted to provide a flat scholarship to the Institute for Facilities Management for \$1,500 which will provide some funds for travel expenses.

The Chapter also worked to streamline our forms and procedures to receive scholarships.

We now have a process to recommend candidates to the full Board which is working well. A email approval system is in place that allows approval other than normal Board Meetings if timing is an issue.

The Chapter also voted to pay for hotel stays up to \$100/night for Chapter related business if an individual has to travel more than 150 mile or 2-1/2 hours in a day.

- **Web Site**

**Dan Gearan** continues to improve our web site with online registrations.

ERAPPA 2009 Host Committee has a password access web page to help facilitate communication.

- **By-Laws Changes**

The Chapter will be voting on by-laws changes to become incorporated as a 501(c)3 at Colby College if the Board approves at our summer meeting in Portland on August 17, 2007.

**OAPPA**  
**ONTARIO ASSOCIATION OF PHYSICAL PLANT ADMINSTRATORS**  
**Chapter President's Report**  
**September 2007**  
**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 V-P, Department of Physical Plant  
McMaster University

**Vice-President:**

**Ian Hamilton**

Director, Campus Planning and 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.

**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.

**2007 Conference.** In 2007 the conference was held at University of Windsor. The theme for this conference was "*Innovation for Facility Management*" and topics were discussed including *Green Building tools*, *District Energy*, and *Research Initiatives*. This annual conference had a very good participation of members.

**4. PLANNED MEETINGS**

**OAPPA's Annual Meeting in 2008** is planned to take place at McMaster 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 57<sup>TH</sup> ANNUAL MEETING**

OAPPA will be hosting the 2007 ERAPPA Conference, which will be held in Ottawa (September 30 – October 3, 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.

**7. SCHOLARSHIPS**

No scholarships were given this year by the Chapter to support participation at the APPA Management Institute. Candidates are lining up for 2008.

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

Special awards were presented to:

- **Sol Kessler** for his Outstanding Contributions over the past decade.
- **Ron Dupuis** for his Outstanding Contributions as a former OAPPA and ERAPPA President.
- **Tom Morrow** for his Dedication And Commitment for many major initiatives that our Committee addressed.

**9. MAJOR INITIATIVES**

OAPPA commented on the impact of the new legislation pertaining to Asbestos and PCB's.

**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 2007 indicated an average FCI of 0.10. OAPPA has requested significant additional renewal funding to improve that value.

**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.

**10. MAJOR AREAS OF CONCERN**

**FACILITY CONDITION ASSESSMENT (FCA)** deficiency costs are 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.

**Ontario Colleges  
OCFMA  
Ontario College Facilities Management Association  
Chapter President's Report  
September 2007  
Harry Bakker, Chapter President  
Fanshawe College**

**1. CHAPTER LEADERSHIP**

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>).

**Minor amendments were made to the Terms of Reference** at OCFMA AGM 39 to enable the Executive Committee to appoint a Secretary/Treasurer or a Secretary and a Treasurer from among the general membership in an effort to increase participation/ development opportunities for non-director level members.

**Annual membership fees were increased to \$625 from the \$600 fee** at OCFMA AGM 39 to adequately fund the strategic initiatives contemplated by the Association's Strategic Plan.

**3. MEETINGS HELD IN CURRENT YEAR**

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

● **2006 Annual General Meeting.**

**Dates & Location.** OCFMA AGM 39 & Conference was held October 1-4, 2006 (Sunday to Wednesday) in Kingston by host St. Lawrence College.

**Theme.** This year's conference was themed "Best Practices & Benchmarking".

**Attendees.** **57 delegates** actively participated in educational tracks presented by our own Association members. OAPPA guests Dave Riddell (UWO), Tom Morrow (Queen's) and Darryl Boyce (Carleton) related experiences from the university perspective.

**Facility (Prison) Tour.** A conference highlight included a rare tour through Kingston Penitentiary, Canada's largest federal maximum security prison, conducted by Warden Donna Morrin. Fortunately, everyone was accounted for when leaving "The Pen", while only 2 people were left behind at the dinner venue that night (rather than the other way around!).

- **2007 Annual General Meeting (AGM).**

**Location & Dates.** This year, OCFMA AGM 40 & Conference will be hosted by George Brown College in Toronto, Ontario from September 23-26, 2007 (Sunday to Wednesday).

**Theme.** The Conference celebrates College success on the 40<sup>th</sup> anniversary of the Ontario College System.

**Schedule Coordination.** The OCFMA AGM 40 & Conference was advanced one week to prevent scheduling conflicts with ERAPPA 2007. **(THANK YOU OCFMA – From the ERAPPA Board)**

- **Executive Committee Meetings.**

Sunday .....Oct. 1..... 2006.....Prepare for OCFMA AGM 40 & Conference  
Sunday-Tuesday .....Dec. 3-6..... 2006.....Conduct Strategic Planning Exercises  
Monday .....Apr. 2 ..... 2007.....Routine Business Matters.

#### **4. MEETINGS PLANNED IN COMING YEAR**

**2008 Annual General Meeting (AGM).** Confederation College will be hosting OCFMA AGM 41 & Conference in Fall 2008 in Thunder Bay.

**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 does not currently award scholarships.

OCFMA is considering 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.

#### **7. MAJOR INITIATIVES**

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

**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 has 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.

**Energy Procurement Consortium.** 22 of the 24 Ontario Colleges aggregated their electricity procurement in 2006/7, collectively saving nearly \$3 million. The natural gas consortium increased by 2 to 7 in 2006/7 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.



**4. HOST COMMITTEE – ERAPPA 2006, MYSTIC/GROTON, CONNECTICUT.**

**SNEAPPA held the 2006 at the Mystic Marriott in Groton, Connecticut.**

The conference theme “*Preserve the Past, Chart the Future*” made the connection between old and new facilities on today's college campuses.

**The keynote speaker Robert Ballard** connected well with the audience and made some strong points about educating the youth of America for future generations.

**The 385 conference participants** attended educational programs designed to stimulate thought and creativity.

**The 35 spouse guest visitors** to the conference participated in tours that helped them to explore the local maritime history of Mystic.

**Feedback from the ERAPPA Business Partners was extremely favorable** and they enjoyed the heavy traffic flow thru the Exhibit area.

**The Mystic meeting was a huge success both professionally for the attendees and financially for the Chapter and ERAPPA.**

Thank you to the Host Committee Members and the Business Partners for their support.

**5. AFFILIATE AGREEMENT STATUS: SNEAPPA in conjunction with ERAPPA/APPa is working to obtain the following:**

- a copy of the Chapter's Incorporation Papers and/or the date and jurisdiction where this incorporation took place;
- a copy of the Chapter's Determination Of Tax-Exemption from either the Department of the Treasury or the Canadian equivalent; and
- A copy of the Chapter's Federal I.D. Number.

We have revised our Chapter By-Laws to reflect consistency with Chapter Affair discussions that took place at the ERAPPA Mid-Year Meetings in Ottawa. In particular, our goal is to insure that we are compliant with the requirements that fall under section 501(c) (3) of the Internal Revenue Code. We are also completing paperwork necessary for the process of becoming an incorporated entity.

**QUEBEC CHAPTER**  
**QUEBEC**  
**Chapter President's Report**  
**September 2007**  
**No Chapter President at this time**  
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NO REPORT AT THIS TIME



# Section 4

## ERAPPA's Committee Reports

*ERAPPA's 2007 Annual Business Meeting*  
*Tuesday, October 2, 2007*

1. **Chapter Affairs Committee .....Vice President Fred Long**
2. **Membership Committee .....Vice President Sarah High**
3. **Education Committee .....Vice President Dana Peterson**
4. **Technology & Communications Committee .....Vice President Keith Woodward**

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

### **Vice President's Report to the Membership October 2007**

**Fred Long  
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.

**Strategic Plan.** In our Annual Meeting in Mystic the Chapter Presidents finalized and approved the Strategic Plan that has been developed over the last several years. Thanks to the attention paid to this subject over several meetings, it was a quick matter to approve the plan.

**Performing Dual Roles.** Also on the agenda was a discussion on the practicality of being both a Chapter Officer and an ERAPPA Committee Member. There is some conflict as the two have different roles in Committee Meetings. Discussions on avoiding the situation altogether and how to cope when it is unavoidable were beneficial to several committee members with dual roles at the meeting.

**Affiliate Agreements.** At our Mid-Year Meeting in Ottawa, we focused on working out the details to make the Affiliate Agreements a reality. Members discussed the philosophy of having an Affiliate Agreement between one, ERAPPA and the Chapters, and two, ERAPPA and APPA. The Affiliate Agreement is a scope of work that formalizes the relationships between APPA and ERAPPA, and 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. All that remains is to incorporate those suggestions into a working document for APPA, ERAPPA, and the Chapters for final review.

**APPA's Annual Meeting.** A topic of great interest was the possibility of APPA considering moving their Annual Meeting from July to the March/April time frame. APPA asked that we consider the ramifications to both them and the local chapter.

#### **Your ERAPPA Chapter Presidents Committee Members for 2007-08 are:**

1. Atlantic Provinces.....**Jeff Lamb**
2. Delaware Valley .....**Ralph Thayer**
3. Keystone .....**Richard Wareham** ..... **new president elected in October**
4. Maryland / DC .....**Kevin Mann**..... **new president elected in October**
5. New Jersey.....**Ken Olsen**
6. New York.....**John Shupe** ..... **new president elected in October**
7. Northern New England .....**Dave Cutler**
8. Ontario Colleges .....**Harry Bakker**
9. Ontario Universities.....**Tony Cupido**
10. Quebec .....*No Representative*
11. Southern New England .....**Neal Lespasio**

## **ERAPPA's MEMBERSHIP COMMITTEE**

### **Vice President's Report to the Membership September 2007**

**Sarah High, Vice President  
American University**



**The Membership Committee meets 2 times each year; at *the ERAPPA Annual Meeting* and again during *the ERAPPA Mid-Year Meeting*. There are many conference calls, emails, and telephone calls exchanged with the Committee Members throughout the year.**

**The ERAPPA Membership Representatives for 2007-2008 are:**

1. **Greg Clayton** .....Atlantic Provinces..... AAPPA
2. **Robert Morro** .....Delaware Valley..... DVAPPA
3. **Michael Kukawa** .....Keystone ..... KAPPA
4. **Leon Bivens**.....Maryland/ DC .....MDDCAPPA
5. **Julie Raichle** .....New Jersey .....NJAPPA
6. **Jeffrey Foster**.....New York.....NYAPPA
7. **Frank Mazzola** .....Northern New England .....NNEAPPA
8. **Terry Pellerin** .....Southern New England .....SNEAPPA
9. **No Representative** .....Ontario Universities .....OAPPA
10. **No Representative** .....Ontario Colleges .....OCFMA
11. **No Representative** .....Quebec .....QUEBEC

#### **Membership Committee Focus for 2007-2008**

The focus of the committee this year is ***Recruitment, Retention, and Diversity***. These are the areas that we discuss and continue to discuss when we meet as a committee.

**Recruitment.** Each chapter present has shared stories of various initiatives ongoing throughout the region to recruit new members.

We make telephone calls,

we provide local meeting transportation, and

some chapters even offer registration waivers as a tool to assist in recruiting non-member institutional attendees.

**First Time Attendees Reception.** Another thing that is happening with the membership is the First Time Attendees Reception. At the Annual Meeting in Mystic, Connecticut, we held our FTA's Reception and it was a hit. The reception provides a form for us to tell our first time attendees a little something about our organization, identify local chapter representatives, meet the ERAPPA Board, network and establishes a feeling of inclusion. We also provide an opportunity for our guest to ask questions and hopefully, questions that we can answer or direct them to where they can get the answer. Most of the time, we are able to provide answers during the reception. So, please check the conference schedule and plan to join us in Ottawa if you are a FTA.

**Local Chapters' Membership.** Each representative on the ERAPPA Membership Committee is committed to retaining an up-to-date listing of their Local Chapters' Membership. As the champion for the members, we try to keep up with the comings and goings at the different institutions within the region and the folks in facilities that provide facilities related services.

**Diversity.** Additionally, we continue to look at the diversity within our organization and seek opportunities to display and communication our diversity to our members. One thing that we decided to provide to our members as we move forward is more information about the facility we select for our Annual Meeting. Just like we ask for menus that appeal to a specific diet, we will ask for and publish on our conference schedule if the facility offer services such as on-site childcare, wheel chair access, or TTY machines for the hearing impaired. There has also been some talk about possibility hiring a Diversity expert to speak at our Annual Meeting. As we move forward, I am sure will continue to explore the benefits of having such a speaker to address our members.

As I mentioned earlier, we do plan to continue with the First Time Attendees' Reception. Please review the schedule below in preparation for this event.

#### **FTA Reception Activity**

- We will be provide a list of FTA's prior to the reception.
- A welcome e-mail will be forwarded along with an e-vite to the reception.
- At the reception, attendees will be met and greeted by the ERAPPA Board and the Membership Committee Members.
  - We all will engage a short ice breaker exercise.
  - 15 minute Q & A session (move time will be provided if necessary).
- Each FTA will receive an APPA and/or ERAPPA pin at the conclusion of the reception.

## **ERAPPA's EDUCATION COMMITTEE**

### **Vice President's Report to the Membership September 2007**

**Dana Peterson, Vice President  
University of New Hampshire**



Since very successful **2006 Annual Meeting in Mystic, CT**, your Education Committee has had a full agenda and is embarking on new initiatives. The committee met in Mystic last year and again in March of this year here in Ottawa.

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** in more popular formats have been added to the library.
- **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,  
In-Depth programs on APPA Trades Staffing Guidelines and The Building Envelope are in place and available to the membership. These programs have been featured at both the Regional and Chapter levels to positive reviews and can be arranged for by contacting any Education Committee member.
- Work continues to develop additional In-Depth Programs including;
  - Understanding and writing design and construction contracts
  - Writing RFP's for Commissioning
  - Project Delivery Methods
  - Application of technology to facilities management challenges such as:  
Facilities Data Collection/Inspections
- **Your Chapter representative to the ERAPPA Education Committee needs to hear from you about other ideas for in-depth training**

**3. SPEAKERS**

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

The Education Committee is in the process of considering new speakers and always selected a featured speaker for a two year term which is planned to be included in upcoming annual meetings to enable them to demonstrate their skills.

**4. EDUCATIONAL RESOURCE DATABASE**

The Education Committee is working with the ERAPPA Technology Committee to all it's educational resources (media library, in-depth programs, short programs, and speakers) under one easy to use web-based access system. Watch for it in 2008!

**5. CONTINUING EDUCATION UNITS**

The Education Committee seeking to certify ERAPPA as an AIA CEU provider for members who need CEUs to enable them to get them through participation in ERAPPA and Chapter educational activities. The Committee is also closely following the development of APPA's credentialing initiative and will seek to provide CEUs in support of that program as well.

**6. PARTNERS IN EDUCATION (PIE)**

This program, managed by the VP for Education, provides cash reimbursement in support of chapter education programs. The annual amount available to Chapters has been raised this year to \$2,000/yr.

**7. 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 program evaluation process and form that will be used by all chapters and the region to evaluate speakers and presentations, and the establishment of Region-wide Educational Program Standards and Guidelines.

**8. ERAPPA EDUCATION COMMITTEE MEMBERS FOR 2006/2007**

<b>Dana Peterson</b> .....	University of New Hampshire ...	NNECERAPPA
<b>Christine Matheson</b> .....	Atlantic Provinces.....	APAPPA
<b>Michael H. Brewer</b> .....	Delaware Valley .....	DVAPPA
<b>Frank Connelly</b> .....	Keystone Chapter.....	KAPPA
<b>Michelle Frederick</b> .....	Maryland – DC .....	MD/DCAPPA
<b>Mark Showers</b> .....	New Jersey.....	NJAPPA
<b>James Pepe</b> .....	New York .....	NYAPPA
vacant.....	Northern New England .....	NNECERAPPA
<b>Darryl K. Boyce</b> .....	Ontario .....	OAPPA
<b>John Michlewicz</b> .....	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 2007**

**Keith Woodward, Vice President**  
**Quinnipiac University**



**This report is from the Mid-Year Meeting in March 2007.**  
A report will be forthcoming after the Annual Meeting in Ottawa.

**A. HOST COMMITTEE LIAISON**

Provide Guidance and support to OAPPA as they prepare for ERAPPA 2007 in Ottawa.

3/18/2007..... On-Going

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

3/18/2007..... On-Going

Continue support of the move toward less paper and fewer mailings.

3/18/2007..... On-Going

**B. APPA DIALOGUE**

Continue dialogue with APPA on accessing their data i.e. mailing lists & creating an On-Line Scholarship Form.

**C. WEB & NEWSLETTER**

Continuously provide web traffic and newsletter statistical information.

**D. HOST FOR CHAPTER WEB SITES**

Move All Chapters to the ERAPPA website.

3/18/2007..... On-Going

**E. MEMBERSHIP DATABASE**

Create Database For Membership Contact Information.

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Section 5  
Reports of  
ERAPPA's Representative to  
APPA Committee

*ERAPPA's 2007 Annual Business Meeting*  
*Tuesday, October 2, 2007*



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

1. Education Programs ..... Michelle Estep-Frederick ..... American University
2. Membership ..... Kevin Mann ..... Salisbury University
3. Information & Research ..... Norm Young ..... University of Hartford
4. Professional Affairs ..... Howard Holden ..... Cabrini College  
Awards & Recognition ..... Dennis Bohlayer ..... Towson University
5. Nominating ..... Leon MacLellan ..... St. Francis Xavier University
6. By Laws ..... Leon MacLellan ..... St. Francis Xavier University
7. Planning ..... -No ERAPPA Rep

## APPA'S EDUCATION COMMITTEE

### ERAPPA's Rep To APPA Michelle Estep-Frederick, American University September 2007

#### 1. APPA 2007 IN BALTIMORE

- ♦ **Theme: "Back To The Future".**

##### Educational Offerings

- ♦ **Keynote Speaker** was former U.S. Senator and Astronaut John Glenn.
- ♦ **New format** for the APPA Annual Conference was successfully introduced in Baltimore.
- ♦ **Initial feedback** regarding Educational Sessions was very positive. Attendees liked having opportunity to learn about a topic area from several perspectives.
- ♦ **Cornerstone Speakers Agency** provided many of the educational session speakers, most of whom received very high marks on the evaluation forms.

##### Planning & Schedule

- ♦ **Communication and logistical problems** did occur and the APPA office was made aware of the issues to improve upon for 2008.
- ♦ Mixed feedback regarding moving the **Banquet** from Tuesday to Monday night.
- ♦ APPA Annual Conference will move to March/April 2009 in Vancouver

#### 2. SENIOR FACILITIES OFFICER SUMMIT

- ♦ **First SFO Summit** was held in Baltimore, immediately before APPA 2007.
- ♦ **Invitation List to be addressed.** There were issues regarding who did and did not receive invitations. APPA is addressing the member database issue.
- ♦ **Format & Educational Sessions.** There was mixed feedback regarding the format and educational sessions, still needs some fine-tuning.

#### 3. SUPERVISOR'S TOOLKIT

- ♦ **Rewrite of program** published in September – Qualified Trainers will receive revisions.
- ♦ **Qualified Trainers Workshop** at APPA 2007 to introduce rewrite to Qualified Trainers.
- ♦ **APPA's STK Trainers.** Now have 18 qualified trainers in various regions throughout APPA who can conduct the Toolkit in regions or at Institutions.
- ♦ Various parts of APPA membership asking for a **"Toolkit 2"**.

#### 4. CERTIFICATION & CREDENTIALING – EFP & CEFP

- ♦ **EFP Certification Implemented.** Certification for Educational Facilities Professional (EFP).  
**The first EFP Prep Course** for the EFP Exam conducted at APPA 2007.  
**The first EFP Exam** administered at Facilities Management Institute in September 2007.
- ♦ **Certified Educational Facilities Professional (CEFP) to be development next.**

#### 5. UNIVERSAL EVALUATION FORM FOR APPA EDUCATION PROGRAMS

- ♦ **Standard Evaluation Form.** Committee developed a Standard Evaluation Form to be used for all APPA Educational Programs – first draft used at APPA 2007
- ♦ **Education Database Planned.** Want to standardize for data collection purposes and to create a database of information regarding speakers and presentations for use by regions and membership

**APPA'S MEMBERSHIP COMMITTEE**

**ERAPPA's Rep To APPA**  
**Kevin Mann**  
**Salisbury University**  
**September 2007**

**REPORT FORTHCOMING AFTER THE ANNUAL MEETING IN OTTAWA**

<p><b>APPA'S INFORMATION &amp; RESEARCH COMMITTEE</b> <b>ERAPPA's Rep To APPA</b> <b>Norm Young, University of Hartford</b> <b>September 2007</b></p>
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The Information & Research Committee meets monthly via conference call. The majority of committee effort is spent on (1) implementing the Facilities Core Data Survey in development of the Facilities Performance Indicators (FPI), and (2) Website redesign. The membership continues to be very active.

1. **FACILITIES PERFORMANCE INDICATORS.** The Facilities Core Data Survey is now open and a series of webinars are planned through the end of September to aide users in completing the survey. The information gained in the survey is the basis for the Facilities Performance Indicators. Detailed information on the survey and webinar series is posted on APPA's Website. Maggie Kinnaman will host a review session of the FPI process at the ERAPPA's Annual Meeting in Ottawa.
2. **WEBSITE.** The **I/R Website Subcommittee** (Norman Young, Jeri King, and Terry Major) met with APPA staff and their consultants on August 20<sup>th</sup> at APPA's office in Alexandria, VA to review the remaining logistics involved in a major overhaul of the site. Extensive background and basic structural work has been completed on branding and sitemap navigation. The subcommittee and staff reviewed the sitemap and made changes based on feedback by subcommittee members.
  - **A new search engine (Zoom)** was demonstrated and endorsed for immediate implementation and has now been made available on the website. The engine will be further enhanced during the month of September as "hit" data and feedback dictate. One enhancement noted is an ability to search by category such as the core competencies.
  - **Staff reviewed and demonstrated a content management package** allowing various APPA staff users to update content as needed. The membership database has been virtually cleared of duplication and will soon be made available to membership committee regional representatives and regional presidents. APPA staff will provide instructions on how to read records and generate reports.
  - It is anticipated that the updated site with a functional search engine, improved navigation, improved "My APPA" section, and a new look will be fully rolled out by the end of November. Additional enhancements are being conceptualized to include "blog" and "wiki" sections envisioned as **collaboration tools**. A time frame will be set for these enhancements if appropriate after the primary site is completed and as the potential is fully developed.
  - **A proposal from APPA for website hosting** will be delivered to each regional president at or before the regional annual meetings. This step is in line with the expressed desire of the regions and is fully endorsed by the Information and Research Committee.
3. **BODY OF KNOWLEDGE (BOK).** This is the term used to describe **the Facilities Manual** which is being updated. The new manual or BOK will be closely aligned with the certification requirements now in development. This process will be ongoing throughout at least the next year.
4. **CFaR.** Over the last 5 years, **9 significant research projects have been completed.** There are no new significant projects on the horizon and the committee has suggested that a much less onerous process for conducting research be developed as an option. A better search engine, now available on the website, will help users find information contained within the completed projects
5. **ISSUES SPECIFIC TO THE REGION.** A review of the Facilities Performance Indicators and the Core Data Survey will be hosted by Maggie Kinnaman in Ottawa. ERAPPA will be the first region to receive APPA's proposal for website hosting at or before the annual meeting.

**APPA'S**  
**PROFESSIONAL AFFAIRS COMMITTEE**  
Awards Celebrating Institutions For Facility Excellence And Effective & Innovative Practices

**AWARDS & RECOGNITION COMMITTEE**  
Awards Celebrating People Who Have Performed Significant Service To APPA

**ERAPPA's Rep To APPA**  
**Howard Holden, Cabrini College**  
**September 2007**

**AWARDS**

The APPA Professional Affairs Committee met this past spring and acted on the following:

1. **Effective and Innovative Practices Award.** There were 5 of 23 nominees chosen for the Effective and Innovative Practices Award, none of which were from the ERAPPA.
2. **Excellence In Facilities Management.** There were 5 of 7 nominees chosen for Excellence In Facilities Management. One award was to **Harrisburg Area Community College (KAPPA), an ERAPPA institution and the first Community College ever to receive this distinction.**
3. **Meritorious Service Award.** There were 3 of 4 nominees chosen for the Meritorious Service Award, none from ERAPPA.
4. **Pacesetter Awards.** There were 6 of 10 nominees chosen for the Pacesetter Award, **2 from ERAPPA - Michel Estep-Frederick (MD/DC APPA) and Jim Barbush (KAPPA).**

All awards were presented in July at the APPA 2007 Conference in Baltimore.

**AWARDS SUBMISSION SCHEDULE.**

A joint meeting of the *Professional Affairs Committee (PAC)* and the *Awards & Recognition Committee (ARC)* took place in Baltimore. Significant discussion centered around how the submission process for awards would be timed given the fact that APPA will be scheduling its 2009 Annual Meeting to late March rather than July. In brief, the submission process for the next several years will proceed as thus:

- August 2007 ..... 2008 Award Nominations Open
  - January 30, 2008 ..... 2008 Award Nominations Close. Nominations stay open year-round, but Nominations submitted after Jan. 30 will be considered/scored in 2009.
  - Feb. 20 2008 ..... Scores for 2008 Awards must be in
  - Mar. 6 2008 ..... PAC Meeting and Joint Dinner with ARC Committee
  - Mar. 7 2008 ..... PAC and ARC Committees meet & Awards decided
  - Mar./Apr. 2008 ..... Site Visits for Nominees for Excellence In Facilities Management
  - April 2008 ..... Submission of Nominations Open for 2009 Awards\*
  - July 2008 ..... Awards Presented at APPA 2008 in San Antonio
  - July 2008 ..... PAC and ARC Committees meet in San Antonio
  - Nov. 30 (\*) 2008 ..... 2009 Awards Close
  - Mid Jan. (\*) 2009 ..... PAC and ARC Committees Meet
  - Jan/Feb (\*) 2009 ..... Award for Excellence In Facilities Management Decided
  - Mar. (\*) 2009 ..... Awards Presented at APPA 2009
- (\*) Dates tentative as 2009 Schedule is not confirmed for Spring Meeting delivery

**Terms of Committee Members.** There appears to be a disconnect between the years of service on APPA Committees from a Region's point of view and from the International point of view. It is vacillating between 2 two-year terms or 1 three-year term with an option to renew. However, it was indicated that the decision process on terms for committee service comes from the Regions and nominations approved by the Regional Presidents.

## **APPA'S NOMINATING COMMITTEE**

**ERAPPA's Rep To APPA  
Leon MacLellan  
St. Francis Xavier University  
September 2007**



- **APPA ELECTIONS 2007**

The APPA Nominating Committee carried out a search for candidates for the 2007 elections. The positions that were open were

President Elect  
Vice President Professional Affairs  
Secretary-Treasurer

**The subsequent vote elected**

President Elect	<b>Bill Elvey</b>
Vice President Professional Affairs	<b>Kevin Folsum</b>
Secretary-Treasurer	<b>Nancy Hurt</b>

- **APPA's VOTER TASK FORCE**

**The voting turnout was a disappointingly low.** In response to the low voter turnout APPA has created a task force to assess the reasons for the low turnout and to make recommendations. The task force has met twice and will report before the end of 2007.

**If you have suggestions regarding this important issue please contact me.**

**Leon MacLellan: Director of Facilities Management  
St. Francis Xavier University  
PO Box 5000  
Antigonish NS  
Canada B2G 2W5**

**Phone      902-867-2289  
Fax         902-867-5305  
E-Mail      [lmaclell@stfx.ca](mailto:lmaclell@stfx.ca)**

**APPA'S BY LAWS COMMITTEE**

**ERAPPA's Rep To APPA  
Glenn Smith  
DVAPPA, Bryn Mawr**

**September 2007**

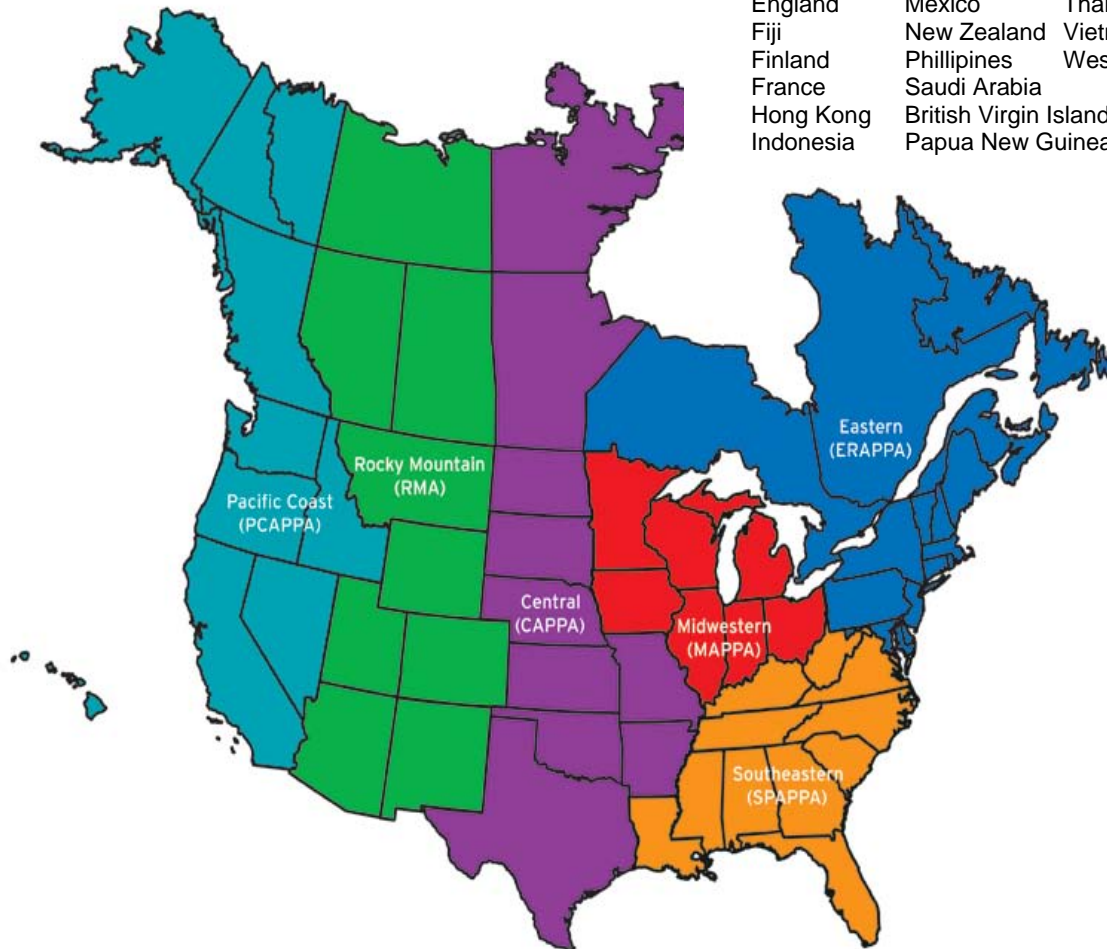
**NO REPORT AT THIS TIME**



**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
Ecuador	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
11. Delaware

**The District of Columbia**

Washington, D. C.

**6 Provinces of Canada**

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

