



ANNUAL REPORT

To Membership

2017- 2018



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ERAPPA BOARD 2017 – 2018

President	Kevin Mann – Salisbury University
President - Elect	Arthur Walsh – Dalhousie University
Vice President, Professional Development	Jessica Abbott – University of Hartford
Vice President, Membership	Patty Smith – The College of New Jersey
Vice President, Annual Meetings	Elizabeth Clark – Penn State University
Vice President, Technology and Communications	Sheri Vucci – Smithsonian Institution
Vice President, Chapter Affairs	Andy Wilson – Slippery Rock University
Secretary	Jon Terry – Quinnipiac University
Treasurer	Phillip Melnick – Penn State University
Past President	Steve Peary – University of Vermont
APPA Liaison to ERAPPA	
Business Partner Representative	Amy Baker – Parette Somjen Architects, LLC

ERAPPA Reps to APPA Committees 2017 – 2018

Professional Development Committee	Kevin Simpson - AAPPA
Membership Committee	George Stooks - NYAPPA
Information & Research Committee	Dan Gearan – NNECERAPPA
Professional Affairs Committee	John Michalewicz – SNEAPPA & Elizabeth Clark – KAPPA
Nominating Committee	Kevin Mann – MD/DC APPA
Bylaws Committee	Arthur Walsh - AAPPA



President's Message

Kevin Mann, ERAPPA President 2017-2018

Salisbury University

Dear ERAPPA family, it has been an honor to serve as your ERAPPA President this past year! My APPA journey started in 2000, first at the chapter and soon after the regional and international level. I have stayed involved and engaged because it has always felt good to give back to something that has provided so much education, guidance, and growth. This year I realized a growing sense of ownership in and responsibility for ERAPPA that continues to guide me. I wish to extend a heartfelt thanks to all of you for allowing me this opportunity to serve. Please read on to see how ERAPPA has grown this past year.

We are indeed part of something special. This collection of colleagues across our region is like no other. No matter the size or location of our institutions, we face similar challenges and share in the same triumphs. At the ERAPPA Annual Meeting and through ERAPPA programming delivered throughout the year, we learn with and from each other, share best practices, commiserate over our challenges, and strive for something better.

The engagement I have witnessed by our members who serve on Host Committees, ERAPPA Committees, APPA Committees, and as Board Members is unparalleled. The quality of the work and effort put forth by these individuals is outstanding – and remember, these are all volunteers! All of the benefits you have come to enjoy through your ERAPPA membership – quality Annual Meetings, professional development webinars, local delivery of APPA programming, and a robust scholarship program – are all a result of this dedicated group of individuals. As you continue to partake of the benefits of your ERAPPA membership, please consider giving back to the organization through service in one of the aforementioned roles. Being an engaged member of the organization's leadership is rewarding and enlightening. Join us and help us grow the membership, broaden our offerings, and continue our success!

In the last year, the ERAPPA Board has worked on a number of initiatives stemming from the organization's Strategic Plan. We continue to focus on providing outstanding educational and professional resources to our members, expand our membership, and engage our Business Partners in the organization. As such, the following initiatives have been at the forefront of our discussion, planning, and action since October 2016:

Professional Development – ERAPPA has planned another great conference for Manchester, New Hampshire. Also, ERAPPA will award Ambassador and Educational Scholarships to our members in order to promote professional development. This year at the 2018 Annual Conference, Track 1 of the Academy will be offered. This is the first time this has ever occurred in ERAPPA.

APPA Credentialing Initiative – Still our largest financial undertaking outside of the ERAPPA Annual Meeting, we designed this professional development initiative to target and benefit as many ERAPPA members as possible. The ERAPPA Board is continuing the partial sponsorship of the APPA credentialing preparatory course and examination for the Educational Facilities Professional (EFP) and Certified

Educational Facilities Professional (CEFP) programs. While we do have a target number of participants in mind, at this time the program is open-ended. The Board is delighted in the uptake for this program and encourages all ERAPPA members to consider how the EFP or CEFP may benefit you both personally and professionally.

Business Partner Liaison and Committee Members – The relationship between institutional members and our business partners continues to flourish with increased and meaningful interaction from the floor of the Hall of Resources through ERAPPA Committees to the Board. The integration of Business Partners into the ERAPPA Board and Committees has served to clarify needs and expectations from and for institutional members and business partners. To that end the BP committees has developed the roles and responsibilities of their committee and a document that summarizes all the benefits of being a Business Partner. Recognizing that our business partners are subject matter experts in a number of areas of interest to our institutional members, the Board voted to operationalize the ERAPPA lunch-and-learn webinar series. The series will continue to cover a variety of facilities-related topics and will occur quarterly.

Finances – The ERAPPA organization is fiscally strong. The Board continues to act responsibly as the stewards of ERAPPA’s assets and is very thoughtful and thorough when it drafts, reviews, discusses, and adopts its annual budget. They are ever mindful of economic uncertainty and the shifts in planning and pricing in the hospitality industry while budgeting for future Annual Meetings and ERAPPA’s operating budget. We look for opportunities to positively affect as many members as possible with the decisions we make, looking to put your membership dollars to the best possible use. Each Board member is an advocate for conservative financial management with maximum benefit to the membership. Our financial position is strong as is our commitment to your success.

Virtual Presence – The ERAPPA website receives continuous improvement as new content and features are required or requested. The organization of the site has changed this year to make it easier to navigate and to find the information you are looking for quickly. One significant change this year is the creation of a member login area where our members can get even richer content and items that exemplify the value of being an ERAPPA member. This includes the ability to share best practices and solutions; search and view past webinars; search and view ERAPPA and chapter presentations; discussion lists that capture the conversation for research by others later; and the ability to connect with FM professionals in our region with certain skills as captured in our profiles.

In addition to these initiatives and in keeping with my theme of “Sustainment”, the Board has also focused on our internal governance. We have completed our annual insurance reviews, undergone a complete financial audit, and maintained the organization’s tax-exempt filings. When necessary, we have adopted new or amended established policies, procedures, and practices to ensure the organization continues to operate effectively.

On behalf of the Board, I extend sincere thanks to all of the volunteers who have worked so hard to make all of the aforementioned accomplishments happen. This is an extraordinary organization made up of extraordinary people. I am fortunate to have worked with them in the last year. Finally, an oversized thank you goes out to John O’Shaughnessy, Connie Simmons, and the entire 2018 Host Committee for their efforts in planning and delivering another high quality Annual Meeting.

Chapter Affairs Committee

Andy Wilson, Vice President

Slippery Rock University



The ERAPPA Chapter Affairs Committee Representatives for 2017/18 are:

Craig Hickey	President Atlantic Provinces	AAPPA
Dawn Barnett	President Delaware Valley Chapter	DVAPPA
Jim Miller	President Keystone Chapter	KAPPA
Julius Williams	President Maryland-DC Chapter	MD/DC APPA
Todd Miller	President New Jersey Chapter	NJAPPA
Paul Wurster	President New York Chapter	NYAPPA
Paul Campo	President Northern New England Chapter	NNECERAPPA
Hugh Briggs	President of Ontario Universities	OAPPA
Tim Schill	President of Ontario Colleges	OCFMA
Chris Dupuis	President of Southern New England Chapter	SNEAPPA

Outgoing Members during 2017/2018:

Greg Clayton	Atlantic Provinces	AAPPA
Dan Barlup	Keystone Chapter	KAPPA
Sheri Vucci	Maryland/DC Chapter	MD/DC APPA
Barry McHugh	New York Chapter	NYAPPA
Rick Battistoni	Northern New England Chapter	NNECERAPPA
Paul Martin	Ontario Universities	OAPPA
Tony Cupido	Ontario Colleges	OCFMA
Keith Macdonald	Southern New England Chapter	SNEAPPA

CHAPTER LEADERSHIP

There has been a number of changes at the president's level in our chapters. There are two returning members. I am sure the new group will bring the same level of enthusiasm and provide impressive leadership to their chapter constituents.

There is so much opportunity for chapter presidents to take the APPA message back to their respective chapters and promote the opportunity that our APPA membership offers.

GOVERNANCE

During the 2016-2017 year the ERAPPA board has started the process of a new strategic plan. The chapter president's will have an opportunity to comment on this plan and be the catalyst to promote the strategic plan at the chapter level.

There will also be a concerted effort by the chapter presidents to draw a larger pool of prospective candidates for the ERAPPA Board. This will be a primary objective for the coming year. The Presidents were encouraged to nominate a chapter champion candidate from each chapter.

FINANCIAL

As we all are witnessing the increasing financial concerns at our institutions, we continue to strive to find avenues for our memberships to attend the multitude of **APPA related educational offerings** available throughout the region. To this end we are offering more local programs, as they become available, and are seeing very promising attendance at these. This year ERAPPA continues to offer the opportunity for all ERAPPA members to take the EFP-CEFP credential exam at a reduced cost to the member. This is a good value and can be done without travel. The webinar series is continuing on a quarterly basis with some exceptional programs at no cost.

CHAPTER MEETINGS

Several chapters have witnessed record attendance at their chapter meetings. This is a healthy sign that the work we do at all APPA levels is credible and important to the profession. Please see chapter president reports for further detail on their chapter.

SCHOLARSHIPS

With the multitude of chapter, regional, and national **scholarships available**, we are proud that many individuals have applied for an ERAPPA scholarship. With the credential scholarship being an added bonus to your membership we continue to demonstrate the value of ERAPPA.

CHAPTER INITIATIVES

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

MID-YEAR MEETING

This year's **Mid-Year Meeting** in Manchester N.H., the chapter presidents had a lively discussion to improve the governance of ERAPPA. With new strategic planning now under way the chapter will have input through their president and committee members to help shape the future of ERAPPA. We had the opportunity to view this wonderful city and hope the attendance at ERAPPA 2018 provides not only a great educational product but time to enjoy the hospitality and history of the Manchester.

Technology and Communications Committee

Sheri Vucci, Vice President

Smithsonian Institute



The ERAPPA Technology & Communication Committee Representatives for 2017/18 are:

Bruce McNeil	Atlantic Provinces	AAPPA
David Rabold	Delaware Valley Chapter	DVAPPA
Rick Phillips	Keystone Chapter	KAPPA
Jason Sawyer	Maryland-DC Chapter	MD/DC APPA
Lavone Broxton	New Jersey Chapter	NJAPPA
Billy Gagnon	Northern New England Chapter	NNECERAPPA
John Moore	New York Chapter	NYAPPA
Peyton Gibson	Southern New England Chapter	SNEAPPA
Gordon Robbins	Ontario Universities	OAPPA
Rich McEvoy	Ontario Colleges	OCFMA
Debbie Crowe	Business Partner Liaison	

Outgoing Members during 2017/2018:

Craig Hickey	Atlantic Provinces	AAPPA
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Host Committee Liaison

Web Sites for Hosts –

- Provide Guidance and support to NNECERAPPA as they prepare for ERAPPA 2018.
- The 2018 Host Committee is managing the website for ERAPPA 2018.
- The conference template has proven its' value being used by multiple host committees over the past four years.
- 2019 Host Committee has been working with OgoSense to transition the conference website to our new platform (WordPress). The new site should be launched at the opening of the 2018 meeting.

Benchmark

Benchmark had a few problems as users became familiar with the process. We have linked the Benchmark product to @ERAPPA.org providing a link to the ERAPPA website this has reduced the number of servers blocking the email messages.

Web Site

Major changes are coming to the ERAPPA website this next year with the migration to a new platform. The committee will be working with OgoSense to develop the new ERAPPA site which should be ready

for unveiling at the 2019 meeting.

Chapter Web Sites

- Migration of Chapter Web Sites
- ERAPPA is supporting the cost, up to \$4500 per chapter, for all Chapters to migrate their websites to the new Word Press platform.
- Most all of the Chapters are taking advantage of this opportunity to migrate and refresh the content, look and feel of their sites.

Webinars presented by ERAPPA's Business Partners

- Technology team supported the Business Partners as they launched a series of free web sessions for ERAPPA members.

Conference Call Service

- Conference Call Hosting
- ERAPPA continues to offer hosting of conference calls for the ERAPPA Board, ERAPPA Committees, and Chapter use. Conference call services are now being scheduled through the ERAPPA Web site.

Social Media

- The use of Guidebook has been invaluable in allowing ERAPPA and the host committees to go "paperless" for our meetings and conferences.
- Some effort has been put forth this past year to reviving our ERAPPA Facebook page with addition of a few new members to our Facebook Group and regular postings by the 2018 Host Committee.

Membership Committee

Patty Smith, Vice President

The College of New Jersey



The ERAPPA Membership Representatives for 2017/18 are:

Marina Theriault	Atlantic Provinces	AAPPA
Andrew Feick	Delaware Valley	DVAPPA
George Papuga	Keystone	KAPPA
Chuck Bagley	Maryland/DC	MDDCAPPA
Vacant	New Jersey	NJAPPA
Ron Ogata	Ontario	OAPPA
George Stooks	New York	NYAPPA
Kathy Kokin	Northern New England	NNECEAPPA
Melinda Lamoureux	Southern New England	SNEAPPA
Tracey Hartford	Business Partner Representative	NJAPPA
Lander Medlin	Associate VP	APPA

Outgoing members and vacancies during 2016/2017

Andy Wilson	Keystone	KAPPA
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The Membership Committee met twice this year: (1) at the ERAPPA Annual Meeting in Washington, DC and (2) during the ERAPPA Mid-Year Meeting in Manchester, NH. It was also at this meeting that the committee held joint meetings with the Professional Development Committee and the ERAPPA Business Partner Liaison. Conference calls were held and emails were exchanged with the committee throughout the year.

The year's focus was on:

- Recruitment and Retention – consistent conversations to grow and maintain membership
- Partnering with APPA on renewals, dropped members, with actionable activities
- Continued for a second year, exploring ideas for managing membership lists
- Contributing essays to the FM publication for Membership Matters section
- Enhancing the First Time Attendee reception to ensure it is a valuable experience for all involved.
- Creating continuity for FTAs by reserving time at Wednesday breakfast for learning how the FTAs experienced the conference.

A. ERAPPA Membership Committee Mission Statement

The ERAPPA Membership Committee is organized for the purpose of maintaining proactive relationships with all categories of membership, and for maintaining and growing the number of members. The Committee provides strategic guidance to retain and grow an actively engaged membership and recommends to the Board strategies for growing ERAPPA membership and retaining current members. The Committee accomplishes this in part by working closely with APPA, the Chapters and by producing and approving annual member recruitment goals and strategy, and periodically reviewing and adjusting the goals as needed. Finally, the Membership Committee provides perspective on the needs and expectations of ERAPPA's membership and works in tandem with other ERAPPA committees to assist in meeting those expectations.

B. First Time Attendees Reception

Planning occurred for the 14th Annual First Time Attendee Reception being held in Manchester, NH the FTA:

- Provides an opportunity for new attendees/members to meet the Membership Committee, ERAPPA Board, Chapter Presidents, and APPA executives, as well as to network with other new members.
- Provides valuable information about the conference and how to get the most out of their experience. In addition to the ice breaker format to welcome the newest attendees, interest was generated to proactively seek out FTAs during the conference. A new activity is a reserved table for FTAs at the Tuesday morning breakfast to debrief their experiences. Committee members will use this information to improve conference experiences going forward
- Provides a platform for new attendees to learn the organizational structure and it allows new attendees to learn about upcoming conferences

C. Scholarships and Recognition

The Ambassador Scholarship program opened on April 1, 2018 and ten scholarships were awarded and accepted. The following members will be attending their first ERAPPA Annual Conference ever or for the first time in 5+ years.

The 2018 ERAPPA Ambassador Scholarship winners are:

Chapter	Last Name	First Name	Institution
AAPPA	Strapps	Tom	St. Mary's University
AAPPA	Graham	Roberta	St. Mary's University
KAPPA	Joy	Rande	Penn State Behrend
MDC	Gregory	Stephen	St. Mary's College of Maryland
MDC	Bruce	Michael	University of Maryland
NNEERAPPA	Boilard	Tanya	Phillips Exeter Academy
NNERAPPA	Miller	Patrick	University of Maine
NNERAPPA	Plummer	Douglass	Kutztown
NYAPPA	Kopas	Michael	SUNY Purchase
OAPPA	Orgata	Ron	York University

ERAPPA awards Educational Scholarships to individuals who submit applications. The process is competitive and all submissions are reviewed by a sub-committee of the ERAPPA Board of Directors. Winners attend a program in the year following the award. Attendees are requested to share a brief written report sharing how the educational program benefited them personally and professionally.

The 2017 ERAPPA Educational Scholarship winners were:

Chapter	Last Name	First Name	Institution/Program
AAPPA	Gilmore	Thomas	University of New Brunswick/ALA
MDC	Rossiter	Paris	George Washington/ALA
OAPPA	Wilkinson	Mike	Dalhousie University/AIFM
SNEAPPA	Bergeron	Melissa	UMass-Amherst/ALA
SNEAPPA	Lamoureaux	Melinda	Bridgewater State/ALA

D. ERAPPA Membership Goals

Committee members were actively engaged in recruitment efforts, reaching out to potential institutional members and those who had not renewed memberships. Additional goals included:

- ✓ Award all Ambassador and Educational scholarships, with a primary focus of increasing the total number of applications received and broadening the number of chapters submitting applications.
- ✓ Create stronger alliances with the PD Committee and partner to attract new members at the local chapter level using Professional Develop as the “bait” and robust programming as the “hook”. Strong chapters equals strong region.
- ✓ Continue to contribute strong essays to the Membership **Matters Section of the Facility Manager Publication**.
- ✓ Support the initiative that has resulted in ERAPPA providing scholarships to cover the costs for APPA **Credentialing** program.
- ✓ Continue to improve the **First Time Attendees Reception** to enrich the Annual Meeting experience.
- ✓ Promote commitment to the professional through engagement at the local, regional, and national level.

Professional Development Committee

Jessica Abbott, Vice President

University of Hartford



The ERAPPA Professional Development Representatives for 2017/2018 are:

Neil MacEachern	Mount Allison University	AAPPA
Vacant		DVAPPA
Bob Unger	PA State System of Higher Education	KAPPA
Mary Grube	St Mary's College of Maryland	MDDCAPP
Joana Dos Santos	Montclair State University	NJAPPA
Doug Plummer	Kimball Union Academy	NNECERAPPA
Andrew Germain	Cornell University	NYAPPA
Kevin Gallinger	Carleton University	OAPPA
VACANT		OCFMA
Doug Michael	University of Rhode Island	SNEAPPA
Amy Baker	Parrette Somjen Architects	Business Partner

Outgoing members during 2017/2018:

Kevin Simpson	University of New Brunswick, St. Johns	AAPPA
Tim Korn	Misericordia University	DVAPPA
Tim Garland	Keene State College	NNECERAPPA
Kevin Gallinger	Carleton University	OAPPA

The Professional Development Committee met twice this year:

At the ERAPPA Annual Meeting in Washington, D.C.

The Committee continues its active involvement with and in support of the Host Professional Development Committee as they prepare, organize, and host the five diverse tracks of educational programming over the two core days of the Annual Meeting. The Professional Development Committee (PDC) and Host PD Committee collaborated throughout the annual meeting to ensure that all presentations were staffed, supported, run smoothly, and met the expectations of the attendees.

At the ERAPPA Mid-Year Meeting in Manchester, NH.

Professional Development Committee members worked closely with the Host Professional Development Committee to carefully review and narrow down the presentations that will be offered at the Annual Meeting. There will be a total of 30 one-hour sessions and 1 two-hour session. The two-hour session will be an Active Shooter Workshop presented by the U.S. Department of Homeland Security.

Conference calls have been held monthly and emails were exchanged with the committee throughout the year. The Professional Development Committee worked on updating the Annual Meeting Guide and compiling a collection of documents to help future Host Professional Development Committees.

ERAPPA Initiatives:

Lunch & Learn Webinars – ERAPPA’s Lunch & Learn Webinars continue to be well received and well attended. Webinars were held in August 2017 (*Institutionalizing Integrated Pest Management*), November 2017 (*Transforming Existing Campus Spaces to Better Attract, Engage, and Retain Students within Varying Degrees of Budget Limitations*), February 2018 (*The Reality of BIM: A Case Study in Successfully Transferring O&M Data to Your Operations and Maintenance Teams*), and May 2018 (*Collaborative Response Graphics*).

The Professional Development Committee will continue to work with the Business Partner Committee to review and select presentations for future webinars. Members of the PD Committee serve as the Speaker Liaison through the process of each webinar; reviewing the three communication pieces promoting the webinar, reviewing the presentation content, and providing feedback on that content.

The PDC and Business Partner Committee are intending to launch a specific "Calls for Webinar Submissions" online to solicit future webinar presentations.

Continuing Education Credits:

Program Certifications – The PDC continues to certify qualifying programs for AIA Continuing Education credits for AIA Members and Architects at the Annual Meeting. The PDC supplies certificates of attendance for all attendees who may use these offerings to document their attendance toward fulfilling their discipline's continuing education requirements. This year at the Manchester, NH Annual Meeting thirteen presentations have been approved for AIA CEU credits, with at least one being available in each time slot.

Credits for Chapter Programming – The PDC can assist chapters to get programming certified for AIA Continuing Education credits.

The committee continues to work with APPA and each other to understand the continuing education needs and documentation requirements of facilities professionals from varied educational and professional backgrounds and to understand how these requirements may vary by Province or State.

APPA Initiatives:

EFP/CEFP Credentialing – ERAPPA, working with APPA, has underwritten the cost associated with these desirable certifications. In 2017, 90 people from ERAPPA earned their credentials (27 EFP and 63 CEFP) and so far in 2018, 37 people from ERAPPA have earned their credentials (15 EFP and 22 CEFP).

All stats as of 8/11/2018.

Drive-In Workshops - APPA’s Facilities Drive-In Workshops are an excellent way for APPA member institutions to spotlight their campus and encourage networking and professional development among educational facilities professionals within a short drive at no cost to the host or attending institutions. Drive-Ins in the prior year have been held at two locations within ERAPPA: Jefferson and Community College of Allegheny County.

Supervisor’s Toolkit - Specifically tailored to meet the needs of developing supervisors in the facilities management profession. Supervisor’s Toolkit has successfully been dovetailed within annual meetings and has been offered in several ERAPPA chapters through the year. It consistently fills the room, attracting staff from multiple institutions and sometimes neighboring chapters.

APPA U – The Institute for Facilities Management and The Leadership Academy were held January 21st – 25th 2018 in Portland, Oregon and September 9th – 13th 2018 in Washington, DC.

The Institute for Facilities Management offers four core course tracks during each week-long session: General Administration & Management; Maintenance & Operations; Energy & Utilities; and Planning, Design & Construction. Institute students select one core area that will be the focus of their classes for that week. Morning classes consist of required courses, centering on the core area selected. Afternoon classes are electives chosen by the student and may be a combination from any of the four core areas. Upon completing each week-long session, students will receive a certificate of completion designating their core area of study and 3.0 continuing education units (CEUs). To receive maximum benefit, APPA recommends that students work towards graduation from the full Institute program by completing all four core areas.

The purpose of *The Leadership Academy* is to enhance and further develop leadership throughout the educational industry. It provides opportunities for administrative professionals to increase their awareness of industry issues, learn the skills necessary to handle today's changes, and discover the leadership potential within each of us. The Leadership Academy has been developed for, and focuses on, the educational institution's facilities staff, buyers/purchasing agents, business/finance professionals, and auxiliary services professionals. Academy attendees focus on one of four tracks per session: Individual Effectiveness Skills; Interpersonal Effectiveness Skills; Managerial Effectiveness Skills; and Organizational Effectiveness Skills – A Seat at the Table. Graduates of The Leadership Academy are uniquely prepared to demonstrate the value of the facilities department in furthering their institution's educational mission.

Continuous Learning Offerings – APPA's new Continuous Learning Series (CLS) is aimed at providing more immediate access to the information, training, and peer-to-peer learning needed during this age of accelerations. It will enable facilities professionals to access the most relevant and current knowledge available on a wide range of topics and across of number of platforms and mediums. All the fall 2018 offerings were co-located with APPA U in Washington DC and included Leading Your Facilities Organization through an Age of Transformational Change, ASHRAE's Fundamental of HVAC Design and Operations, Navigating the Facilities Portfolio, and Building the Smart Campus: A Workshop of Successfully Employing Fault Detection & Diagnostics in the Campus Environment.

Thought Leaders Series - APPA developed the Thought Leaders Series to conduct dedicated discussions on the future of higher education and the impact of that future on educational facilities. Since 2006, the annual Thought Leaders symposium and resulting monograph have addressed a variety of topics related to higher education and affecting the campus-built environment. APPA's Thought Leaders program is a component of the Center for Facilities Research (CFaR). The annual Thought Leaders symposium convenes representatives of colleges and universities from across the United States and Canada alongside association leaders, industry consultants, and education experts. The 2018 topic is *The Landscape, Framework, and Strategies for Managing & Mitigating Risk*, which looks at enterprise risk management (ERM) from both a campus-wide perspective as well as how risks affect the facilities organization in its support of the institution. All Thought Leader reports can be downloaded from the APPA website for free, thanks to the generosity of sponsors.

Annual Meetings Committee

Beth Clark, Vice President

Penn State University



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

John O'Shaughnessy	St. Paul's School	NNECERAPPA (2018)
Connie Simmons	Phillips Exeter Academy	NNECERAPPA (2018)
Pete Buchheit	University of Pittsburgh – Bradford	KAPPA (2019)
Beth Clark	Penn State University	KAPPA (2019)
Greg Clayton	University of Prince Edward Island	AAPPA (2020)
Kevin Simpson	University of New Brunswick – St. John	AAPPA (2020)
Dawn Barnett	Cabrini College	DVAPPA (2021)

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

Additionally, the Vice President for Annual Meetings joins each individual host committee's regularly scheduled meetings (typically by conference call) to remain engaged in each year's planning process. The Vice President for Annual Meetings serves as the liaison between the ERAPPA Board and all active host committees, advocating on the host committees' behalf on initiatives that require swift action by the ERAPPA Board to facilitate change and act in the best interest of the broader ERAPPA membership as these initiatives relate to the planning and execution of the Annual Meeting.

Registration System

2018 represents a switch from the old APPA registration system to the new one for ERAPPA Annual Meeting registration. This switch has not been without its challenges as the ERAPPA operational and data needs exceed those for registration for a typical APPA professional development event. All feedback that has been provided by ERAPPA members since registration was launched in mid-June has been collected and will be shared with APPA, along with host committee, VP, and conference planner experience and feedback, to streamline the registration process and adapt to our needs and the system's capabilities. The patience and understanding of the ERAPPA membership during these "growing pains" are greatly appreciated. We anticipate delivering a noticeably improved registration process for the ERAPPA 2019 Annual Meeting.

Future Annual Meetings

Established host committees are in place for the next three years of Annual Meetings. Members in the NYAPPA, DVAPPA, and SNEAPPA chapters should, in the next one to three years, begin the process of soliciting for chairs/co-chairs and set out on the adventure that is planning an ERAPPA Annual Meeting. The experience of serving as a chair/co-chair or member of a host committee is very rewarding; it requires a lot of hard work but pays dividends in the end when a successful Annual Meeting is delivered.

Members of the aforementioned chapters who have an interest in serving at this elevated level should talk to their respective chapter presidents and current/former chairs/co-chairs for their guidance and perspectives prior to making the commitment.

Treasurer's Report

Phillip Melnick, Treasurer

Penn State University



ERAPPA Year-End Treasurer's Report July 1, 2017 – June 30, 2018

The 2017-2018 fiscal year resulted in a net financial loss in the amount of \$32,779. This is 64% less than the \$91,980 loss budgeted.

Revenue from membership dues was 12.5% more than budgeted, while the 2017 Annual Meeting held in Washington DC, generated revenue of \$62,027 when no revenue was projected. Combined, revenue was 158% of the budget amount.

ERAPPA continues to make a significant investment in our members, expending over \$43,000 in scholarships and credentialing coupons.

Five chapters were able to take advantage of the Partner's in Education (PIE) funding available, with grants of \$2,000 each awarded, one more than budgeted.

Accounting fees are for the services provided by our Certified Public Accountants firm Novak|Francella for the auditing of the financial records for the year ending June 30, 2018 and the preparation and filing of the federally required annual 990 return.

Accounts payables consist of a PIE reimbursement that was owed but not yet paid at year-end, and accounting fees for services relating to the period ending June 30, 2018. Prepaid scholarships consists of credentialing "coupons" purchased from APPA, but not yet redeemed at year-end. The accounts receivable balance consists of seed funding loans advanced to future host committees and the write-off of the seed money granted to the 2017 host committee.

The Mid-Year meeting, where much of the planning and work for the year is executed by the committees, continues to be, as budgeted, a significant expenditure with total expenses of \$67,256. This was significantly less than last year because of reduced costs due to meeting location.

ERAPPA remains financially stable. At June 30, 2018 our cash balance was \$492,803 with prepaid expenses of \$5,720, prepaid scholarships of \$6,000, accounts receivable of \$20,000, accounts & scholarships payable amounting to \$30,875, and deferred revenue of \$37,073 for an asset balance of \$524,523. This is a decrease in our net asset position of \$10,505 over June 30, 2017.

Although ERAPPA's current assets are decreased from those of last year, this decrease is less than budgeted and planned. While still retaining sufficient accumulated surpluses to protect the organization in the event of a financially unsuccessful annual meeting, ERAPPA was able to follow through on the educational commitments put forth in 2017-2018 operating budget.

Respectfully Submitted;
Phillip Melnick CEFP, CRL
Treasurer

ERAPPA YEAR-END STATEMENT			
July 1, 2017 - June 30, 2018			
ITEM	BUDGET	Yr End TOTAL	Variance
REVENUE:			
Interest	1,000.00	312.93	(687.07)
Dues	135,000.00	151,855.99	16,855.99
Annual Meeting Proceeds	-	62,027.18	62,027.18
Sales (Misc Revenue)	-	1,655.99	1,655.99
TOTAL REVENUE	136,000.00	215,852.09	79,852.09
OPERATING EXPENSES:			
VP Annual Meetings			
Host Com Visits	1,900.00	1,380.03	519.97
Winter (Mid-Year) Meet - Co-hosts	5,600.00	4,469.29	1,130.71
sub-total	7,500.00	5,849.32	1,650.68
VP Chapter Affairs			
Winter (Mid-Year) Meet - CA Comm.	7,000.00	8,020.03	(1,020.03)
sub-total	7,000.00	8,020.03	(1,020.03)
VP Membership			
Winter (Mid-Year) Meet - Mem Comm.	7,700.00	8,569.80	(869.80)
Membership Initiative	2,000.00	3,334.00	(1,334.00)
sub-total	9,700.00	11,903.80	(2,203.80)
Board - Administration			
Miscellaneous	1,000.00	312.98	687.02
Travel- ERAPPA Annual Meeting	500.00	-	500.00
Travel - APFA Annual Meeting	6,000.00	4,307.45	1,692.55
Printing & Postage	1,200.00	2,006.28	(806.28)
Marketing	500.00	500.00	500.00
Insurance	4,000.00	3,567.67	432.33
Incorporation	30.00	25.00	5.00
Board Meet - Winter (Mid-Year) Meet	34,300.00	27,927.46	6,372.54
Board Meet - Summer	13,500.00	13,009.66	490.34
Board Meet - Annual	22,000.00	24,649.27	(2,649.27)
Bank Fees	1,000.00	571.80	428.20
Accounting Fees	14,500.00	12,509.00	1,991.00
Software Fees	400.00	405.00	(5.00)
Dues Collection Fees	13,500.00	15,185.90	(1,685.90)
Annual Meeting Expense	-	10,552.34	(10,552.34)
Commissions & Service Fees	3,500.00	3,056.01	443.99
Ad-Hoc Meetings - Conference Calls	4,500.00	2,809.89	1,690.11
sub-total	120,430.00	120,895.71	(465.71)
VP Technology-Communications			
Web Review & Development	8,000.00	10,660.04	(2,660.04)
Dropbox -Professional	1,200.00	-	1,200.00
Winter (Mid-Year) Meet - T&C Comm.	7,700.00	9,644.76	(1,944.76)
ERAPPA Communication	1,500.00	925.27	574.73
sub-total	18,400.00	21,230.07	(2,830.07)
Awards / Scholarships			
Scholarships & Expenses	20,000.00	23,447.30	(3,447.30)
Credentialing Scholarship	15,250.00	20,000.00	(4,750.00)
Ambassador Scholarship Top-Up	500.00	-	500.00
Student Ambassador Scholarship	-	-	-
Awards	2,000.00	2,211.29	(211.29)
sub-total	37,750.00	45,658.59	(7,908.59)
Professional Development			
Misc. Prof Develop. Expenses	500.00	-	500.00
Partners-in-Education Support (PIE)	8,000.00	10,000.00	(2,000.00)
Winter (Mid-Year) Meet - PD Comm.	7,700.00	8,624.38	(924.38)
PD Webinar Expense	6,000.00	6,448.47	(448.47)
Annual Meeting Grant	-	10,000.00	(10,000.00)
Toolkit Sponsorship at Annual Meeting	5,000.00	-	5,000.00
sub-total	27,200.00	35,072.85	(7,872.85)
Expenses Total	227,980.00	248,630.37	(20,650.37)
NET	(91,980.00)	(32,778.28)	59,201.72

**ERAPPA Proposed Budget Treasurer's Report
July 1, 2018 – June 30, 2019**

For the fiscal year 2018-19 the ERAPPA Board is proposing an operating budget that will result in an in-year operating loss of \$44,508.

The budgeted revenue for membership dues represents the three-year average. As ERAPPA dues are a percentage of the APPA dues, any increase in APPA dues will result in an increase in ERAPPA dues. However, for the seventh consecutive fiscal year, the ERAPPA dues percentage itself will not increase.

ERAPPA's other primary source of revenue is the 50% share of the annual meeting surplus. The host committee determines the projected annual meeting net income. This year, due to the excellent work of the host committee, proceeds for the annual meeting are expected to be above the amount typically expected. Congratulations to the host committee on the outstanding conference they are conducting for us.

In this budget, the Board continues to support continuing education for our members. In 2018-2019 ERAPPA will be awarding:

- 5 educational scholarships with a total value of \$20,000
- And \$45,000, an increase of \$15,000 annually, in EFP/CEFP Credentialing coupons.

Recognizing an impediment to some individuals being able to serve on the ERAPPA Board is the lack of institutional funding to attend meetings, this budget, consistent with previous budgets, maintains the inclusion of travel and accommodation expenses for Board members to attend the annual meeting.

The current platform for the ERAPPA website and most of our chapter websites will be sun setting soon. Recognizing the need to migrate to a new platform, and the expense in doing so, the ERAPPA board agreed at its June 2018 board meeting to subsidize the conversion of chapter websites to a new platform. This is possible because of the unexpected revenue generated by the 2017 annual meeting and the healthy financial forecasts going forward.

The ERAPPA board also agreed at the June 2018 board meeting to eliminate the practice of providing seed money to host committees of future annual meetings that was required to be refunded to ERAPPA by each host committee after the annual meeting concluded. Instead, a grant of \$10,000 will be available to host committees which will not need to be repaid starting with the 2020 annual meeting.

This budget once again is forecasting a deficit, while forgoing an opportunity to increase the membership dues rate. It is important to note, at the June 2018 Board meeting, the Board exhaustively reviewed budget, ensuring each expense item is required, managed and reasonable. The budget was again reviewed and adjusted at the Board meetings immediately preceding this annual meeting. The accumulated surpluses allowed the board to maintain our commitment to educational scholarships and increase our commitment to credentialing sponsorship. Additionally, it makes a significant investment in the chapters by assisting with the transition to a new website platform. This budget is one in a ten-year cycle, based on rotating meeting locations. Rest assured the Board is carefully managing and updating this 10-year budget cycle for you our members, safeguarding the financial stability of ERAPPA

ERAPPA BUDGET		
July 2018 - June 2019		
REVENUE		
Interest - Savings Account	300	
Membership Dues	136,643	Gross Dues; 95% of 3 year avg
Annual Meeting Proceeds	137,493	Prev 9 year avg \$103,890; lasted hosted in 08-08 by MD/DC APPA \$61,089
Refund - ERAPPA Prog Support	-	Repayments are recorded against receivables and not actual revenue
	Total Revenue	274,436
Operating Expense		
Annual Meetings		
Expenses and Travel	5,600	8 committee members at \$700; 3 yr avg \$476 each
Host Committee Visits	1,900	3 year average \$1,316; proposed budget increased for Canadian host site
	sub-total	7,500
Chapter Affairs		
Travel - Chapter Meetings	-	eliminated in 15-16, contact is made at MYM
Chapter Affairs Comm Mtg	7,000	10 @ \$700; 3 yr avg \$771 each
	sub-total	7,000
Membership		
Membership Comm Mtg	7,700	11 @ \$700; 3 yr Avg is \$593 each
ERAPPA Membership Initiative	3,500	Increased
	sub-total	11,200
Administrative/Governance		
Miscellaneous expense	1,000	3 yr avg \$302
Travel - ERAPPA Annual Mtg	500	depends on location
Travel - APPA Annual Meeting	6,000	3 yr avg \$5,227; (3 attendees @ \$2,000)
ERAPPA meeting expense	-	has not been historically used; eliminated
Printing & Postage	1,200	3 yr avg \$1,024
Marketing	500	significant variance yr to yr
Insurance	3,500	3 yr avg \$3,716
Incorporation	30	\$25 fee plus \$5 processing
Board Meeting - Winter	30,000	3 yr avg \$55,450. (DC was higher due to location. Decision to reduce
Board Meeting - Summer	13,500	3 yr avg \$13,412.
Board Meeting - Annual	22,000	3 yr avg \$18,457; additional 18% based on 2017 location
Bank Fees	750	3 yr avg \$623; 16-17 was \$845
Accounting Fees	13,000	3 yr avg \$13,209
Software Fees	400	QuickBooks \$30/mth
Dues collection (APPA)	13,664	10% of dues
Annual Meeting Expense	-	
Commission & Service Fees (Travel)	3,000	3 yr avg \$3,593
Tele-Conference	4,500	3 yr avg \$3,595
	sub-total	113,544
Technology & Communication		
Web Review & Development	65,000	3 yr avg \$9,113; increase due to Ogosense Methodology & upgrades
Dropbox - Professional	1,200	\$100/member/year
Technology & Comm Mtg	8,800	11 @ \$700; 3 yr avg \$593 each
ERAPPA Communication	1,500	3 yr avg \$2,441; based on 16-17 actual
	sub-total	76,500
Awards/Scholarships		
Scholarships - Leadership Acad.	20,000	est (\$1,500 tuition + \$2,500 exp) 5 scholarships
Credentialing Scholarship	45,000	\$45,000 to be used as need, first \$3,575 to make existing 13 CEFP full value (\$5
Ambassador Scholarship Top-up	500	New in 14-15 covering gap in Sponsor & Actual cost, not used last 3 yrs
Student Ambassador scholarship	-	eliminated: conference sponsorship opportunity
Awards	2,000	3 yr avg \$1,633
	sub-total	67,500
Professional Development		
Misc P.D. Program Expenses	-	3 yr avg \$292
Major Update of PD Materials	-	request when needed
Partners in Education Support	7,000	Ongoing support for speakers at Chapter meetings; 3 yr avg \$6,666
Professional Development Mtg	7,700	11 @ \$700; 3 yr avg \$695 each
Webinars	6,000	\$1,500 each; 4 per year
Toolkit sponsorship at Annual Meeting	5,000	
ERAPPA A/M Grant	10,000	provided and recorded as a loan, so not an actual expense
	sub-total	35,700
	Total Operating Expense	318,944
Net		(44,508)

Business Partner Liaison Report

Amy Baker

Parette Somjen Architects



Chairperson:

The Chairperson of the Business Partner Committee is appointed by the ERAPPA incoming President and may remain Chairperson for up to 4, 1-year terms, if so deemed by the new incoming President. I am currently in my second consecutive term, with the intention to continue through 2018-19, with the option to continue if chosen by the incoming President for 2019-20.

The Chairperson is a non-voting member of the ERAPPA Board, who acts in the capacity of a liaison to provide current information on behalf of the BP membership, and is responsible for communicating Board initiatives that impact ERAPPA BP Membership to the members-at-large.

The Chairperson may remain as a member of the committee after their term expires, for the purpose of information sharing and continuity (similar to the role of a past-president). *NOTE: Committee structure is being better-defined and is currently under review by the committee for approval by the Board. This includes establishing term limits for all members.*

Charge:

The role of the Business Partner Advisory Committee is to identify and promote effective means of communication and support between ERAPPA Business Partners and ERAPPA Institutional Members to build and enhance mutually beneficial relationships. The Committee seeks to continually evaluate, validate and promote the benefits of an ERAPPA membership and the value that participation can bring to members of the business partner community. To accomplish this charge, the Committee encourages and receives feedback from all Business Partners supporting ERAPPA and its various regions. Additionally, the Committee strives to offer creative thinking and innovative ideas that support the purpose and values of the Eastern Regional Chapter of APPA.

Expectations & Responsibilities of Committee Members:

Each Committee representative should begin and continue their role with a passion for the work of the Committee, and provide support for the Chairperson and other Committee members alike. As with other ERAPPA committees, there is the expectation of full participation to the maximum extent possible, in Committee meetings, held 10-12 times each year. Within these meetings, one face-to-face meeting is one meeting in conjunction with ERAPPA's Annual Conference and Exhibition. The remaining meetings will be held via conference call. If for some reason the committee member is unable to attend meetings, he or she should arrange for a suitable substitute (including from within their own business organization) and if that option is not available, then arrange with the local chapter board president for a substitute attendee to be selected to ensure a balance of representation and continued flow of information to the Committee and the local chapter board. Each committee member should attend their local chapter meetings and regional annual meeting, and provide routine feedback to their boards on the activities, actions, and initiatives of ERAPPA's Business Partner Committee.

Committee Structure:

Business Partner Representatives may be appointed by local Presidents that represent each of the active Chapters that Comprise the Eastern Region of APPA. Incoming presidents may choose to appoint a new Business Partner Representative at their discretion, continue with the representative holding the position, or as specifically defined through local chapter by-laws.

Our current members shown with their respective chapters below:

NJAPPA / ERAPPA	Amy Baker, Chairperson, Parette Somjen Architects (Committee Member 10/2014-15. Committee Chair 10/2016 – present)
DVAPPA	Leslie Whitby, Stantec Architecture (4/2017 – present)
KAPPA	Kari Miller, DLA+ Architecture & Interior Design (4/2017)
SNEAPPA	Tracey Hartford, Windover Construction (Committee Chair 10/2012 – 10/2014. Committee Member 2014 - present)
MD/DC APPA	Debbie Crowe, Tarkett (6/18 – present)

We currently have vacancies for the following chapters:

OFCMA | NYAPPA | AAPPA | OAPPA | NNECERAPPA

Term Limits:

Formal term limits in keeping with ERAPPA standards are pending discussion with the ERAPPA Board for implementation during the 2018/19 term.

Committee Initiatives (Ongoing):

Business Partner Best Practices: As business partners, we have the ability to be key-contributors to the professional development of our institutional members. It is our mission to promote professionalism and provide guidance to new business partner members, so that they embrace ERAPPA's overall vision designed to understand the needs of its members, be a key resource for their professional development and inspire them to reach full potential as facilities management professionals.

Business Partner Membership Benefits: The 2017 Host Committee identified the need for stronger, tangible BP benefits to improve participation, and further discussed during the Mid-Year Meeting, as being a very important tool that required development. Beyond the obvious networking and camaraderie experienced at the conference, we identified a need for tangible, meaningful benefits. On January 11, 2018, the Board approved the following benefits:

- Opportunities to present relevant educational programs at our Annual Conference. (Selections are made through a "Call for Papers" process.)
- Opportunities for increased recognition through sponsorship of the ERAPPA Annual Meeting. Sponsorships are offered to Business Partner members exclusively through early release.
- Early booth selection offered to members only.

- Through our “Webinar Lunch and Learn” program, you will have additional opportunities to present relevant educational content offered exclusively to ERAPPA Institutional membership throughout the year. (Selections are made through a “Call for Papers” process.)
- Assistance from our Professional Development Committee to have your educational content reviewed for Continuing Education Units (CEU) potential, through direct access to our contracted AIA Reviewer. (Applicable for Annual Conference and Webinar programs only.)
- Our membership is like no other when it comes to open, collaborative networking. Ask any of our current Business Partner Advisory Committee members and they will tell you that through participation you will build connections with facilities professionals in the educational marketplace and increase your professional network.
- Through our educational sessions and programs, you will be kept current with interests, innovations, and trends that impact facilities administrators in education.

Implementation of the new BP benefits will be implemented 10/2018 with the 2019 Host Committee. A communication plan is forthcoming, with input from the VP of Annuals Meetings, to properly inform members and non-members.

For the 2018-19 Term, the BP Committee will hone in on specific benefits and areas for improvement associated with the Annual Conference. These include:

- Increased Traffic to Resource Hall
- Opportunities for “real” conversation time
- Allow for unscheduled time to connect with clients (potential solutions):

Additional information and potential solutions will be presented to the Board for consideration once further developed.

Webinars: The Business Partner Committee has been charged with development and implementation of the “ERAPPA Webinar Lunch and Learn Series.” This outlet brings, innovative and informative best practices to our institutional members throughout the year. The program kicked-off in September 2016 with bi-monthly offerings, on a trial basis. During the June 2017 Strategic Planning Meeting, the benefits of the program were evaluated, and it was determined by the Board to continue the program. It was further determined, that due to the volume of work associated with the planning of this effort, sessions would be scheduled quarterly, in August, November, February and June, to allow adequate time to evaluate content, select presenters and provide training. As of September 2018, a “live” perpetual “Call for Papers” is located on the ERAPPA Website. We will be moving to a “self-managed” format with the assistance of APPA.

Presenters are currently booked through November 2018. Review of content for potential speaker presentations will take place at the 2019 Strategic Planning Meeting, and on a quarterly basis with the Professional Development Committee.

APPA Professional Affairs Committee

John Michalewicz

University of Hartford
and

Elizabeth Clark

Penn State University



For the 2017-2018 administrative year, the APPA Professional Affairs Committee operated as one with double representation from each APPA region. The committee works each year to review the individual and institutional award applications that are made to APPA every November 30th. Given the number of awards given and the number of award applications received, responsibilities for reviewing applications for the Award Year 2018 (applications submitted by November 30, 2017) were split into two teams, with representatives from each region on both. The APPA awards that fell under the purview of the Professional Affairs Committee included:

- Award for Excellence (institutional)
- Sustainability Award (institutional)
- APPA Fellow Award (individual)
- Effective & Innovative Practices Award (institutional)
- Pacesetter Award (individual)
- Meritorious Service Award (individual)

Members of the committee met in San Diego, CA during the last weekend of January to review, discuss, and make recommendations to the APPA Board with regard to those individuals and institutions the committee felt were deserving of the award for which they had applied or been nominated.

The exception to this was the Award for Excellence. From the applications received, four institutions warranted on-campus visits to see whether that which would be observed in person was congruent with that information contained in each written application. Site teams were formed and deployed to each school. The campus visits were conducted in the months of April and May and each served to validate the information presented in the institutions' applications. Each institution was subsequently given APPA's Award for Facilities Excellence at the August 2018 APPA Annual Conference in Washington, DC.

APPA Awards of note for the Eastern Region include the Pacesetter Award to Jessica Abbott (University of Hartford), the Effective & Innovative Practices Award to Brown University, and the APPA Award for Excellence to Montclair State University.

Beyond the responsibilities for the administration of the APPA awards process, the Professional Affairs Committee has been working on several other initiatives to add value to APPA membership. One such initiative that has seen tremendous success in the last year is the Military Transitions Sub-Committee. This subcommittee's activities included:

- Development of an informational presentation for use in sharing APPA's value to military organizations

- High-level meetings with the following military organizations to share APPA's vision along with the benefits of collaboration: Naval Facilities Engineering Command (NAVFAC), Society of American Military Engineers (SAME), and the Office of the Undersecretary of Defense: Transitions to Veterans Program Office.
- Creation of an APPA/SAME memorandum of understanding outlining a long-term collaboration and value of partnership for military FM professionals

Significant progress was made in another collaborative effort – that with Construction Owners Association of America (COAA). This was accomplished through conference attendance and presentations, content development/sharing for future APPA U offerings, and the sharing of best practices.

APPA Membership Committee

George Stooks

State University of NY - Geneseo



Accomplishments

Across the entire membership, there has been an ongoing effort to retain member institutions. During times of change in institutional representatives and/or stretched budget constraints retaining membership has been a challenge. With an ongoing combined effort from APPA national, the ERAPPA Membership Committee and the ERAPPA board our overall membership increased by 1.98%. This represents substantial growth for the region, especially during times when others have seen a net decrease. Many thanks go out to every individual who made an effort in this ongoing campaign. Every contact helps, every time we make a connection and inspire one of colleagues to become involved or more involved, we are working to strengthen the organization as a whole.

Since the start of the new calendar year, Kristin Witters, Director of Membership and Outreach was instrumental in sharing data frequently and has been supportive in helping membership liaisons across APPA in the ongoing effort to retain and recruit members.

Again, this year as a means of spreading the APPA brand, first time attendees at the annual meeting in Washington DC received a compact tote bag in addition having access to T-shirts printed with the APPA logo on the front and a “wordle”, which is a word cloud on the back displaying all of the regions. These items spread the awareness and value of the APPA organization and the regional chapters.

Applicability

Membership retention and recruitment is vital to the organization. Sharing membership renewal information with the regions gives the committee members the opportunity to know where membership stands both in APPA and in our regions. Reports shared with our committee includes renewals, unpaid members, those dropped and never been members. ERAPPA is strong and a very large region in number of institutions. Renewal of current member institutions and adding new members must be a priority and it takes the entire membership being part of recruiting to be successful.

Initiatives

Placing a value on membership usually comes down to dollars and cents. In other words, when balancing a budget and membership dues are in front of our financial folks it is sometimes difficult to get approval. The APPA Membership Committee continues to explore a more direct means of face-to-face time with CFO's. We continue to explore the option of attendance for key representatives from APPA at the NACUBOA conference in order to share the value of membership with CFO's at the educational institutions. We discussed this again at the annual meeting. One item worth exploring is the timing and scheduling of regional annual meetings to avoid overlap when possible. This would provide the opportunity for APPA home office and board of directors to get out to more regional conferences.

Our APPA VP for Membership, Tony Guerrero from the University of Washington Bothell continues to provide excellent leadership for the national committee. Goals continue to be retention and working at getting past members back into an active status, recent membership conference calls have focused on a more assertive plan for recruiting. Goals include representation through contact at drive in workshops, annual meetings, supervisors tool kit training etc. are to grow member engagement outside of the passive approach of receiving the magazine and/or updates electronically. The value of face-to-face interaction provided at drive in workshops, recruiting first time attendees at regional meetings and the supervisor tool kits are all opportunities to be more assertive. Focusing on potential members that are just entering the field and looking to advance themselves is an excellent opportunity to share the career value of APPA and ERAPPA membership and educational offerings.

Effectiveness

Now more than ever we need a concentrated effort at the chapter and regional level. Benefits of our organization are clearly recognized from current members. Below, one of two excerpts from our recent survey reaffirm that. The second shows us where we need to strategize our focus. The second point to the large percentage, 44%, of our members that are at or approaching the end of their careers. Now more than ever getting our respective staff members and colleagues involved early in their careers will help membership recruitment well into the future.

- Ninety-five percent of members rate APPA as the first-, second-, or third-most valuable membership organization, followed by NACUBO (42%), SCUP (35%), and ASHRAE (33%).
- Nearly one quarter of respondents (24%) are younger than 45. Another 32 percent are 45-54 years, 39 percent are 55-65, and 6 percent are 65 or older.

The single most important contribution would be to see an ongoing and concentrated effort for each ERAPPA chapter to commit to member recruitment. As the liaison to the APPA Membership Committee, I will work diligently with the APPA office and national membership committee and office to push down data that assists the chapters. Identifying dropped members and those that have never been members has been the focus over the past year. Our ERAPPA Membership Committee discusses relevant issues monthly and we welcome new ideas and assistance with regional goals.

Remember, together we can, together we must, grow our membership.

APPA Information and Research Committee

Dan Gearan

New England College



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

ERAPPA was well represented on the committee in 2018. In addition to Dan Gearan the ERAPPA Representative, Darryl Boyce serves as an At-Large member and Norm Young just finished his term Chairing the committee as the APPA Vice President for Information & Research.

Highlights of this year's activities:

1. Content Management System/Website Update

Following the December 2016 conversion to a new association management system, an upgrade to our website is now being considered and requires a detailed look and enhancement of the content available on the site.

The I&R committee is taking the lead on enhancing the content and has 1) developed a cross committee team to recommend strategies and goals for our content, 2) conducted a survey of the APPA Board, APPA committees, and APPA staff on the functionality and features of the website, and 3) proposed an overhaul of the website.

2. The Body of Knowledge (BOK)

The BOK offers foundational content required by facilities professionals at colleges, universities, schools, museums, and other nonprofit, educational organizations. The BOK supports APPA training and credentialing.

Content Coordinators: General Administration and Management Victor Pesiri, Brentwood School, Operations and Maintenance Chris Kopach, University of Arizona, Energy, Utilities, and Environmental Stewardship Emmet Boyle, University of Regina, Planning, Design, and Construction Steve Maruszewski, Pennsylvania State University

All sections are now updated on an annual basis.

3. Green Revolving Investment Tracking System (GRITS)

A project-management web tool of the Sustainable Endowments Institute (SEI) that allows users to track and analyze the energy, financial, and carbon savings data from their energy- and resource-efficiency projects. SEI and APPA had launched a partnership nearly 3 years ago that provided all APPA members with free access to the GRITS program and library, and more than 300 APPA Institutional members took advantage of the offer. However, due to APPA's budget constraints, the program has been discontinued. APPA will continue to promote GRITS but will no longer commit to a financial investment.

4. Center for Facilities Research (CFaR)

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

CFaR Projects:

Recently completed:

- Roberson: “Aligning Facilities Management with an Organization’s Core Business”
- Haubold/Reynolds: “Issues with Recovery and Recharge in Higher Education”
- Karanja/Mayo: “Standards of Practice for Facility Condition Assessments (FCA)”
- Prakash: “Assessment of Competencies Required for Facilities Management of Educational Institutions”

In process and expanded under APPA’s Standards and Codes Council activity:

- Christensen/Thiemer: “Total Cost of Ownership”

Research still in process:

- Han/Cain/Medlin/Wagner: “Update: The Impact of Facilities on the Recruitment and Retention of Students”
- Campbell: “Measuring the Current Practices of Total Cost of Ownership (TCO) Principles Used in the Procurement of Flooring in Higher Education”
- Schmitt-Harsh: “Tree Management Strategies and Practices on College Campuses”
- Besiktepe Karaman: “Multi Criteria Decision Making Models for Repair and Replacement Decisions of Condition-Based Building Maintenance”

Under the leadership of ERAPPA’s Keith Woodward the 2018 Thought Leader Symposium was held February 19-21 in Orlando, FL with the theme “Risk Management and Mitigation.” The final report was distributed and presented at the August 3-5 APPA conference.

4. The Facilities Performance Indicators (FPI)

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

- 260 member institutions participated in the most recent survey.
- The Informatics Work Group and others are working to determine the future direction of FPI known as **FPI 2.0**. Efforts include streamlining questions and process, and automating more data collection via interfaces with CMMS programs and other sources.
- The latest accomplishments include the development of a set of 8 key metrics rolled up from various data points and the development of new graphics using Tableau software. An FPI 2.0 beta test is planned for July 2018.
- NACUBO collaborated with APPA to post sustainability-related questions on our FPI site for its members. Over 300 institutions participated in the Key Facilities Metrics (KFM) survey.

5. Publications

Numerous publications are available through APPA’s Bookstore –

- *Environmental Management Guide for Educational Facilities* (co-publication with the Campus Safety & Environmental Health Association) – Recently completed and available.

- *The Building Commissioning Handbook, third ed.* (co-publication with the Building Commissioning Association) – Recently completed and available.
- *Operational Guidelines Trilogy* revision – We will be producing a new edition of all three publications (custodial, grounds, maintenance) and are in the process of assembling task force teams and authors for the content and work loading teams to do new calculations for the levels of service. Tom Becker of Jefferson University (formerly known as Philadelphia University) serves as the project’s editor-in-chief. Initial target date for publication is late 2019.
- *Creating a Service Culture, second ed.* – In early stages of developing a completely revised anthology, using new data and case studies. A field editor has been identified and there is strong support to include a Mexican representative in content development. No target date for publication yet.
- *Campus Sustainability Case Studies*: Will be published as an ebook by September 2018.

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

“Eligible articles are those written by a full-time employee, from any department, of an APPA member institution. In addition, articles written by APPA Members Emeritus who are not affiliated with a business partner firm may be eligible for award consideration. If an article has more than one listed author, all authors must be full-time employees of an APPA member institution or a Member Emeritus to be eligible for the award. Eligible institutions must be Institutional or Affiliate members at the time of publication.”

- The recipients of the 2018 Rex Dillow Award are Josh Logan and Nancy Hostetler of the University of Colorado Denver | Anschutz Medical Campus for their article *“Exploring the Benefits of a Strong Internship Program.”*

7. APPA Student Internship Program Development

A new initiative to develop an APPA internship providing practical experience, knowledge sharing, awareness of opportunities in education facilities, and an early introduction to APPA.

- Kristie Toohill (formerly Kowall) is leading an APPA Student Internship Program Task Force working through the I&R Committee.
- The Task Force has developed a draft student internship program designed to accommodate non-academic internships and academic program based internships.
- The next step is to pilot the program by enlisting willing APPA members to use the program for summer 2018 non-academic internships. Grand Valley State University and Illinois State University have volunteered to beta-test the internship program processes.

8. Enewsletters

Inside APPA - a news and information source for regional and international APPA events, programs, publications, and facilities management industry updates. The SFO Bulletin - a news and information source for senior facilities officers, and those who aspire to SFO, in the educational enterprise.

- I&R has developed a new E-Newsletter titled **“The SFO Bulletin”**. The concept is to provide regular information on education and facilities industry news of particular interest to SFO’s and available to all members. The bulletin debuted on April 4, 2018.

APPA Professional Development Committee

Kevin Simpson

University of New Brunswick



Accomplishments

The implementation of the CEFP and EFP programs across the national level continues to be the biggest accomplishment for APPA Professional Development. Over the past few years, significant strides have been made on the program that has brought huge success. They have more individuals going through this program than ever before. The success of the program is a combination of regional chapters advertising to their membership the benefits of the CEFP and EFP program along with regional chapters providing financial help to make it affordable for members to take the program. The program has surpassed 1100 individuals who have received their CEFP or EFP in Facilities Management. All in all, this is a big accomplishment for the PD committee. The PD group is hearing that more and more institutions are hiring with the designation being considered as a “must have”.

The second initiative that the PD committee continues to work on is the success of the Emerging Professionals and Senior Facilities Officer summits. These summits take place the day before the APPA annual conference. The first EP and SFO was held in Chicago, Illinois. The one-day session continues to be a huge success and has allowed individuals to meet other like-minded people across other institutions in a small, more collaborative setting. This is an initiative that seems to be gaining steam and will continue to be a large component of the APPA annual conference each year. As we look towards the future, the hope is to bring this summit to the regional levels in order that people can have this similar experience.

Finally, the Thoughts Leaders Series has seen a large increase in readership and those who want to attend the presentation and discuss the topic further. At ERAPPA in Washington, the Thought Leaders presentation saw over 100 people attend. The Thought Leaders program was implemented to dedicate discussions on the future of higher education and the impact of that future on educational facilities. This year the Thought Leaders Series focused on enterprise risk management (ERM) from both a campus-wide perspective as well as how risk affect the facilities organization in its support of the institution.

Applicability

At this point, the biggest impact these accomplishments have had at the regional level continues to be with the CEFP and EFP programs. With ERAPPA providing funding support for individuals to take the CEFP and EFP, many members are taking advantage of this offering. Many have chosen to do the program in groups and are working together to ensure everyone is successful.

There continues to be discussion at APPA with implementing the Emerging Professionals Summit and Senior Facilities Officer summit to the regional level. This initiative has not been completed at this level to date, however, conversations continue to be had as to the value that would be gained and if it would be possible.

Initiatives

The professional development committee continues to try and encourage members to attend the APPA U Graduate program. After completing the Institute and Leadership Academy, members are encouraged to check out the graduate program. The program is led by senior facilities personnel and they would gain valuable knowledge from attending such an event.

The Professional development committee continues to try and connect with new and existing members on a personal level. APPA has found that new members have a large appetite for educational training related to facilities management. In most cases, members attend one APPA conference or a regional conference and we don't personally connect with these members to provide them with information on educational offerings. Therefore, the PD committee initiatives stem around adding that personal touch to members that include the following:

- Sending a follow-up email to new members or existing members that take toolkit or another program. This will include highlighting other educational opportunities that exist within the APPA structure and communicating to them the scholarship opportunities that also exist.

The Professional Development committee continues to look at the first time attendees reception as a good avenue to connect with new members. We recognize that this is our first opportunity to provide information on what PD programs exist within APPA. These receptions happen all over the country at the regional levels, therefore, the PD committee is looking at sending a designated PD committee rep to help run these receptions and to help retrieve valuable information that can be brought back to the committee. This initiative is still being planned and will hopefully be implemented in 2019.

In addition to the initiatives highlighted above, the PD group continues to look at more effective ways of marketing PD opportunities throughout APPA. We would like to use social media to follow-up with recent attendees and provide them with a clear path across their APPA journey. It was discussed that we might use Employee Appreciation Day as a way where we could send out an email to members where it states the educational opportunities that exist and offer a discount to encourage those who might be on the fence to sign up. It would promote a reinvestment into the membership, a great gift for Employee Appreciation Day.

Finally, the PD group is working to look at the future of professional development in both the trainer and faculty networks. It is vital that APPA and the PD committee work together to establish a trainer pipeline system for both the Institute and Leadership Academy. Failure to do so could have long term impact on the level of course offerings available to our membership.

Effectiveness

There still is a need from ERAPPA membership and other ERAPPA PD committee reps for names of those who are attending local chapter meetings or taking course offerings provided by the local chapter. In order for APPA PD to have that personal touch and to know who is attending on a regular basis for future follow-up, we need local representatives to be sending names through to myself to ensure that follow-up emails or phone calls can be made. We need to work together to ensure that our membership

is fully aware of the course offerings and conferences that exist within APPA, ERAPPA, and their local chapter. If this piece doesn't happen, all initiatives above will not be successful.

Atlantic Provinces Chapter

AAPPA

Craig Hickey, Chapter President
University of New Brunswick



1. The Leadership

President	Craig Hickey	University of New Brunswick
VP Professional Development	Neil MacEachern	Mt. Allison University
VP Membership and Treasurer	Marina Clayton-Therault	Dalhousie University
VP Communications Technology & Secretary	Bruce MacNeil	Mount Saint Vincent University

2. Chapter Governance

AAPPA By-Laws, modeled after those of ERAPPA, were adopted in 2003 and can be found on our website which is located at www.erappa.org/AAPPA. Revisions to the AAPPA bylaws were approved at the 2015 Spring Business Meeting.

In May 2018, Craig Hickey was elected as president, Neil MacEachern was elected VP Professional Development and Bruce MacNeil accepted a one year term to replace Craig as VP Communications/Technology & Secretary as he stepped down to run for president.

3. Chapter Events in 2017-2018

2017 AAPPA Annual Conference. With over 90 attendees, representing institutional members and business partners, the annual fall conference was once again a huge success. It was held at the Delta Halifax Hotel located in downtown Halifax, and featured a keynote speaker as well as a day and a half of educational sessions offered through three tracks. As well, immediately preceding the conference, AAPPA offered the Leadership Academy Track One to over 20 chapter members. The delivery of this program locally, combined with AAPPA subsidizing the tuition, made for a highly successful, accessible and affordable educational offering to our members.

2018 Spring Business Meeting - The annual Spring Business Meeting was held this past May at the Mt. Allison University, located in Sackville, New Brunswick.

4. Meetings Planned for 2018-2019

2018 Professional Development Conference. The Fall Professional Development Conference will be held in Halifax, Nova Scotia on November 8th - 9th, 2018. The keynote speaker and track presentations are currently being reviewed and final selections will be made soon. In addition to the conference, AAPPA is very pleased to be able to offer to our chapter members, the Leadership Academy Track 2 this year. It will be presented immediately preceding the conference from November 5th – 7th in Halifax, Nova Scotia. The local delivery of this program ties into both AAPPA's

and ERAPPA's strategic goals of making educational opportunities accessible to our members. Once again AAPPA will offer a tuition subsidy to assist in defraying the cost to delegates to this program.

2019 Spring Business Meeting - The 2019 spring business meeting will be held at Holland College, Charlottetown, PEI on May 30th and 31st.

5. Membership

No Fee Spring Meeting - At this time there is no requirement for our institutions to pay a registration fee to attend the spring meetings. This is possible due to the generous support from our host institutions and business partners.

6. Scholarships

AAPPA provides educational support to our members by including \$5,000 APPA Program tuition subsidy in our operating budget. This subsidy is applied to the cost to host the APPA Leadership Academy program to reduce the registration cost per delegate.

7. Awards and Recognition

Arthur Walsh received a Chapter Champion Award and Jeff Lamb received APPA Emeritus status.

8. Major Initiatives

AAPPA is organizing ERAPPA 2020 and have selected Saint John, NB as the host city and Greg Clayton and Kevin Simpson as co-chairs for the conference. Agenda Managers out of Halifax NS have been selected as conference planners and the co-chairs for the various planning committees have been selected.

AAPPA will be hosting APPA's Leadership Academy Track 2 this fall.

9. Major Areas of Concern

No major concerns to report this year.

10. Finances and Chapter Dues

The AAPPA financial position remained strong at year-ended March 31, 2018. As the chapter does not collect membership dues, the only source of revenue was that generated through the fall professional development conference and APPA Leadership Training programs. AAPPA expenses were primarily those associated with the fall professional development as well as board meeting expenses, website renewal and bank fees. AAPPA's current retained equity was largely realized through hosting the ERAPPA 2011 Annual Conference. Our long-term financial plan is to draw down this retained equity to deliver and support professional development within our chapter. It is anticipated at this rate there will remain sufficient working capital for when we next host the ERAPPA annual conference, at which time we will replenish our equity for the purpose of continuing our professional development mandate.

11. Event Formats and Costs

The Annual Spring Business Meeting is held over two consecutive half days and is hosted by a chapter institution. The first day includes a business meeting, working lunch, and informational

presentations, followed by a campus tour. The second day consists of additional informational presentations followed by roundtable discussions and a tour of a local attraction. Costs are borne by the host institution and/or through corporate sponsorship, as there are no registration fees.

The Fall Professional Development Conference is held in Halifax over two consecutive half days (noon-5PM and 8 AM–noon) minimizing delegate attendance costs, requiring only one overnight, but still providing an opportunity for an evening banquet and networking. The first day is comprised of a keynote speaker and breakout sessions followed by a dinner that evening for attendees and guests. The morning of the second day included breakout sessions and roundtable discussions. Costs include the usual: professional speaker (including travel/accommodations), venue, AV rental, food, and attendee conference kits. The registration fee for institutional members was \$200 per delegate in 2017.

12. Business Partner Relationships

Business Partners can attend the fall conference and are welcome to sit in on the training sessions as well as attend the evening dinner to enhance networking opportunities. There is no Hall of Resources at the fall conference.

The sponsorship fee for the fall conference in 2016 was \$1,300.

Delaware Valley Chapter DVAPPA

Dawn Barnett, Chapter President
Cabrini University



1. Chapter Leadership

President	Dawn Barnett	Cabrini University
Vice President	Jeff Brown	Immaculata University
Secretary	Jon Brighton	Temple University
Treasurer	Amber Donato	Moravian College
Professional Development	Tim Korn	Muhlenberg College
Membership	Andy Feick	Temple University
Technology & Communications	David Rabold	Muhlenberg College
Webmaster	David Rabold	Muhlenberg College
Business Partner Liaison	Leslie Whitby	Stantec

2. Chapter Governance

In April Michael Patterson retired from Bucknell University and his position on the DVAPPA Board also came to an end. Mike's time on the Board included countless hours organizing professional development for both DVAPPA/ERAPPA events and serving as Board President and Past President. We thank Mike for his years of service and will miss his friendly smile at our meetings.

3. Chapter Events

In February DVAPPA held a winter meeting at Immaculata University where PECO Energy presented their "Smart Ideas" program and their mobile application designed to help customers track utility usage patterns. A representative from Constellation Energy also offered an overview of the current state of the energy market including future trends.

This past June DVAPPA held a Spring meeting at Citizen's Bank Park the home of the Philadelphia Phillies. Representatives from Ewing Cole Architects presented "Phased Renovations at the Phillies Ball Park". The park is fourteen years old now and was in need of a refresh to enhance the fan experience. Following the presentation, a tour of the renovated spaces, dugouts and player locker rooms was offered to everyone.

4. Chapter Events Planned 2018

Our Fall meeting is tentatively scheduled to be held at De Sales University in Lehigh County, Pennsylvania.

The Board is still reviewing options for the Winter meeting and next Spring we are anxious to partner again with KAPPA in a central location.

5. Membership

Institutional Membership:

The Chapter's 2017-2018 Institutional membership is currently at 74 total members. We have picked up a few new institutional members since waiving the institutional membership free last year.

Business Partners Membership:

The Chapter's business partner membership is currently at 73.

6. Scholarships

The two \$2,500 DVAPPA scholarships, to cover expenditures related to tuition, hotel and/or travel for APPA educational events/programs, are available annually. The applications period is open through September 1st and applications can be found on the DVAPPA website. Back in December we awarded one DVAPPA scholarship to be used for a Tool Kit session sometime this year.

7. Major Initiatives

- Increase institutional membership to foster improved collaboration, best practice sharing while also offering increased exposure to business partners.
- The Chapter now has a social media presence, follow us on LinkedIn, Twitter, Instagram and Facebook. Our goal now is to post to all platforms weekly.
- Offer relevant professional and social opportunities to our membership
- Hire a conference planner and organize a Host Committee for ERAPPA 2021

8. Major Areas of Concern

Although we have made progress this past year with recruiting new institutional members, we continue to struggle with engaging facilities professionals to serve in Chapter leadership roles.

Keystone Chapter KAPPA

Jim Miller, Chapter President
Washington & Jefferson College



1. Chapter Leadership

President	Jim Miller	Washington & Jefferson College
1st Vice President	Phillip Melnick	Penn State University Park
2 nd Vice President	George Papuga	Carnegie Mellon University
Past President	Daniel Barlup	Penn State Harrisburg
Treasurer	Thomas Thornton	Carnegie Mellon University
Secretary	Shannon Wetzel	Carnegie Mellon University
Director	Kevin Bevenour	Penn State York
Director	Robert Unger	Pennsylvania State System of Higher Education
Director	Greg Black	Millersville University

ERAPPA Committee Representatives

Chapter Affairs	Jim Miller	Washington & Jefferson College
Prof. Development	Robert Unger	PASSHE
Membership	Daniel Barlup	Penn State Harrisburg
Technology	Rick Phillips	Penn State University Park

2. Chapter Governance

Nothing to report

3. Chapter Events

Board of Directors meetings are scheduled between our bi-annual meetings, and are used to plan the upcoming meetings and conduct organizational business to continue to better the chapter.

Spring 2018 meeting was held at the Penn State State College, Pa. We had over 230 attendees, we had a great Keynote message and conducted nine sessions on the second day of white paper presentations. The annual business meeting was conducted and new officers were elected.

The fall 2018 meeting is scheduled for October 22-23, 2018 in Cranberry, PA at the Pittsburgh Marriott North Conference Center. We plan on having a keynote speaker and nine educational sessions on the second day.

4. Chapter Events Planned 2019

Spring meeting to be held on March 12-13, 2019 at the Marriott Lancaster at Penn Square in Lancaster, Pa

5. Hosting for ERAPPA

The KAPPA board and ERAPPA 2019 committee continues their planning efforts for the meeting to be held in the Fall of 2019 in Erie, Pa.

6. Membership

We continue to have strong showings at our annual meetings. We encourage new institutional membership and offer first time attendee scholarships for institutional meetings

7. Scholarships

KAPPA offers the Norman H. Bedell Annual Scholarship towards the many professional development opportunities that Erappa and APPA offers. Awards are distributed at the annual spring meeting. Applications for scholarships are available on our web site.

8. Major Initiatives

Membership: The chapter continues to promote institutional membership growth as well as further expand our business partner relationships.

Educational Needs: The Chapter continues to provide informative speakers to our membership and diligently searches for relevant keynote speakers for our sessions.

9. Areas of Concern

Our chapter strives to provide affordable meetings that offer exceptional value for networking with business partners and institutional members. The chapter continues to search for new and creative programs to engage our members and develop new professional relationships.

MARYLAND-DC CHAPTER MD/DC APPA

Julius Williams, Chapter President
University of Maryland College Park



1. Chapter Leadership

President	Julius Williams	University of Maryland College Park
President-Elect	Kelly Geishauser	The Catholic University of America
Past (Past) President	Sheri Vucci	Smithsonian Institution
Treasurer	Douglas Fairley	American University
Secretary	Colleen Kirby	Salisbury University
Third Term Director	Mary Grube	St. Mary's College of Maryland
Third Term Director	Chris Vetick	The Catholic University of America
Second Term Director	Jimmy Burcham	University of Maryland College Park
Second Term Director	Jason Sawyer	Smithsonian Institution
First Term Director	Daren Kennedy	Smithsonian Institution
First Term Director	Quajalyn Amos	University of Maryland College Park

ERAPPA Committee Representatives

Chapter Affairs	Julius Williams	University of Maryland College Park
Professional Development	Mary Grube	St. Mary's College of Maryland
Membership	Chuck Bagley	University of Maryland College Park
Technology	Jason Sawyer	Smithsonian Institution

APPA Committee Representatives

No Representatives

2. Chapter Governance

Bylaws were last revised June 2014. No changes since the last report.

3. Chapter Events July 2017-August 2018

Board of Director Meetings & Conference Calls

- Planning Meetings:
 - February 23, 2018 - Planning Meeting for Spring and Summer Program @ University of Maryland College Park
 - June 13, 2018 – Annual Planning Meeting @ Rocky Gap Lodge
- Conference Calls (July 2017to August 2018)
 - Monthly – noon on the first Monday of each month

ERAPPA 2017. MD/DC APPA Hosted the ERAPPA Annual Conference October 29 through November 1, 2017 at the Omi Shoreham in Washington, DC. The event was a huge success and was the baseline for APPA-U hosting their Fall 2018 program at the Omni Shoreham.

Fall 2017 Educational Program. December 1, 2017 the Fall Educational Program was held at the Maryland Institute College of Art in Baltimore, Maryland. The meeting was well attended with approximately 50 participants. Topics included: “Mentoring – What is it and are you ready?” and “Making Facility Condition Assessments Matter.”

Chapter elections took place, electing two First Term Directors: David Dent/George Washington University and Daren Kennedy/Smithsonian Institution. Colleen Kirby/Salisbury University was elected as Secretary and Kelly Geishauser/Catholic University was elected as President-Elect. David Dent/George Washington University left the Board due to workload and Chris Vetick/Catholic University left the Board after accepting a new position with another organization.

NFM&T. March 2017, the Chapter was invited to host a booth at the 2017 National Facilities Management & Technology Expo (NFM&T) in Baltimore, Maryland. However, due to inclement weather, the Board decided to forgo this event for the safety of the Board.

Spring 2018 Educational Program. March 23, 2018, the Spring Educational Program was held at University of Maryland – Institute for Bioscience and Biotechnology. Approximately 50 participants attended the meeting. Topics for the meeting were: “ASHRAE Guideline 22 – What Can it Do For You?” and “The Benefits of Drones in Evaluating the Building Enclosure.”

2018 Annual Two-Day Chapter Educational Program. This was the Chapter’s 18th Annual Summer Program. Held June 14 and June 15, 2018, at the Rocky Gap Lodge in Cumberland, MD. The program was successful with approximately 100 registrants and thirteen business sponsors. Topics included: “Leadership for 2020”, “The Facility Manager’s Keys to Active Shooter/Assailant Preparedness in the 21st Century” and “The Economics of Facilities Management, How to Think like an Economist”.

4. Chapter Events Planned 2018-2019

Fall Educational Program: Smithsonian African American Museum in Washington, D.C., scheduled for November 2, 2018; topics to be determined.

Spring Educational Program: Date and location TBD

Annual Two-Day Educational Program. June 13-14, 2018 – Rocky Gap Resort, Cumberland, MD.

5. Membership

Our Institutional Membership numbers are increasing slightly. We continue to work at recruiting new members including K-12 and community colleges, and re-engaging institutions that have declined in participation.

6. Scholarships

Presently, three MD/DC scholarships are awarded each year, selected from the pool applicants generated by the ERAPPA scholarship process. Scholarships can be used for the APPA Institute, Leadership Academy, Supervisors Toolkit, and the APPA Credentialing Program.

7. Awards and Recognition

Nancy Yeroshefsky, University of Maryland College Park, recognized as an “Emeritus Member” with ERAPPA in 2017.

8. Major Initiatives

Membership. The Chapter continues to develop membership by establishing personal contacts and engaging institutions within the MD/DC region.

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

Technology. The Chapter worked on the development of a template for the annual meeting website and is using it for the first time for 2017.

9. Major Areas of Concern

None at this time

NEW JERSEY CHAPTER NJAPPA

Todd Miller, Chapter President
New Jersey Institute of Technology



1. Chapter Leadership

President	Todd Miller	New Jersey Institute of Technology
President-Elect	vacant	
Past (Past) President	Charles Nieves	New Jersey Institute of Technology
Treasurer	Yohanna Alcantara	Rutgers University
Director	Joana Dos Santos	Montclair State University
Director	Patty Smith	The College of New Jersey
Director	Lavone Broxton	Montclair State University
Director	Mike Rea	Rider University
Secretary	Steve Dubiago	Rutgers University

ERAPPA Committee Representatives

Chapter Affairs	Todd Miller	New Jersey Institute of Technology
Professional Development	Joana Dos Santos	Montclair State University
Membership	Todd Miller	New Jersey Institute of Technology
Technology & Communications	Lavone Broxton	Montclair State University

APPA Committee Representatives

No Representatives

2. Chapter Governance

NJAPPA voted to modify the By-Laws of the Institution at the fall 2017 membership meeting. NJAPPA defined its business partner representation on the Board. The By-Laws appear on the Chapter website at <http://www.erappa.org/NJAPPA/constitution-a-bylaws.html>

3. Current Year Meetings

Fall 2017 Membership Meeting	Kean University Union, NJ October 20, 2017 103 attendees Presentations by: Maser – 3D Laser Scanning Fundamentals Regina Clark – “Innovate or Perish”
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Spring 2018 Membership Meeting Rider University

Lawrenceville, NJ
 June 15, 2018
 78 attendees
 Presentations by:
 Steward Green – “How Drones Are Helping Facilities Management Professionals Manage Better”
 Rider University – “Beyond data Driven Decision Making or Outsourcing Facilities”

Spring 2018 Conference

Stockton Seaview Resort
 Galloway, NJ
 April 18 - 20, 2018
 108 Attendees
 Keynote Speaker – Steve Gilliland – “Making a Difference”
 Plenary Speaker – Frank Pessolano & Dianne Gravatt – “Our Toxic Workforce”
 All Risk – “Performing in the Perfect Storm: Proactive Mold Management on Campus”
 Stockton University – “Stockton University Gateway”
 Team Building Event – “Pipeline”
 NK Architects/Vanderweil Engineers/VJ Associates – “Renovate, Transform or Knockdown? Considerations for Addressing Aged Buildings and Facility Renewal”

4. Upcoming Year Meetings

Fall 2018 Membership Meeting Drew University
 October 26, 2018
 General Membership Meeting

ERAPPA 2018 “Revitalize”
 Manchester, NH
 September 30 – October 3

5. Upcoming ERAPPA Conference

The NJAPPA Board will be attending the 2017 ERAPPA annual conference in Washington, DC.

6. Membership

NJAPPA membership has remained relatively flat over the past year. We have been somewhat successful in reaching out again to the Community Colleges to encourage participation at meetings and events. We have continued to use scholarships to encourage attendance from non-member institutions, which has been successful.

7. Scholarships

The Chapter awarded three scholarships through a competitive application process enabling institutional members to attend our annual Spring Conference. Individuals that had not attended an NJAPPA Spring Conference in recent years were selected to receive scholarships. The Chapter expects to award up to 5 scholarships for attendance at the ERAPPA annual conference. We will evaluate the need for scholarships to future NJAPPA events on a case-by-case basis.

8. Awards and Recognition

Dianne Gravatt was awarded Emeritus status and received a plaque of recognition for her years of service to NJAPPA at her retirement party. NJAPPA also established an annual scholarship in Dianne's name. NJAPPA will miss Dianne's leadership and style on the Board of Directors, but we wish her well in her new endeavors.

9. Major Initiatives

The NJAPPA chapter is currently focusing on our institutional membership. Efforts are being focused to recruit new board members to help fill open board positions and keep the chapter strong.

10. Major Areas of Concern

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

11. Finances and Chapter Dues

The NJAPPA Chapter is financially sound, having hosted successful annual conferences and making sound decisions on spending. Membership dues are nominal at \$100 per year for the NJAPPA Chapter institutional members and \$200 for business partners.

12. Annual Meeting and Educational Session Formats and Costs

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

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

13. Business Partner Relationships

Business Partner Support remains very strong. This past year we established a bylaw modification where business partner representatives will be elected to staggered terms. This will help to ensure consistent business partner representation each year.

NORTHERN NEW ENGLAND CHAPTER NNECERAPPA

Paul Campo, Chapter President
University of Vermont



1. Chapter Leadership

President	Paul Campo	University of Vermont
Vice President	Connie Simmons	Phillips Exeter Academy
Secretary/Treasurer	Jessica Picard	University of Southern Maine
Maine State Director	Jason Morin	Bates College
New Hampshire State Director	Marc Guertin	Southern New Hampshire
Vermont Director	Tom Baker	Norwich University
Ex-Officio/Past President	John J O'Shaughnessy	St. Paul's School

Committee Representatives

Membership Chair	Kathy Kokin	Phillips Exeter Academy
Professional Development Chair	Doug Plummer	Kimball Union Academy
Business Partner Chair	Rich Wolbach	University of Vermont
Technology Chair	Billy Gagnon	Phillips Exeter Academy
Emeriti Chair	Hank Dozier	Retired
Business Partner Liaison	Kathryn Risotti	Genesan

ERAPPA Committee Representatives

Chapter Affairs	Paul Campo
Professional Development	Doug Plummer
Membership	Kathy Kokin
Technology	Billy Gagnon

2. Chapter Governance

No changes in chapter governance this year.

3. Chapter Events in 2018

Board Meetings & Conference Calls

- March 14-15 Chapter Conference 2018 Southern New Hampshire University/Derryfield School, NH
- April 6, 2018 Grounds Education Seminar at Norwich University Norwich, VT
- April 17 – 20 Supervisory Toolkit at Phillips Exeter Academy Exeter, NH
- July 15-16, 2018 Chapter Retreat Meeting @ Radisson Hotel & Expo Center Manchester, NH
- Conference Calls: Calls are held monthly

4. Chapter Events Planned 2019

March 11 & 12 Annual Spring 2019 Conference @ University of Vermont Burlington, VT

5. Hosting for Upcoming ERAPPA Conference

The NNECERAPPA Board is hosting the 2018 ERAPPA annual conference. John O'Shaughnessy and Connie Simmons are co-chairs for the conference. The location is Manchester, NH: September 30th – October 3rd 2018. The theme is "REVITALIZE"

6. Membership

Our Institutional Membership numbers are holding. We continue to work at recruiting new members including K-12 and community colleges.

7. Scholarships

Approx. \$14,000 in scholarships were given out to APPA, ERAPPA and NNECERAPPA events.

8. Award and Recognition

The Chapter continues to recognize long-term attendees through its pin recognition program. Recognitions are for 5 year, 10 year, 15 year, and 20+ year increments. An "Emeritus" status is also recognized

9. Major Initiatives

Membership: The Chapter continues to develop membership by establishing personal contracts through Business Partners and institutional members

Educational Needs: The Chapter ensures cutting edge sessions, and strives to provide AIA and other professional CEUs for the sessions. We are attempting to promote 1 to 2 educational drive-ins per year with our business partners

Technology: The chapter continues to update and refresh our webpage as needed. The chapter has committed to upgrading the website with Ogosense late in 2018

10. Major Areas of Concern

The major concern is the ramifications of changing from hosting 2 Chapter conferences per year to hosting 1 Chapter conference per year. The Chapter will continue to poll institutional members, host committees, business partners, and conference attendees to assess any potential negative impacts to the Chapter mission.

There has also continued to be significant changes to the Chapter's standing committees/officer positions and the Chapter will strive to bolster membership on these committees.

- Rick Battistoni stepped down as President (Spring 2018). As Vice President, Paul Campo assumed leadership
- Connie Simmons accepted the role of interim Vice President
- Gary Harper stepped down at the NH Director and Marc Guertin has assumed his position
- Tim Garland stepped down as Technology Chair and Billy Gagnon assumed his position
- Rick Battistoni's position in Professional Development was assumed by Doug Plummer

New York Chapter NYAPPA

Paul Wurster, Chapter President
Dormitory Authority of New York State



1. Chapter Leadership

President	Paul Wurster	Dormitory Authority of New York State
1st Vice President	Kim Nelson	State University of New York at New Paltz
2 nd Vice President	Rex Giardine	State University of New York at ESF
Past President	Barry McHugh	University of Rochester
Past President	John Shupe	State University of New York at New Paltz
Past President	George Stooks	State University of New York at Geneseo
Past President	Robert Britton	Nathan Littauer Hospital & Nursing Home
Treasurer	Mike LaPoint	Nazareth College
Secretary	Barry McHugh	University of Rochester
Director	Greg Lischke	Ithaca College
Director	John Moore	Rochester Institute of Technology
Director	Mark Frost	Siena College
Director	Andrew Germain	Cornell University
Director	Tim Carey	Ithaca College
Director	Derek Sylvester	Rochester Institute of Technology
Alt Director	Bridgette Anderson	Dutchess Community College
Alt Director	Zachariah Newswanger	State University of New York at Cortland
Alt Director	Catherine Ahern	Finger Lakes Community College

ERAPPA Committee Representatives

Chapter Affairs	Paul Wurster	Dormitory Authority of New York State
Prof. Development	Andrew Germain	Cornell University
Membership	George Stooks	State University of New York at Geneseo
Technology	John Moore	Rochester Institute of Technology

2. Chapter Governance

None at this time.

3. Chapter Events:

Board of Directors meetings are scheduled at the Summer and Winter NYAPPA/SUNY PPAA conferences, Fall ERAPPA conference, and other times (Spring for example) as schedules permit. In 2018, the Spring meeting was held along with a two-day drive-in series. Our meetings are used to plan and conduct organizational business to continue to grow and engage the chapter.

5. Chapter Events Planned 2018

Fall meeting to be held on October 1, 2018 at the ERAPPA conference in Manchester, NH.

6. Hosting for ERAPPA

The NYAPA board has already begun discussing our initial thoughts for the ERAPPA 2022 conference. The NYAPPA board is working with an event planner to shortlist potential locations and develop and RFP. The ERAPPA 2022 committee will be engaged shortly to further our plans.

7. Membership

We continue to have strong showings at our meetings, but are always encouraging new membership. at this time

8. Scholarships

NYAPPA offers Annual Scholarships as follows:

- ✓ ERAPPA Yearly Meeting / Conference Scholarship
 - Number: 2 per year.
- ✓ NY State Educational Scholarships.
 - Number: up to 20 per year.
- ✓ NYAPPA/SUNYPPAA Summer Conference Scholarship
 - Number: 5 per year.
- ✓ APPA Institute for Facilities Management
 - Number: 1 per year.

9. Major Initiatives

Membership: The chapter continues to want to grow by gaining new institutional members and discussing the potential development of business partner relationships.

Educational Needs: The Chapter continues to engage the membership through Summer and Winter conferences, supplemented by 1-day drive-ins during the spring.

10. Major Areas of Concern

Our chapter strives to keep our meetings affordable and show a tangible value in networking and education, we want the meetings to be a valuable use of time. The chapter is looking for new and creative ways to engage our membership while developing new relationships and (participating) members.

ONTARIO CHAPTER OAPPA

Hugh Briggs, Chapter President
Lakehead University



1. Chapter Leadership

President	Hugh Briggs	Lakehead University
Past President	Paul Martin	Western University
Vice-President	John Witjes	Queen's University
Secretary	Brad Parkes	Laurentian University
Treasurer	Claudia Runciman	Guelph University
Energy Committee Chair	Nathan Splinter	Queen's University

ERAPPA Committee Representatives

ERAPPA Board	vacant	
Technology & Communications	Gordon Robins	University of Toronto
Chapter Affairs	Hugh Briggs	LakeHead University
Professional Development	Kevin Gallinger	Carleton University
Membership	Ron Ogata	York University

2. Chapter Governance

There has been a change in the structure since the last report. The position of Vice President / Secretary has been split into two positions.

3. Quarterly Meetings

Directors

- September 20, 2018 – at York University
- December 13, 2018 – at York University
- March 28, 2019 – at York University
- May 31, 201 – at University of Toronto

Energy Committee

- September 19, 2018 – Ryerson University
- December 12, 2018 – Ryerson University
- March 27, 2019 – at Ryerson University

4. Annual Conference

OAPPA 2019 – May 28 till May 31 at University of Toronto St. George

5. Chapter Events Planned 2016-2017

Directors

- September 20, 2018 – at York University
- December 13, 2018 – at York University
- March 28, 2019 – at York University
- May 31, 201 – at University of Toronto

Energy Committee

- September 19, 2018 – Ryerson University
- December 12, 2018 – Ryerson University
- March 27, 2019 – at Ryerson University

Annual Conference

- May 28 till May 31 – at University of Toronto St. George

5. Membership

- a. Membership is stable and the participation rate is very good.
- b. OCFMA and OAPPA continue to hold joint meetings for the Energy Committees
- c. This year OCFMA and OAPPA are looking at how PD events can be adjusted to meet both the needs of the colleges and universities.

6. Scholarships/Awards and Recognition

Nothing to report.

7. Major Initiatives

Ontario Cap & Trade (tax on carbon) has been shelved by the new government elected this past spring. The Universities and Colleges funding for the sector to help move us to a GHG free environment was awarded and work is underway. The exit of Ontario from the carbon market continues to be a challenge and potential expense.

Education sessions on Cap & Trade have occurred at all meetings involving both colleges and universities

Lobbying the Ontario government on a number of issues:

- Changes to the Lien and construction act - Prompt payment to contractors and sub-contractors

- Cap & Trade – exit of Ontario from the market and impacts to post-secondary sector
- Energy reporting
- Changes to the Waste and Recycling regulations
- Changes to the Boiler and Pressure Vessel regulations
- Changes to the definition of Class A accounts for electricity use

Ontario College Facilities Management Association OCFMA

Tim Schill, Chapter Chair
Conestoga College



1. Chapter Leadership

Chairperson	Tim Schill	Conestoga College
Chairperson Elect	Vacant	
Past Chairperson	Anthony Cupido	Mohawk College
Treasurer	Brent Thomas	Lampton College
Secretary	Janneke Nicholls	Cambrian College

2. Chapter Governance

Colleges Ontario is the advocacy and outreach association of Ontario Colleges. OCFMA is a coordinating committee operating within the framework provided by Colleges Ontario and reports to the Administrative Services Coordinating Committee (ASCC). The Association operates under member-approved Terms of Reference which underwent significant changes in 2010. No changes since the last report.

3. Chapter Events in 2017-2018

OCFMA PD Conference was held in Ottawa June 4-6, 2017.

New Construction Act Seminar for all Colleges March 20, 2018

OCFMA professional development workshop held in Toronto June 11-13, 2018

- **Executive Committee Meetings.**

Mon	Feb. 12, 2018	All Directors Toronto, Humber College - Routine Business Matters.
Mon	Aug. 20, 2018	All Directors Toronto, Humber College - Routine Business Matters.
Mon	Oct. 15, 2018	All Directors Toronto, Humber College - Routine Business Matters
Mon	Dec. 3, 2018	All Directors Toronto, Humber College - Routine Business Matters

4. Chapter Events Planned In 2017-2018

Bi-annual Association's Annual General Meeting (AGM) is now held at the bi-annual ASCC Conference. The scheduled date is fall 2019, location TBD

Executive Committee/Directors Meetings

- These meetings are held bi-monthly and are primarily for member college's Facility Directors and others invited at their discretion.

ERAPPA 2017 Annual Conference

OCFMA members participated in the ERAPPA 2017 Annual Conference Oct 29 – Nov 1, 2017 in Washington, DC.

OCFMA Chair Tim Schill attended the 2018 midyear meeting April 4-6 2018 in Manchester NH

5. Membership

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

6. Scholarships & Awards

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

7. Major Initiatives

Strategic Plan - Implementation of the Association's Strategic Plan is ongoing and remains an OCFMA priority. This year we are continuing to focus on several items. The first is the on-going, system-wide update to the VFA (deferred maintenance) data base, this initiative is led by a steering committee from 4 Colleges (Algonquin, Cambrian, Humber and Fanshawe). This initiative is going well as all Colleges have begun their incremental yearly audits with some choosing to complete all their facilities in one year. The second is the maintenance of our newly developed data base of existing college space and a model for projecting requirements. Colleges complete a space utilization report every 3 years and under Colleges Ontario's direction will complete one in 2018. The Third Priority is to work more closely with OAPPA on professional development initiatives as well as increase our participation in ERAPPA. Roughly half the Colleges belong to ERAPPA and the goal is to have full participation over the next 3 years.

Greenhouse Gas Reduction Initiatives – All Colleges received greenhouse gas reduction funding under the Provincial GGRP. Aggressive funding timelines have required all colleges to accelerate planning, design and construction of these projects to meet the target of substantial completion for March, 2019. Many Colleges have also applied for Federal greenhouse gas reduction funding, successful proponents will know later this summer if their projects have been approved. As of this report there has been a change in Provincial government and the new regime is dismantling our cap and trade program that provides the funding for GGRP. It is unclear if/when/how funding will be restored for these initiatives.

OAPPA/OCFMA Energy Committee – This committee has been a huge success for both sectors using the combined resources to lobby governments for greenhouse gas reduction project funding as well as assist each other in load shedding and demand response strategies.

8. Major Areas of Concern

There is concern with the change in Provincial government with regards to promised increased funding for facility deferred maintenance over the next 3 years as well as the termination of the cap and trade program that supplies funds for our greenhouse gas reduction projects. Aside from that we will continue to be responsible stewards of our organizations facilities.

SOUTHERN NEW ENGLAND CHAPTER SNEAPPA

Chris Dupuis, Chapter President
CT State Colleges & Universities



1. The Leadership

President	Chris Dupuis	CT State Colleges & Universities
Vice President	Patricia Whitney	Framingham State University
Secretary	Melinda Lamoureux	Bridgewater State University
Treasurer	Jessica Abbott	University of Hartford
Past President	Keith Macdonald	Bridgewater State University
CT State Rep	Keith Woodward	Quinnipiac University
MA State Rep	Robert Aldrich	Miss Halls School
RI State Rep	Douglas Michael	University of Rhode Island
Webmasters	Peyton Gibson/John Marshall	University of Rhode Island

ERAPPA Committee Representatives

Chapter Affairs	Chris Dupuis	CT State Colleges & Universities
Prof. Development	Douglas Michael	University of Rhode Island
Membership	Melinda Lamoureux	Bridgewater State University
Technology	Peyton Gibson	University of Rhode Island

2. Chapter Governance

Bylaws were last revised in 2008 and are currently under review for potential revisions.

3. Chapter Events in 2018

The Chapter holds 3 meetings per year - Spring, Summer and Fall. Chapter meetings begin 8am to 9am with registration, continental breakfast, and networking. Before the educational portion of the program begins, the Chapter President and other Board Members provide business related updates. Two educational sessions along with additional networking are provided before lunch, followed by tours of the hosting campus or venue. Our meeting usually adjourns by 2:30pm.

1. March 2018 - Gillette Stadium – Foxboro, MA

- a. The first session was “A Day in the Life at Gillette Stadium”. The Facilities staff did a panel discussion on how they handle a wide variety of challenges when transitioning the stadium from football games on one day, to concerts and other events the next.
- b. The second session covered how facilities operations, event management and security staff use the latest technology and a robust data analytics system to drive efficiencies and their decision making process for both equipment and staff.

2. June 2018 – Endicott College

- a. The first session covered lessons learned and the approach used by Endicott to grow their campus from 800,000 gsf to 2,000,000gsf over a 10-year period, including different delivery methods to balance risk, delivery speed and costs.
- b. Second session had two offerings for more technical diversity: One covered Endicott's multi-faceted sustainability program efforts and the other covered lessons learned from a surprise DEP Hazardous Material Audit done on campus.

3. November 2018 – UMass Amherst

- a. First session "Energy Round Table" – How UMass has formed strategic partnerships to meets its GHG reduction goals, reduce operating costs and increase occupant comfort.
- b. Second session "Sustainability and Innovation" An inside look at the LEED Gold Wood Structure Design Building at UMass Amherst. A glulam timber structure with CLT composite flooring and shear walls.

4. Chapter Events for 2018 - 2019

- October 2018 Supervisors Tool Kit to be hosted by Eastern CT State University (ECSU)
- Spring 2019 mtg at ECSU; Summer 2019 mtg at Miss Halls School; Fall 2019 mtg at TBD

5. Membership

Attendance for all meetings has been strong with approximately 75-100 attendees. We continue to reach out to our constituency in an effort to provide educational programs that are relevant to our everyday professional responsibilities.

6. Scholarships and Awards

The Joseph D. Rubertone Scholarship Program offers four (4) \$2,500 scholarships each year to the SNEAPPA membership to promote continuing education. The Chapter fully supports APPA/ERAPPA credentialing efforts. This year SNEAPPA is hosting a Supervisors Tool Kit training at Eastern CT State University (ECSU) while significantly subsidizing the cost of the STK program with unused scholarship money to provide a cost effective training experience to a significant number of our members.

7. Finances and Dues

We do not charge an annual fee for membership which keeps participation inexpensive and easy. Additionally, we lowered our registration fees to \$60 per meeting last year to help keep our educational offerings affordable to our members. This cost model has improved our attendance at our meetings while still allowing us to sustain our chapter financially.

8. Business Partner Relationships

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

There has been a concerted effort to get business partners more active in the duties of the chapter by pairing a business partner with an officer or other institutional member to help complete duties. For example, a business partner was instrumental in helping us secure Gillette Stadium as the host site for our Spring 2018 event.