



ANNUAL REPORT

To Membership

2018- 2019



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ERAPPA BOARD 2018 – 2019

President	Arthur Walsh – Dalhousie University
President - Elect	Jessica Abbott – University of Hartford
Vice President, Professional Development	Mary Grube – St. Mary’s College of Maryland
Vice President, Membership	Patty Smith – Membership Consultant
Vice President, Annual Meetings	George Stooks – St. John Fisher College
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	Kevin Mann – Salisbury University
APPA Liaison to ERAPPA	Lander Medlin
Business Partner Representative	Amy Baker – DIGroup Architecture

ERAPPA Reps to APPA Committees 2018 – 2019

Awards and Recognition Committee	Jessica Abbott - SNEAPPA
Business Partner Advisory Committee	Amy Baker - NJAPPA
Information & Communication Committee	Jason Sawyer – MD/DC APPA
Membership & Community Engagement Committee	Marina Clayton-Therault - AAPPA
Professional Affairs Committee	Jessica Abbott - SNEAPPA
Professional Development Committee	Kevin Simpson - AAPPA



President's Message

Arthur Walsh, ERAPPA President 2018-2019

Dalhousie University

ERAPPA Colleagues and Friends-

I am proud to have served as your ERAPPA President this past year. My first involvement with the ERAPPA Board was in 2011 when I joined the Board as Treasurer. After serving six years in the capacity of Treasurer I was excited and humbled to be entrusted to undertake the Presidential track. My ERAPPA journey allowed me to not only be mentored by one, but seven ERAPPA Presidents, for that I am most fortunate. As President, one has an obligation to steward, guide, and grow the organization; ensuring its sustainability as a relevant organization. A responsibility that on the surface is very daunting. However, the very structure of our organization with its well defined and active chapters on one end, bookended with an exceptional International organization on the other and supported throughout with dedicated and able people serving on a variety of ERAPPA and APPA committees, in liaisons roles, and an extremely talented Board of Directors, made this a very manageable and rewarding experience. My personal thanks to each and everyone of you who have contributed to our organization. For those of you not currently involved in the operation of ERAPPA, should you decide to get involved, I promise you your involvement will make a significant difference to the organization and will grow you both personally and professionally.

My goal as President was to heighten the relationships and synergies across all levels of our organization; from the chapters, to the region, to International APPA. I'm pleased to report progress on this initiative, which I will highlight below.

Continuing education for the facility's profession is core to every activity undertaken by ERAPPA. Our work continued in this regard on many fronts:

Professional Development - The 2019 host committee, chaired by Beth Clark (Penn State University) and Pete Buchheit (University of Pittsburgh Bradford), have been tirelessly planning and organizing for over three years to bring you an exceptional conference filled with opportunities to grow your knowledge and professional network, equipping you to **Chart Your Course**. The host committee has been supported by all members of the Annual Meeting Committee and Professional Development Committee. As usual, ERAPPA in conjunction with our business partners will have awarded Ambassador Scholarships to our members to promote their attendance at this Annual Meeting. Important synergies were realized with the registration system. Through collaboration among the current host, the region, and APPA, we all will continue to benefit through the utilization of the APPA registration system, ensuring continuity of data from year to year.

APPA Credentialing – APPA has developed a unique delivery method of the CEFP (Certified Educational Facilities Professional), Pathway to Professionalism (P to P), an on-campus supported delivery method of the CEFP program. For several years ERAPPA has been providing scholarships to assist our members

in obtaining this credential. Considering the new delivery mechanism, ERAPPA has doubled the available scholarships, from 82 to 165. This investment will assist all of us in the promotion of the credential, while at the same time increasing its' accessibility to our members, enabling them to become certified. Another example of all levels of APPA working together.

Webinars – Through this last year the ERAPPA webinars have enjoyed continued growth and success. There are two main reasons for this: (1) the work and dedication of our Business Partner Liaison on the Board and (2) the synergy enjoyed by utilizing the APPA delivery platform for the delivery of our webinars. This is another example in which the region was able to bridge the gap between our members who benefit from the webinars, and APPA who has amassed considerable expertise in the delivery of the same.

Important work also continued in governance and administrative items:

Finances – ERAPPA remains fiscally strong. The Board, under the leadership of its' Treasurer, continues to act responsibly in executing our stewardship obligations. The Board endeavours to manage costs while limiting increases in fees, with a priority to direct expenses to those which will have greatest benefit to the membership. The Board is mindful of the limited resources within our institutions, and therefore has revisited the travel policy to ensure those representing ERAPPA on the Board, committees and liaison roles to APPA may do so without any financial burden to their employer; we feel this removes significant barriers from those wishing to serve the organization. This financial adjustment strengthens the ability of our members to work across all levels of APPA.

Our Treasurer has once again been very thorough in ensuring all insurances, federal tax-exempt filings and financial audits are fully executed, in protection of the organization. Although ultimately not advantageous, obtaining a sales tax-exempt status was also explored, in an effort to ensure ERAPPA minimizes costs in every way possible.

Virtual Presence – An exciting synergy has taken place regarding the website platforms utilized by APPA, ERAPPA, and many of our chapters; the move to the WordPress platform. This may create opportunities to move information across our websites. The Technology Committee has recently completed the development of an Annual Meeting website template to the new platform. This updates the previous version to the new platform and provides consistency and cost savings for future host committees. Currently underway is the redevelopment of the ERAPPA website to the WordPress platform. It truly has been my honour and pleasure to serve as your ERAPPA President this past year. The amount of support and commitment I experienced from all those involved was truly amazing! On behalf of the Board I extend my most sincere appreciation to all the volunteers who had work so hard on the accomplishments listed above and those you will read about in the various VP reports. This is an extraordinary organization, with extraordinary people giving generously of their time and talents. I am truly grateful!

Arthur Walsh
Dalhousie University
ERAPPA President 2018-2019

Chapter Affairs Committee

Andy Wilson, Vice President

Slippery Rock University



The ERAPPA Chapter Affairs Committee Representatives for 2018/19 are:

Craig Hickey	President Atlantic Provinces	AAPPA
Jon Brighton	President Delaware Valley Chapter	DVAPPA
Phillip Melnick	President Keystone Chapter	KAPPA
Kelly Geishauser	President Maryland-DC Chapter	MD/DC APPA
Todd Miller	President New Jersey Chapter	NJAPPA
Paul Campo	President Northern New England Chapter	NNECERAPPA
Paul Wurster	President New York Chapter	NYAPPA
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 2018/2019:

Dawn Barnett	Delaware Valley Chapter	DVAPPA
Jim Miller	Keystone Chapter	KAPPA
Julius Williams	Maryland/DC Chapter	MD/DC APPA

CHAPTER LEADERSHIP

There has been a number of changes at the president's level in our chapters. There are three new members. I am sure the new group will bring the same level of enthusiasm and provide impressive leadership to their chapter constituents. The presidents are representative of the usual strong leaders we have come to expect.

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

The chapter president's will have an opportunity to be the catalyst to promote the strategic plan at the chapter level along with other initiatives from the national to the local 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 Erie, Pa., 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 2019 provides not only a great educational product, but also time to enjoy the hospitality and history of the Erie. We will have the entire convention center and both adjoining hotels.

Technology and Communications Committee

Sheri Vucci, Vice President

Smithsonian Institution



The ERAPPA Technology & Communication Committee Representatives for 2018/19 are:

Bruce McNeil	Atlantic Provinces	AAPPA
Brett Fulton	Delaware Valley Chapter	DVAPPA
Erik Cagle	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
Rich McEvoy	Ontario Colleges	OCFMA
Gordon Robbins	Ontario Universities	OAPPA
Peyton Gibson	Southern New England Chapter	SNEAPPA
Debbie Crowe	Business Partner Liaison	

Outgoing Members during 2018/2019:

Bruce MacNeil	Atlantic Provinces	AAPPA
David Rabold	Delaware Valley Chapter	DVAPPA
Rick Phillips	Keystone Chapter	KAPPA

Host Committee Liaison

Web Sites for Hosts –

- Provide Guidance and support to KAPPA as they prepared for ERAPPA 2019.
- The 2019 Host Committee is now managing the website for ERAPPA 2019.
- 2020 Host Committee has been working with OgoSense to transition our conference website to a new platform (WordPress). The new and improved site will be launched at the opening of the 2019 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 previewing at the 2019 meeting.

Chapter Web Sites

- Migration of Chapter Web Sites
- ERAPPA is supporting the cost, up to \$4500, for all Chapters to migrate their websites to the new Word Press platform.
- Most all Chapters are taking advantage of this opportunity to migrate and refresh the content, look and feel of their sites. The final chapter to migrate was launched August 29th completing this project.
- Most chapters implemented an integration to allow for seamless addition of members to their chapter mailing lists and three are using their new websites as a meeting registration platform.

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

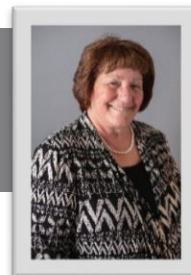
- Conference Call Hosting
- ERAPPA continues to offer hosting of conference calls for the ERAPPA Board, ERAPPA Committees, and Chapter use.

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 2019 Host Committee.

Membership Committee

Patty Smith, Vice President



The ERAPPA Membership Representatives for 2018/19 are:

Marina Theriault	Atlantic Provinces	AAPPA
Tyrone Dunston	Delaware Valley	DVAPPA
George Papuga	Keystone	KAPPA
Julius Williams	Maryland/DC	MDDCAPPA
Earl Farrell	New Jersey	NJAPPA
Kathy Kokin	Northern New England	NNECERAPPA
George Papuga	New York	NYAPPA
Alan Dunn	Ontario Colleges	OCFMA
Ron Ogata	Ontario Universities	OAPPA
Melinda Lamoureux	Southern New England	SNEAPPA
Tracey Hartford	Business Partner Representative	NNECERAPPA
Lander Medlin	Associate VP	APPA

Outgoing members and vacancies during 2018/2019:

Andy Feick	Delaware Valley	DVAPPA
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The Member and Community Engagement Committee met twice this year: (1) at the ERAPPA Annual Meeting in Manchester, NH and (2) during the ERAPPA Mid-Year Meeting in Erie, PA. Committee Business was conducted via telephone conference for remaining months. During both in-person meetings, the committee held joint meetings with the Professional Development Committee.

The year's focus was on:

- Renaming the Committee
- Reviewing of the Mission Statement for the Committee
- Adapting the new APPA initiative for engaging members
- Initiating a refreshed look on mentoring
- 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.
- Evaluating the merits of 2018's initiative of continuing engagement of FTAs by hosting breakfast tables for the FTA's at the Annual Meeting
- Creating an educational session for the 2019 Annual Conference

A. ERAPPA Membership Committee Name Change

APPA has charted a new course in engaging its membership. The national group has reenergized itself through its own reorganization and revitalization. Attracting member institutions has been rightfully guided towards learning. The erudition platform has evolved into recruiting and retaining its members by marketing learning as the primary reason to be an APPA member. The ERAPPA committee followed the APPA committee in a renaming its committee. With an ERAPPA Board approval and subsequent By-law change, the former Membership Committee has proudly been renamed to the ERAPPA Member and Community Engagement Committee.

B. Committee Review of Mission Statement

The Committee has determined that in synchrony with its name change, the mission statement will need revision. The Committee's discussion on the revised mission statement will include new language that targets its vital role in linking the educational needs of the membership to the goals and objectives that support the Board of Directors.

C. Adapting the New APPA Initiative

With APPA's strategic focus on providing membership with life-long learning opportunities through professional development, the Member and Community Engagement Committee reinforced its relationship with the Professional Development Committee. The two committees are working towards development of programs that can be within reach of chapters, either geographically or virtual. The joint committees are exploring ways and means to create professional development opportunities within chapters (communities) and seeking platforms for bringing its members together (community) to exchange ideas, processes, etc. that are vital to learning.

D. Mentoring

The concept of connecting experienced members who have grown within the profession with enthusiastic entry level professionals has existed within ERAPPA as a goal with learning opportunities as an objective for both groups. The Member and Community Engagement and the Professional Development Committees met briefly at the Mid-Year Meeting to brainstorm on this important task.

The groups got off to a great start and have created a PEP program. Professional Experience Partnership. In its infancy, the PEP program is the highlight of the committee's joint meeting in Erie, PA. Going forward, the committees will carve out the framework and create actionable plans to make this dream a reality. We have also enlisted the assistance of a young professional to join in the discussion.

E. Facility Manager Magazine

The Member and Community Engagement Committee fulfilled its volunteer role in submitting articles to the Facility Manager Magazine. Contributing committee members included Andy Feick and Marina Theriault.

F. First Time Attendee Reception

The Committee spent some valuable meeting time evaluating the 2018 reception and looked for ways to improve the event. 2018's new initiative included a group picture. For 2019, the Committee thought that reaching out to those who registered for the conference might be helpful.



Getting new attendees to the function is valuable as it 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.

The reception also 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.

During the 2018 meeting, a new activity occurred. The committee reserved tables for FTAs at the Monday and Tuesday morning breakfast and staffed the table. During the meal, the committee members asked the new attendees to share their experiences and offered some tips on how to best leverage their learning experiences while attending.

The Committee has committed to reserving the breakfast tables for 2019 as a means for the FTAs to share their conference experiences and to gather information that might be helpful in growing the PEP program.

G. Educational Session

A major initiative for the committee was the development of an educational session. The group acknowledges how overwhelming it is for a new member to understand the organizational structure of APPA, its regions, the chapters and how s/he fits in. An educational session, created by Andy Feick, Marina Theriault and Julius, was created, presented to the committee, and will be offered on Monday morning. The hope is that those who attend the session will learn how best to find out where they fit, how to access learning programs, and how to become engaged.

H. Scholarships and Recognition

- I. The Ambassador Scholarship program opened on April 1, 2019 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 2019 ERAPPA Ambassador Scholarship winners are:

Chapter	Last Name	First Name	Institution
AAPPA	Penny	Jayson	Dalhousie University
DVAPPA	Fulton	Brett	Muhlenberg College
KAPPA	Coleman	Davis	Penn State
KAPPA	Mumper	Mike	Lebanon College
KAPPA	Richards	Brian	CC Allegheny County
KAPPA	Roth	Michael	Penn State Harrisburg
KAPPA	Wenger	Douglas	Penn State
KAPPA	Bradley	David	Penn State
NJAPPA	Johnson	Josh	Mercer County College
SNAPA	Bergeron	Melissa	UMASS

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 2018 ERAPPA Educational Scholarship winners were:

Chapter	Last Name	First Name	Institution/Program
AAPPA	Graham	Roberta	St. Mary's University/STK
DVAPPA	Finnegan	Laurie	Misericordia/ALA
KAPPA	La Brozzi	Ryan	UPittsburg-Bradford/AIFM
MDC	McEaddy	Marcus	American U/AIFM
NNECERAPPA	McKay	Jeff	UMASS-Farmingdale/ALA

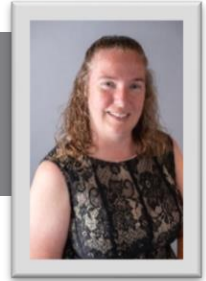
J. ERAPPA Member and Community Engagement Committee Goal Achievement

- ✓ 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.
- ✓ Created stronger alliances with the PD Committee to advance lifelong learning objectives and to initiate discussion on a new mentoring program called Professional Engagement Professionals (PEP)
- ✓ Contributed strong essays to the Membership Matters Section of the Facility Manager Publication.
- ✓ Supported the APPA Credentialing program through marketing at chapter level
- ✓ Continued to improve the First Time Attendees experiences by hosting the reception and breakfast programs to enrich the Annual Meeting experience.
- ✓ Presented an educational session at the 2019 conference.

Professional Development Committee

Mary Grube, Vice President

St. Mary's College of Maryland



The ERAPPA Professional Development Representatives for 2018/2019 are:

Neil MacEachern	Mount Allison University	AAPPA
John Camusi	Villanova University	DVAPPA
Bob Unger	PA State System of Higher Education	KAPPA
Charles Lavallee	The Catholic University of America	MD/DC APPA
Tim Pratt	Bates College	NNECERAPPA
Earl Farrell		NJAPPA
Andrew Germain	Cornell University	NYAPPA
VACANT		OAPPA
VACANT		OCFMA
Doug Michael	University of Rhode Island	SNEAPPA
Amy Baker	DI Group Architecture	Business Partner

Outgoing members during 2018/2019:

Doug Plummer	Kimball Union Academy	NNECERAPPA
Joana Dos Santos	Montclair State University	NJAPPA
Bob Unger	PA State System of Higher Education	KAPPA
Jeff Brown	Immaculate University	DVAPPA
Daren Kennedy	Smithsonian Institute	MD/DC APPA

The Professional Development Committee met twice this year:

At the ERAPPA Annual Meeting in Manchester, NH:

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 Erie, PA.:

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 26 one-hour sessions. One of the one-hour sessions is devoted to the Membership and Community Engagement Committee. In addition to our work with the Host PD Committee, we also met with Membership and Community Engagement Committee to discuss future

steps in developing a mentor/mentee program at the regional level. This conversation is in the beginning stages and will continue into the 2019/2020 year.

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, began working on beginning stages of re-branding the mentor/mentee program with the assistance of the Membership & Community Engagement Committee, and continued promoting APPA credentialing.

ERAPPA Initiatives:

Lunch & Learn Webinars – ERAPPA’s Lunch & Learn Webinars continue to be well received and well attended. Webinars were held in December 2018 (*Residence Facility Assistance – Students as the After-Hours Front Line of Defense*), February 2019 (*Good Design Must Be Maintained – Balancing Maintenance with Aesthetics*), May 2019 (*Developing Mold Literacy – Lessons Learned from Mold Crisis on Campus*), and August 2019 (*Trends in Classroom Configuration & Technology*).

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 Professional Development Committee began using the APPA platform for our webinars instead of CommPartners, this transition saves ERAPPA \$6,000 in funding annually as the APPA platform is no cost.

The PDC and Business Partner Committee have launched a specific "Calls for Papers 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 Erie, PA 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. From July 2018 to June 2019, 99 people from ERAPPA earned their credentials (30 EFP and 69 CEFP). Effective April 1, 2019 APPA eliminated the EFP certification and is now only offering the CEFP certification. Current EFP holders have until March 30, 2020 to take advantage of a free opportunity to convert their EFP to a CEFP.

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. ERAPPA did not host any Drive-In Workshops in the prior year.

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 September 9th – 13th 2018 in Washington, DC and January 13th – 17th in Ft. Worth, TX.

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 a number of platforms and mediums. All the fall 2018 and winter 2019 offerings were co-located with APPA U in Washington DC and Ft. Worth TX, and included: Navigating the Facilities Portfolio; ASHRAE's HVAC Design Level I; Leading Your Facilities Organization through an Age of Transformational Change; Building the Smart Campus – Successfully Employing Fault Detection & Diagnostics in the Campus Environment; and COAA Owner Training Institute Program.

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 2019 topic was, *Innovation in an Age of Disruption*, which addresses the fact that few higher education institutions are truly embracing innovation in the face of adaptive challenges.

Annual Meetings Committee

George Stooks, Vice President

St. John Fisher College



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

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)
Leslie Whitby	Stantec	DVAPPA (2021)
TBD	TBD	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.

ERAPPA 2019 is the second annual meeting using the APPA Annual Meeting registration. ERAPPA needs exceed those for registration for a typical APPA professional development event. Collaborative efforts between the 2019 event planning staff and APPA staff has generated improvement and we look forward to reviewing this in the “lessons learned” meeting in October. It is critical that if/when new event planners are under contract, and such is the case for ERAPPA 2020 in New Brunswick, that they work with the current planner to understand what is and is not included in the registration system.

Future Annual Meetings host committees are in place for the next year and ERAPPA 2021 host committee has recently seen some changes. The President of DVAPPA is working with us to recruit a new co-chair as we head to Erie. The site for 2021 has been selected as Valley Forge and 2022 will be in Verona New York. Co-chairs for 2022 should be determined at the annual meeting in Erie. Members in the SNEAPPA chapter should, in the next one to two 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.

Treasurer's Report

Phillip Melnick, Treasurer

Penn State University



ERAPPA Year-End Treasurer's Report July 1, 2018 – June 30, 2019

The 2018-2019 fiscal year resulted in a net financial profit in the amount of \$37,942. This is 185% positive difference from the \$44,508 loss that was budgeted.

Revenue from membership dues was 10.6% more than budgeted, while the 2018 Annual Meeting held in Manchester, N.H., generated revenue of \$132,172 or 3.8% less than what was budgeted. Combined, revenue was 3.4% over the budget amount.

ERAPPA continues to make a significant investment in our members, expending \$70,665 in scholarships and credentialing coupons. Additionally, ERAPPA pledged \$4,500 to each chapter to convert its web site to the WordPress platform and most chapters took advantage of that opportunity. ERAPPA invested over \$31,000 to upgrade the ERAPPA website, the Annual Meeting site, and the chapter websites.

Four chapters took advantage of the Partner's in Education (PIE) funding available, with grants of \$2,000 each awarded.

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, 2019 and the preparation and filing of the federally required annual 990 return.

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 \$66,965.

ERAPPA remains financially stable. There were no accounts payable for the period ending June 30, 2019. Scholarships payable of \$26,134 consist of scholarships awarded but not yet used and CEFP credentialing coupons purchased from APPA but not yet redeemed at year-end. There is deferred revenue \$66,827 for ERAPPA dues collected in 2018-19 by APPA for the 2019-20 fiscal year. The accounts receivable balance consists of seed funding loans advanced to future host committees. At June 30, 2019, our cash balance was \$571,390 with prepaid expenses of \$7,689, prepaid scholarships of \$1,600, accounts receivable of \$10,000 for an asset balance of \$594,199. This is an increase in our net asset position of \$69,676 over June 30, 2018.

ERAPPA's current assets are increased from those of last year. While welcome, the ERAPPA board had budgeted for a planned loss. The ERAPPA budget retains enough accumulated surpluses to protect the organization in the event of a financially unsuccessful annual meeting, while allowing ERAPPA to provide increased support to its chapters and members.

Respectfully Submitted;
Phillip Melnick CEFP, CRL
Treasurer

ERAPPA YEAR-END STATEMENT
July 1, 2018 - June 30, 2019

ITEM	BUDGET	Yr End TOTAL	Variance
REVENUE:			
Interest	300.00	423.47	123.47
Dues	136,643.00	151,256.50	14,613.50
Annual Meeting Proceeds	137,493.00	132,171.76	(5,321.24)
Sales (Misc Revenue)	-	-	-
TOTAL REVENUE	<u>274,436.00</u>	<u>283,851.73</u>	<u>9,415.73</u>
OPERATING EXPENSES:			
VP Annual Meetings			
Host Com Visits	1,900.00	1,040.42	859.58
Winter (Mid-Year) Meet - Co-hosts	5,600.00	7,816.61	(2,216.61)
sub-total	<u>7,500.00</u>	<u>8,857.03</u>	<u>(1,357.03)</u>
VP Chapter Affairs			
Winter (Mid-Year) Meet - CA Comm.	7,000.00	8,173.65	(1,173.65)
sub-total	<u>7,000.00</u>	<u>8,173.65</u>	<u>(1,173.65)</u>
VP Membership			
Winter (Mid-Year) Meet - Mem Comm.	7,700.00	9,704.58	(2,004.58)
Membership Initiative	3,500.00	2,712.50	787.50
sub-total	<u>11,200.00</u>	<u>12,417.08</u>	<u>(1,217.08)</u>
Board - Administration			
Miscellaneous	1,000.00	50.00	950.00
Travel- ERAPPA Annual Meeting	500.00	2,150.97	(1,650.97)
Travel - APPA Annual Meeting	6,000.00	3,317.63	2,682.37
Printing & Postage	1,200.00	1,582.88	(382.88)
Marketing	500.00	-	500.00
Insurance	3,500.00	3,567.67	(67.67)
Incorporation	30.00	25.00	5.00
Board Meet - Winter (Mid-Year) Meet	30,000.00	23,956.99	6,043.01
Board Meet - Summer	13,500.00	6,429.43	7,070.57
Board Meet - Annual	22,000.00	13,827.40	8,172.60
Bank Fees	750.00	315.00	435.00
Accounting Fees	13,000.00	3,935.00	9,065.00
Software Fees	400.00	838.66	(438.66)
Dues Collection Fees	13,664.00	15,125.28	(1,461.28)
Annual Meeting Expense	-	2,182.22	(2,182.22)
Commissions & Service Fees	3,000.00	1,918.20	1,081.80
Ad-Hoc Meetings - Conference Calls	4,500.00	4,106.67	393.33
sub-total	<u>113,544.00</u>	<u>83,329.00</u>	<u>30,215.00</u>
VP Technology-Communications			
Web Review & Development	65,000.00	31,037.77	33,962.23
Dropbox -Professional	1,200.00	-	1,200.00
Winter (Mid-Year) Meet - T&C Comm.	8,800.00	10,888.41	(2,088.41)
ERAPPA Communication	1,500.00	925.27	574.73
sub-total	<u>76,500.00</u>	<u>42,851.45</u>	<u>33,648.55</u>
Awards / Scholarships			
Scholarships & Expenses	20,000.00	18,115.00	1,885.00
Credentialing Scholarship	45,000.00	52,550.00	(7,550.00)
Ambassador Scholarship Top-Up	500.00	-	500.00
Student Ambassador Scholarship	-	-	-
Awards	2,000.00	4,192.39	(2,192.39)
sub-total	<u>67,500.00</u>	<u>74,857.39</u>	<u>(7,357.39)</u>
Professional Development			
Misc. Prof Develop. Expenses	-	999.00	(999.00)
Partners-in-Education Support (PIE)	7,000.00	8,000.00	(1,000.00)
Winter (Mid-Year) Meet - PD Comm.	7,700.00	6,425.05	1,274.95
PD Webinar Expense	6,000.00	-	6,000.00
Annual Meeting Grant	10,000.00	-	10,000.00
Toolkit Sponsorship at Annual Meeting	5,000.00	-	5,000.00
sub-total	<u>35,700.00</u>	<u>15,424.05</u>	<u>20,275.95</u>
Expenses Total	<u>318,944.00</u>	<u>245,909.65</u>	<u>73,034.35</u>
NET	<u>(44,508.00)</u>	<u>37,942.08</u>	<u>82,450.08</u>

ERAPPA Proposed Budget Treasurer's Report July 1, 2019 – June 30, 2020

For the fiscal year 2019-20 the ERAPPA Board is proposing an operating budget that will result in a year-end operating loss of \$107,645.

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 2019-20 ERAPPA will be awarding:

- Six (6) educational scholarships with a total value of \$24,000, an increase of one scholarship.
- \$90,750, an increase of \$45,750, in CEFP credentialing coupons, representing a doubling of last year's commitment.

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 board, recognizing the financial commitment for regional reps to attend the APPA annual meeting, for the first time included funding in this year's budget for that purpose.

The current platform for the ERAPPA website and most of our chapter websites will be sunseting 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. Most of that expense was incurred in the previous fiscal year, but some carries forward to the 2019-20 budget.

Starting in 2020, a grant of \$10,000 will be available to host committees, replacing previously provided seed money, which will not need to be repaid.

Due to our strong financial position, this budget once again is forecasting a planned deficit, while forgoing an opportunity to increase the membership dues rate. It is important to note, at the June 2019 Board meeting, the Board exhaustively reviewed budget, ensuring each expense item is required, managed and reasonable. The accumulated surpluses allowed the board to increase our commitment to educational scholarships and increase our commitment to credentialing sponsorship. Additionally, it continues the 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.

Respectfully Submitted;
Phillip Melnick CEFP, CRL
Treasurer

ERAPPA BUDGET
July 2019 - June 2020

REVENUE

Interest - Savings Account	420	Reflects projected 18-19 interest income
Membership Dues	133,249	Gross Dues; 95% of 3 year avg
Annual Meeting Proceeds	105,746	Prev 9 year avg \$104,995; last hosted in 2010 by KAPPA \$67,062
Refund - ERAPPA Prog Support	-	Repayments are recorded against receivables and not actual revenue
	<u>239,415</u>	

Operating Expense**Annual Meetings**

Expenses and Travel	6,600	6 committee members at \$1,100; 3 yr avg \$1,021 each
Host Committee Visits	1,000	previous 3 year average \$973
	<u>7,600</u>	

Chapter Affairs

Travel - Chapter Meetings	-	eliminated in 15-16, contact is made at MYM
Chapter Affairs Comm Mtg	8,500	10 @ \$850; 3 yr avg \$804 each
	<u>8,500</u>	

Membership

Membership Comm Mtg	8,500	10 @ \$850; 3 yr Avg is \$810 each
ERAPPA Membership Initiative	4,600	Last 3 yr avg is \$3,373, Board approved \$4,600 in July 2019 conference call
	<u>13,100</u>	

Administrative/Governance

Miscellaneous expense	500	3 yr avg \$180
Travel - ERAPPA Annual Mtg	1,000	3 year avg is \$895
Travel - APPA Annual Meeting	6,000	3 yr avg \$4,187 (3 attendees @ \$2,000)
ERAPPA meeting expense	-	has not been historically used; eliminated
Printing & Postage	1,500	3 yr avg \$1,564; 17/18 had \$285 expense for treasury records to Phillip
Marketing	500	significant variance yr to yr; no expense last 3 years
Insurance	3,600	3 yr avg \$3,631; 17/18 prepaid theft ins for 3 years
Incorporation	30	\$25 fee plus \$5 processing
Board Meeting - Winter	35,000	3 yr avg \$40,995. (2019 MYM costs were low; expect increase for 2020)
Board Meeting - Summer	14,000	3 yr avg \$14,063
Board Meeting - Annual	20,000	3 yr avg \$19,924;
Bank Fees	600	3 yr avg \$584
Accounting Fees	13,000	3 yr avg \$12,258
Software Fees	480	QuickBooks Going from \$30 to \$40/mth in 19/20
Dues collection (APPA)	15,250	10% of dues; 3 year avg \$14,026; last 2 years trending over \$15,000
Annual Meeting Expense	-	\$10,552 in 2017-18 due to write-off of 2017 seed money and AM VP travel
Commission & Service Fees (Travel)	3,000	3 yr avg \$2,404
Tele-Conference	4,000	3 yr avg \$3,135
	<u>118,460</u>	

Technology & Communication

Web Review & Development	28,000	3 yr avg \$9,463 prior to 2018-19; increase by \$10,000 to cover conversion to WordPress for 2020 conf. site and ERAPPA site plus an additional \$9,000 (\$4,500/chapter) for 2 chapter sites conversion.
Dropbox - Professional	1,200	\$100/member/year
Technology & Comm Mtg	9,900	11 @ \$900; 3 yr avg \$871 each
ERAPPA Communication	1,100	3 yr avg \$959
	<u>40,200</u>	

Awards/Scholarships

Scholarships - Leadership Acad.	24,000	Six scholarships approved for 2019-20 @ \$4,000
Credentialing Scholarship	90,750	ERAPPA board voted 9-28-18 to set at \$45,000/yr. Board voted June 2019 to up to 90,750 for FY 19-20 only.
Ambassador Scholarship Top-up	-	New in 14-15 covering gap in Sponsor & Actual cost, not used last 3 yrs
Student Ambassador scholarship	-	eliminated; conference sponsorship opportunity
Awards	2,200	3 yr avg \$2,194
	<u>116,950</u>	

Professional Development

Misc P.D. Program Expenses	1,000	\$999 in 18-19 for AIA registration (annual registration) request when needed
Major Update of PD Materials	-	
Partners in Education Support	8,000	Ongoing support for speakers at Chapter meetings; 3 yr avg \$8,000
Professional Development Mtg	8,250	11 @ \$750; 3 yr avg \$708 each
Webinars	-	APPA cost now; was \$1,500 each; 4 per year
Toolkit sponsorship at Annual Meeting	5,000	Board voted in 06/18 to eliminate starting with 2020 annual meeting. 2019 not doing LA.
ERAPPA A/M Grant	20,000	Board voted 06/18 to grant money starting in 2020; recorded as expense. DVAPPA has not requested yet.
	<u>42,250</u>	

Total Operating Expense 347,060

Net (107,645)

Business Partner Liaison Report

Amy Baker

DIGroup Architecture



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 third consecutive term and have been asked by the incoming President to remain in my position through 2020. At that time, I will have reached my term limit and will be replaced by another member of the ERAPPA BP Committee, as decided by the incoming President.

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).

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. Each committee member should participate in their local chapter Board Meetings and share initiatives at the eastern regional level, 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 and serve a specified term, usually two years. 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, DIGroupArchitecture LLC (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 - present)
SNEAPPA	Tracey Hartford, Windover Construction (Committee Chair 10/2012 – 10/2014. Committee Member 2014 - present)
NNECERAPPA	Brian McCarthy, Patcraft, (05/19 – present)
MD/DC APPA	Debbie Crowe, Tarkett (6/18 – present)
NYAPPA	New BP Representative (TBA) to be appointed 10/2019 for a 2-year term.

We currently have vacancies for the following chapters:

OCFMA | AAPPA | OAPPA

Term Limits:

It has been decided that terms are established at the local chapter level. Terms are currently consistent across participating chapters and last 2 years.

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.

These new BP benefits were implemented by the 2019 Host Committee during booth sales (Erie, PA).

During the 2018-19 Term, the BP Committee strategized about how to great specific benefits and areas for improvement associated with the Annual Conference. These include:

- Increased Traffic to Resource Hall
- Opportunities for “real” conversation time
- Revamping the conference schedule
- 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.

BP Chapter Representation: This year was the year of connectivity and information sharing. As a part of this process, we placed emphasis on connecting our BP Reps to their local chapters, and encouraged our local chapters to appoint engage a BP Rep. I am pleased to report that NYAPPA is our newest local chapter to develop a BP membership program. They will be appointing a representative for their chapter in October, who will also participate on the ERAPPA BP Committee. Mirrored after the NJAPPA Chapter, who was the first to officially implement a BP Rep program, NYAPPA has changed their bi laws to reflect the new program.

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 also moved to a “self-managed” format with the assistance of APPA and eliminated the need for our event host, CommPartners, saving the Board \$6,000 annually.

Attendance at the Webinars have been consistent, and average approximately 180 attendees at each session. Feedback continues to be positive.

We have a vacancy for the November event, but have received feedback from the PD Committee for outreach to potential presenters. We will also discuss content after the ERAPPA Annual Conference for “favorites presentations” that could potentially become a webinar session. It is the hope of this committee that the perpetual “Call for Papers” will begin to generate interest from our members, which will make the process of gathering content much easier. It is our goal to review content quarterly once this takes off.

For the 2018 – 19 year, we hosted the following webinars:

1. **09.20.19:** *Canceled due to lack of response from invited partners.*
2. **12.06.19** “Residence Facility Assistance – Students as the After-Hours
Front Line of Defense.” Presented by: University of Hartford
3. **02.21.19:** “Good Design Must Be Maintained – Balancing Maintenance
with Aesthetics.” Presented by: Parette Somjen Architects &
New Jersey Institute of Technology.
4. **05.16.19:** “Developing Mold Literacy – Lessons Learned from the Mold
Crisis on Campus.” Presented by: All Risk Property Damage
Experts.
5. **08.15.19:** “Trends in Classroom Configuration & Technology.” Presented
by: Voith McTavish Associates, Rutgers University and Penn
Law School.

It has been my pleasure to serve as the ERAPPA Business Partner Liaison to the Board for 2018-19.

APPA Professional Affairs Committee

Jessica Abbott

University of Hartford



The Professional Affairs Committee (PAC) broadens and advances the stature, reputation, prominence and relevancy of the association and educational facilities practitioners through connections, collaborations, and partnerships with other professional associations; development and advancement of programs that raise the professionalism of the profession; and the continued study and review of emerging industry trends, effective practices, and transforming changes impacting and shaping the direction of the profession.

Significant Activity:

Much of the work of the Professional Affairs Committee during 2018 – 2019 year involved restructuring the committee to better align with and support the objectives of APPA’s Strategic Plan; Preparing for Every Future.

As part of the restructuring, PAC developed a work plan that will focus on outward facing activities aimed at creating and providing value to our membership. Specifically, the work plan addresses:

- Enhancing and expanding strategic partnerships; informing and guiding activity relative to codes, regulations and legislative action that may affect the FM profession.
- Identifying and staying abreast of emerging industry trends.
- Identifying opportunities for members to earn continuing education credits while participating in APPA programs.
- Supporting other APPA committees in their efforts to provide greater value to the membership.

Notable activities are identified below:

Partner Organization Spreadsheet

- PAC developed a Partner Organization Spreadsheet for use by PAC and the APPA staff for tracking strategic activity between and among organizations.

Military Affairs

- Participated in the SAME-IFMA conference in San Antonio. Made several connections including the senior Air Force Engineer and other contacts in the San Antonio area.
- Two APPA members manned booth at SAME National Conference educating the military community on careers in higher education, CEFP, training opportunities and APPA as an organization. Met with Rear Admiral Korka who requested a meeting with Lander to discuss partnership opportunities. Presented on how to get a facilities career in higher education. Strengthened bond with SAME.
- Participated on SAME credentialing committee.
- Recruited participant for SAME enlisted committee to enable better education of CEFP credential and career opportunities.

- Conducted annual meeting with SAME.
- Continued preparations for military transition workshop at APPA National Conference. Began promoting conference, but still have a long way to go.
- Worked with Military Transition Subcommittee and Christina Hills to complete the Subcommittee website that went live earlier this month.
- Completed draft Sponsorship and Sponsor Request application forms and submitted to APPA for review.
- Monitored Military Transition Subcommittee LinkedIn account for new application requests, posted updates as available.

Construction Owners Association of America (COAA)

COAA, AGC Building Division/PIAC (and NASFA to some degree):

In the first half of 2019, APPA and COAA have worked together on a number of initiatives. During January's APPA Institute, COAA partnered to provide specialized capital project opportunities. In March, the Michigan chapters of both groups collaborated on the MiAPPA Winter meeting, giving better content to attendees, and building understanding to move the industry forward. Representatives of COAA, AGC PIAC, APPA, and NASFA met in Denver in April. There's general agreement on the need to collaborate and leverage volunteer and staff effort to provide value to members and the facilities community. The key is to identify the right projects and initiatives.

IBCON

- Dan Bollman and Don Guckert acted as advisors for the planning of the Higher Education Smart Campus Summit (preconference workshop) held on June 12 in Nashville, TN.
- Dan Bollman, Don Guckert, and Lander Medlin participated in a panel discussion on "Moving Towards a Smart Campus – Identifying Business Benefits and Costs" at the Higher Education Smart Campus Summit.
- Continued evaluation of IBCON as a strategic partner for APPA.

ASHRAE

- Several members of APPA continue to advance the partnership with ASHRAE. Specifically, the renewal of our MOU, collaborating on shared training opportunities, smart campus initiatives, and bEQ.

APPA Awards and Recognition Committee

Jessica Abbott

University of Hartford



During the 2018 – 2019 administrative year, a separate Awards and Recognition Committee was created outside of the Professional Affairs Committee. Members of the Awards & Recognition Committee met virtually in order to review the APPA 2019 Awards Program nominations and recommend award recipients. A total of 58 award submissions were received and reviewed by committee members (up from a total of 52 submissions last year).

The Awards & Recognition Committee is responsible for recognition of the Effective and Innovative Practices (E&I) award, the Sustainability award as well as recognition of individual services and achievement by considering applications for such individual awards as the Meritorious Service, the APPA Fellow, and the Pacesetter award. The committee's recommendations are then sent to the APPA Board of Directors for final approval.

Awards Review Activity:

Meritorious Service – 9 submissions

Pacesetter – 4 submissions

Effective and Innovative Practices (E&I) – 21 submissions

Sustainability – 24 submissions

The committee convened on April 8, 2019 to finalize award recommendations for Meritorious Service, Pacesetter, E&I and Sustainability. All awardees received special recognition during the Awards Reception/Ceremony held in conjunction with the APPA 2019 Educational Conference & Exhibition in Denver on July 15, 2019 along with recognition on both APPA's website and in APPA's Facilities Manager magazine.

2019 Sustainability Innovation Award

APPA's Sustainability Innovation Award in Facilities Management is designed to recognize and promote unique and innovative sustainable practices in the educational facilities and campus environments. It is awarded to educational institutions that have implemented programs and processes that enhance service delivery, lower costs, create a green and/or sustainable environment, or otherwise benefit the educational institution supporting student success and environmental stewardship.

Stanford University Residential and Dining (PCAPPA)

Virginia Polytechnic Institute and State University (SRAPPA)

University of California – Davis (PCAPPA)

University of Texas at Dallas (CAPPA)

College of Lake County (MAPPA)

2019 Effective & Innovative Practices Award

APPA's Effective & Innovative Practices Award recognizes programs and processes that enhance service delivery, lower costs, increase productivity, improve customer service, generate revenue, or otherwise benefit the educational institution. Award nomination entries must describe either a new program or significant restructuring of an existing program or process.

University of California – Davis (PCAPPA)
 University of California- San Francisco (PCAPPA)
 University of Alabama (SRAPPA)
 Illinois State University (MAPPA)
 California State University San Marcos (PCAPPA)

2019 Meritorious Service Award

Each year, APPA members bestow the Meritorious Service Award upon the individual member or members who have made significant, life-long contributions to the profession of education facilities management. APPA's highest award for individual service, the Meritorious Service Award is given to no more than three individuals each year. Individuals must have been an active member of APPA for a minimum of ten consecutive years; attended and participated in meetings and other functions at the international level; and demonstrated continued and distinguished service to the association.

Chris Kopach (RMA)
 David Handwork (CAPPA)
 Ruthann Manlet (MAPPA)

2019 Pacesetters Award

The Pacesetter Award is designed to encourage further participation in APPA among those who have already made significant contributions at the regional or chapter level. Up to seven Pacesetter Awards may be given each year.

Connie Simmons (ERAPPA)
 Ian Hadden (CAPPA)
 Thomas Polansky (PCAPPA)
 Kevin Mann (ERAPPA)

APPA Membership and Community Engagement Committee

Marina Clayton-Therault

Dalhousie University



Membership – A Year of Change

2018-19 was a pivotal year for membership at the national and regional levels. Across the entire membership, there has been an ongoing effort to retain member institutions. With an ongoing combined effort from APPA national and the ERAPPA Member and Community Engagement Committee there has been considerable effort to reach out to institutions to reinforce the value of membership in APPA in hopes to encourage institutions to renew their memberships. Events surrounding membership changed with the development of APPA's new Strategic Plan.

Initiatives – Platform Building and Professional Development

APPA's new strategic direction has placed a large focus on Community Engagement. Community Engagement refers to the process by which community and organizations collectively build ongoing, permanent relationships for benefits and outcomes. Another words, the relationships of our members and the knowledge and wisdom they share from their experiences is what makes a community; and, is what makes the APPA organization as a whole so valuable. However, the organization is not valuable if the knowledge the people have doesn't get shared amongst the community. In order to share knowledge there must be a mechanism or medium in which the information can be shared by all. One of the largest initiatives for the Membership and Community Engagement Committee has been to launch the new APPA Community platform. This platform allows all members a means to share ideas within the community. This new platform fosters the learning and development of its members which is inline with APPA's new strategic direction. Now it is up to the membership to partake in the platform, as the success of this platform is in the hands of the membership and their power of sharing information with the rest, within the community. It is also imperative that the current membership takes every opportunity to market this new platform to both, engage more members in its use, and to encourage new membership to the region and organization.

Effectiveness - The role of the M & CE Liaison

A concentrated effort at the chapter and regional levels is always required in order to continue the good work of the organization. The current members are reaping the benefits of the organization and are the best form of marketing, recruitment and retention for the organization utilizing professional development as its basis. As the liaison to the APPA Membership and Community Engagement Committee I will continue to work diligently with the APPA office, and national Membership and Community Engagement Committee to provide our region with the data and information to assist chapters in making recruitment and retention, through engagement, a priority. Together we can and will grow our membership for future years to come. My role, as the APPA Liaison, will be to continue to encourage the ERAPPA committee members to reach out to their chapters with the initial effort aimed

at creating the profiles needed to make the APPA Platform a useful tool. From this outreach, the foundation for sharing knowledge will begin.

Membership Status – A new future for Member and Community Engagement Committees

The future is now. Each region liaison can create reports from the APPA data base to know unpaid members, paid members and types of memberships and those who have been dropped. ERAPPA is a very large region in numbers (institutions, Business Partners etc.) which has made efforts to contact these masses very challenging for renewals before the drop date. The engagement of these institutions and business partners to encourage renewal membership requires effort from the entire membership in order to be successful. In addition to encouraging members to create their profiles, the M & CE Committee will continue its efforts to review all membership statuses and plan activities that will draw inactive members into the

Special Thanks

I would be remiss if I didn't share our committee's thanks to Kristin Witters, Director of Member and Community Engagement and Tony Guerrero, Vice President for Member and Community Engagement, for their continued leadership to the APPA membership committee, as we continue our work to persuade current members to renew and new members to join this organization, all the while transitioning through to a new era of Community Engagement. Countless hours were invested by Kristin Witters, who played a significant role in getting the APPA Community Platform launched. Kristin is very supportive of membership liaisons, providing us with all the tools to get up-to-date data on our regions at any time. Thank you for the opportunity to represent ERAPPA on the APPA Member and Community Engagement Committee.

APPA Information and Communication Committee

Jason Sawyer

Smithsonian Institution



The Information & Communications Committee (I&C), formerly known as Information and Research Committee, serves as stewards for the integrity, growth, and dissemination of the association's collective body of knowledge.

In advancing the Strategic Plan's vision of Continuous Learning, the committee monitors and evaluates the ease and effectiveness of information storage and retrieval for members pursuing individual, on-demand, and self-paced learning and discovery.

ERAPPA was well represented on the committee in 2019. In addition to Jason Sawyer, the ERAPPA Representative, Darryl Boyce and Norm Young served as At-Large members.

Highlights of this year's activities:

1. Content Management System/Website Update

An upgrade to the website was completed which required a detailed look at the current content available on the site, including how one navigates within the site.

The I&C committee took the lead on enhancing the content and 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) created a new site using a contractor on the WordPress platform with heavy reviews from the I&C Committee.

2. The Body of Knowledge (BOK)

The Body of Knowledge (BOK) is the core and foundational APPA information asset. Following the value proposition of Adapt, the BOK content, delivery, and exposure are prime for review. Recently, APPA has provided limited open review of BOK content by non-APPA membership.

The I & C took a look at the current articles and determined that some need updating, and we may have an opportunity to revamp the BOK to provide a more nimble and useful resource. The Committee plans to brainstorm and evaluate how we can improve the BOK this coming year.

Content Coordinators

Part 1: General Administration and Management

Victor Pesiri

Brentwood School

Part 2: Operations and Maintenance

Chris Kopach, CEFP
University of Arizona

Part 3: Energy, Utilities, and Environmental Stewardship

Content coordinator being sought.

Part 4: Planning, Design, and Construction

Steve Maruszewski, CEFP, UNT SYSTEM

3. Center for Facilities Research (CFaR)

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

Recently completed:

- Managing Trees on Campus: A Survey of North American College and University Tree Care Practices and Operations [2019] Mikaela Schmitt-Harsh, Ph.D., James Madison University

Research still in process:

- Planned Preventive Maintenance – Decision Support System
Theodore J. Weidner, Ph.D., P.E., AIA, F.ASCE, DBIA, CEFP, Purdue University; with Dr. Soojin Yoon, Purdue University
- Custodian Impact on Student Success
Steven D. Gilsdorf, CEFP, Western Michigan University
- Multi-Criteria Decision-Making Models for Repair and Replacement Decisions of Condition-Based Building Maintenance
Deniz Besiktepe Karaman, B.Arch., M.Sc., Ph.D. Student, Colorado State University
- Measuring the Current Practices of Total Cost of Ownership (TCO) Principles Used in the Procurement of Flooring in Higher Education
Jeffrey L. Campbell, Ph.D., Brigham Young University (retired)

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. The forthcoming FPI 2.0 version of the survey, which will improve and somewhat reduce the survey, as well as using Tableau software for data report visualizations.

For the 2017-2018 survey, there was a decrease in the number of both private and public institutions participating. Thirty-nine (39) private institutions participated, and 215 public institutions participated in the 2018 survey cycle.

All APPA regions are represented in the report, with the largest number of respondents coming from the Midwestern region (MAPPA), Southeastern region (SRAPPA), and the Pacific Coast region (PCAPPA). There were no international participants this year. ERAPPA had 23 respondents out of the 250+ entries.

For the 2018-2019 Survey, APPA's Information and Communication Committee's goal for this year were to enhance the survey and reporting tools by making them both more navigable, user-friendly, and accurate. We have made significant progress with all of these initiatives. APPA also automated many of the internal processes for the survey and report, which will result in a better-quality product that can be delivered faster and with more accuracy. APPA will continue to make improvements based on participant feedback, and we welcome any thoughts or comments you would like to provide.

For the sixth year, APPA and NACUBO (National Association of College & University Business Officers) are collaborating to raise consciousness over several basic key facilities metrics including energy, electrical, water, waste stream, and carbon footprint.

5. Publications

Numerous publications are available through APPA's Bookstore but listed below are some of the highlights.

- Operational Guidelines Trilogy revision – We will be producing a new edition of all three publications (custodial, grounds, maintenance) and have task force teams and authors for the content and work loading teams to do new calculations for the levels of service. Tom Becker of Thomas Jefferson University serves as the project's editor-in-chief.
- APPA 1000-1 Total Cost of Ownership for Facilities Asset Management (TCO) – Part 1: Key Principles [PDF].
- Total Cost of Ownership for Facilities Asset Management (TCO) – Part 2 is in draft and under review.

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 recipient of the 2019 Rex Dillow Award is Steven D. Gilsdorf from Western Michigan University, for the article “The Custodian’s Role in Student Success” in the November/December 2018 edition.

7. APPA Student Internship Program Development

APPA and its community have been focused on growing our profession and ensuring the next generation has a good foundation in Facilities. APPA member colleges, universities, schools, and other educational facilities are encouraged by APPA to establish facilities-related internship programs and to make them available for the students who are seeking hands-on professional experience in the field of educational facilities.

- Kristie Toohill is leading an APPA Student Internship Program Task Force working through the I&C Committee.
- The Task Force has developed a student internship program designed to accommodate non- academic internships and academic program-based internships.
- Internships are now live on the APPA webpage.

8. Facilities Manager Publication and SFO Bulletin/Inside APPA

The January / February 2019 Facilities Manager (FM) publication achieved a historic milestone transitioning from a print to electronic publication. FM is a vital information, marketing, and revenue element of APPA.

Concurrent to the FM publication is the review and continuous improvement of the Inside APPA newsletter. The Inside APPA newsletter is a frequent e-publication of information sharing, linking to APPA internal and external resources.

APPA Professional Development Committee

Kevin Simpson

University of New Brunswick



Accomplishments

The CEFP program continues to remain as the top accomplishment for the APPA Professional Development group. 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 program along with regional chapters providing financial help to make it affordable for members to take the program. With the success of the CEFP program, a decision was made to eliminate the EFP program moving forward. The decision was a difficult one, however, it was felt on many levels that we want to ensure that our membership continues to obtain the necessary training to perform their jobs. With the CEFP and the requirement for recertification, APPA and the PD group can ensure that members remain active in their learning throughout their career. For those that obtained their EFP, they are able to obtain their CEFP free of charge till the end of the calendar year. 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 worked hard on this year relates to the establishment of an educational catalog. With seven regional chapters across APPA, educational sessions can vary in complexity and review. At the onset, APPA PD committee members were asked to bring forward the top three presentations from their regional chapter conferences that would provide the base for the catalog. The hope is for the catalog to continue to build year over year, where some of the top presentations could be reconfigured into a webinar where all APPA members across the country could benefit. This presentation might have taken place in ERAPPA or MAPPA, for example. In addition to the webinar opportunity, the content within the catalog could be offered at the APPA annual conference as well.

Finally, as the APPA Educational catalog was being developed, it became clear to the APPA PD committee that the way in which evaluation forms are completed across the regional chapters is quite different. To ensure continuity in regards to evaluation forms on particular sessions, the APPA PD committee initiated a common evaluation form that will now be used across all regional chapter conferences. This form will ensure continuity and allow us to further develop our top choices that will inevitably, continue to form the content for the educational catalog.

Applicability

At this point, the biggest impact these accomplishments have had at the regional level continues to be with the CEFP programs. With ERAPPA providing funding support for individuals to take the CEFP, 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.

Initiatives

The professional development committee continues to try and encourage members to attend the APPAU Graduate program. After completing the Institute and Leadership Academy, members are encouraged to check out the graduate program. The program is lead by senior facilities personnel and they would gain valuable knowledge from attending such an event. This is a program that continues to be re-evaluated each year to ensure that we are providing the highest level of training to senior facilities personnel.

The Professional development committee continues to establish ways in which we can connect with new and existing members on a regular basis. In particular, we are constantly trying to find ways in which we can move them to the website or send them push notifications to provide them with information on educational opportunities that might be happening in their area or region. With demographics changing in the workplace at a rapid pace, the PD group continues to work to discover ways in which APPA can provide timely information to our membership via social networks.

As we become more dedicated to providing notice on educational offerings, 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 standardizing the first-time attendee reception. This will ensure that the same information is shared to all new members.

Finally, the PD group continues to work to ensure that the future of professional development in both the trainer and faculty networks remains strong. It is vital that APPA and the PD committee work together to establish a trainer pipeline system for both the Institute and Leadership Academy. As experienced faculty members retire from their college or university, we need to ensure that there are individuals that will be there to fill the gap. 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. It is extremely important that we are connecting with these individuals to ensure that they realize there are several educational opportunities that exist for them. It is safe to say, that once a member becomes a graduate of the APPA academy or institute, it is highly likely that they will spend most or all of their career in the facilities management world. 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.

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	Tom Gilmore	University of New Brunswick

2. Chapter Governance

Following our AAPPA By-laws, the positions of VP Membership / Treasurer and VP Communications / Secretary were up for renewal in May of 2019. Marina Clayton Therault was re-elected for a second term as VP Membership / Treasurer. Bruce MacNeil had been serving as a one-year term in the position of VP Communications / Secretary and decided not to re-offer for this position. An election was held for this position with 3 candidates expressing interest. Tom Gilmore was voted in as the successful candidate.

3. Chapter Events

In November of 2018 AAPPA held our annual Fall Conference and was once again a huge success. Our attendance numbers of both institutional members and business partner sponsors continue to grow every year. The conference was held at the Delta Halifax Hotel located in downtown Halifax NS, and featured a keynote speaker, round table discussions, networking as well as educational sessions offered through three tracks. Immediately preceding the conference, AAPPA offered the Leadership Academy Track Two to approximately 25 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.

The annual Spring Business Meeting was held this past May at Holland College, located in Charlottetown, PEI.

4. Chapter Events Planned

The 2019 Fall Professional Development Conference will be held in Halifax, Nova Scotia on November 7th - 8th, 2019. The keynote speaker has been secured and planning is underway to finalize programming and presentations. In addition to the conference, AAPPA is very pleased to be able to offer to our chapter members, the Leadership Academy Track III this year. It will be presented immediately preceding the conference from November 4th – 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.

The 2020 spring business meeting will be held at a campus of the New Brunswick Community College next May. Exact locations and dates are to be determined.

AAPPA will host the ERAPPA 2020 Annual Meeting in Saint John NB from September 27th – 30TH. The conference theme is “Vision” and will be held at the Saint John Trade & Convention Centre, the Hilton Saint John and the Delta Saint John.

5. Membership

The Chapter’s current Institutional membership is 17 total members. The chapter does not have a formal Business Partner Membership plan in place. Business Partners can become involved in chapter events by providing a sponsorship for the event. This has allowed the chapter to offer a no fee registration to attend the spring meeting and keep the cost of attending the fall conference at a reasonable level.

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. Major Initiatives

AAPPA is well into planning and organizing activities in preparation to host ERAPPA 2020 in Saint John, NB. Greg Clayton and Kevin Simpson are co-chairs for the conference and much of the organizational structure and volunteers for the host committee has been formed. Agenda Managers out of Halifax NS have been selected as conference planners for the event.

Under the Leadership of Bruce MacNeil, AAPPA have successfully migrated its web page to the new WordPress platform. There was also a clean-up, organization and refresh of the site done during the migration process.

AAPPA will be hosting APPA’s Leadership Academy Track III this fall.

8. Major Areas of Concern

A major concern amongst the AAPPA membership is the new APPA dues structure and matrix where many of our institutions have seen a large increase in their annual dues this year.

Delaware Valley Chapter DVAPPA

Dawn Barnett, Chapter President
Cabrini University



1. Chapter Leadership

President	Dawn Barnett	Cabrini University
Vice President	Jon Brighton	Temple University
Secretary	vacant	
Treasurer	Amber Donato	Moravian College
Professional Development	John Camusi	Villanova University
Membership	Tyrone Dunston	Swarthmore College
	Andy Feick	Swarthmore College
Technology & Communications	Brett Fulton	Muhlenberg College
Webmaster	Brett Fulton	Muhlenberg College
Business Partner Liaison	Leslie Whitby	Stantec

2. Chapter Governance

The DVAPPA Board lost three board members since our last chapter report. Tim Korn (Misericordia University), Jeff Brown (Immaculata University) both took positions out of the higher education world and David Rabold (Muhlenberg College) retired. The DVAPPA Board thanked them for their service and wished them well in their future endeavors.

3. Chapter Events

In October of 2018 DVAPPA held the Fall Chapter Meeting at DeSales University where members were treated to an interesting presentation on the integrated design process used in the planning of the *Gambet Center for Business and Healthcare* followed by a tour of the building.

Our Winter meeting was held in February of 2019 at *The Inn at Villanova* where a panel discussion on renewable energy sourcing options for colleges and universities was presented by representatives from Temple University, Lehigh University and Customer First Renewables.

In March DVAPPA partnered with KAPPA for a Spring meeting in Lancaster. KAPPA did a wonderful job with this meeting from the keynote to the educational programs. The DVAPPA board was disappointed that more of our members did not participate.

4. Chapter Events Planned

Plans are currently underway for our June Chapter Meeting which will be held at Ursinus College where we will conduct elections followed by a presentation of their new *Innovation and Discovery Center* will be presented to our membership.

5. Membership

Institutional Membership:

The Chapter's current institutional membership is 60 total members.

Business Partners Membership:

The Chapter's business partner membership is currently at 52.

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.

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

8. ERAPPA 2021

Yvonne Shaw from BTI has been selected as the ERAPPA 2021 conference planner and we have selected the Valley Forge Casino Hotel as our venue. We are currently assembling a host committee and look forward to sharing more details very soon.

9. Major Areas of Concern

Recruiting new institutional members and keeping them engaged in the current climate where facilities folks seem to be overwhelmed with responsibilities at their institutions.

Keystone Chapter KAPPA

Phillip Melnick, Chapter President
Penn State University Park



1. Chapter Leadership

President	Phillip Melnick	Penn State University Park
1st Vice President	George Papuga	Carnegie Mellon University
2 nd Vice President	Scott Albert	Slippery Rock University
Past President	Jim Miller	Washington & Jefferson College
Treasurer	Thomas Thornton	Carnegie Mellon University
Secretary	Shannon Wetzel	Carnegie Mellon University
Director	Kevin Bevenour	Penn State York
Director	Brian Richards	Community College of Allegheny County
Director	Greg Black	Millersville University
Director T&C	Erik Cagle	Penn State University Park

ERAPPA Committee Representatives

Chapter Affairs	Phillip Melnick	Penn State University Park
Prof. Development	Bob Unger	PASSHE
Membership	Daniel Barlup	Penn State Harrisburg
Technology	Erik Cagle	Penn State University Park

2. Chapter Governance

At its spring 2019 meeting, the board and membership voted on by-law changes to add another director position to the board that would be KAPPA's representative on ERAPPA's Technology and Communications committee.

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 2019 meeting was held at the Marriott Downtown in Lancaster, Pa. We had over 240 attendees. This meeting was the third time in the last 5 years that members of DVAPPA were invited to attend. We had several institutional and business partners members join us from DVAPPA. The annual business meeting was conducted, and new officers were elected.

We are foregoing our typical fall meeting as we are proudly hosting the ERAPPA Annual Meeting in Erie, Pa September 29, 2019 – October 2, 2019.

4. Chapter Events Planned 2020

The Spring 2020 meeting will be held April 8-9, 2020 at the Nittany Lion Inn on the Penn State University Park campus.

5. Hosting for ERAPPA

The KAPPA board and ERAPPA 2019 committee continues their planning efforts for the meeting to be held this fall. We are very excited about the professional development and networking sessions that we have planned. The keynote address will be delivered by Adam Kreek on his failed attempt to cross the Atlantic. Jack Uldrich, a futurist, will be the plenary speaker.

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 APPA offers. Awards are distributed at the annual spring meeting. Applications for scholarships are available on our web site. This spring, the board voted to offer two additional scholarships to attend the ERAPPA Annual Meeting.

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.

10. Chapter Finances

The chapter's financial position remains strong. Our conference attendance has been steady or growing. This year, we will receive a significant boost in our treasury from KAPPA's split hosting the ERAPPA annual meeting. This summer the board will develop a plan for these funds to sustain the chapter over the next 10 years.

MARYLAND-DC CHAPTER MD/DC APPA

Kelly Geishauser, Chapter President
The Catholic University of America



1. Chapter Leadership

President	Kelly Geishauser	The Catholic University of America
President-Elect	Sheri Vucci	Smithsonian Institution
Past (Past) President	Julius Williams	University of Maryland College Park
Treasurer	Mary Grube	St. Mary's College of Maryland
Secretary	Colleen Kirby	Salisbury University
Third Term Director	Jimmy Burcham	University of Maryland College Park
Third Term Director	Jason Sawyer	Smithsonian Institution
Second Term Director	Daren Kennedy	Smithsonian Institution
Second Term Director	Quajalyn Amos	University of Maryland College Park
First Term Director	Charles Lavallee	The Catholic University of America
First Term Director	Diana Ortiz	Indian Creek School

ERAPPA Vice Presidents

Technology	Sheri Vucci	Smithsonian Institution
Professional Development	Mary Grube	St. Mary's College of Maryland

ERAPPA Committee Representatives

Chapter Affairs	Kelly Geishauser	The Catholic University of America
Professional Development	Daren Kennedy	Smithsonian Institution
Professional Development	Charles Lavallee	The Catholic University of America
Membership	Julius Williams	University of Maryland College Park
Technology	Jason Sawyer	Smithsonian Institution

APPA Committee Representatives

Information & Communications	Jason Sawyer	Smithsonian Institution
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2. Chapter Governance

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

3. Chapter Events December 2018 – November 2019

Board of Director Meetings & Conference Calls

- Planning Meetings:
 - January 4-5, 2019 - Planning Meeting for Spring Meeting, Summer Educational Retreat Meeting and Fall Meeting @ Hyatt Regency Resort, Cambridge MD.
 - February 22, 2019 – Site Visit for Spring Mtg, Indian Creek School, Crownsville, MD.

- June 19, 2019 – Plan for Summer Educational Retreat, Rocky Gap Lodge, Flintstone MD.
- September 20, 2019 – Site Visit for Fall Meeting, Towson University, Towson MD.
- Conference Calls (December 2018 to November 2019)
 - Monthly – noon on the first Monday of each month

Fall 2018 Educational Program. November 2, 2018, the Fall Educational Program was held at the Smithsonian National Museum of African American History and Culture. Our host was Sheri Vucci. The meeting was very well attended with approximately 100 participants. Topics included, “Respect and Civility-Creating Respectful Interactions in the Workplace,” and “Smithsonian - Living Museum Collection, Public Garden, Green Infrastructure, Potential Risk.”

Elections were held, two First Term Directors: Diana Ortiz/Indian Creek School and Charles Lavallee/The Catholic University of America. Mary Grube/Saint Mary’s College of Maryland was elected as Treasurer.

Spring 2019 Educational Program. March 22, 2019 the Spring Educational Program was held at the Indian Creek School in Crownsville, Maryland. Our host was our 1st Term Director, Diana Ortiz. The meeting was well attended with approximately 85 participants. Topics included: “Workplace Mindfulness – Employee retention”, “Climate Resilience relating to mold, sampling and prevention”, and “Energy Service Companies (ESCOs) pros and cons”.

NFM&T Annual Conference. March 26-28, 2019, the Chapter is annually invited to host a free booth at the 2019 National Facilities Management & Technology Expo (NFM&T) in Baltimore, Maryland. Board members staffed the booth in shifts for 3 days attempting to recruit new members and make others aware of the entire APPA organization.

2019 Annual Two-Day Chapter Educational Program. This was the Chapter’s 19th Annual Summer Program. Held June 20 and 21st, 2019, at the Rocky Gap Lodge in Flintstone, MD. The program was successful with approximately 100 registrants and thirteen business partner sponsors. Topics included: “Diversity, Inclusion and Engagement”, and “Using Technology to Manage Facilities (Internet of Things, Document Management, Virtual Reality for Design and Construction)”.

Fall 2019 Educational Program. November 8, 2019, the Fall Educational Program is to be held at Towson University. Our hosts are Kevin Petersen and Warren Riefner. Topics planned for the meeting are a grounds topic on crumb rubber and turf management including the use of glyphosate herbicide, bathroom renovations using spray on floor finishes, and energy reduction strategies at Towson University. Chapter elections will take place at our Fall meeting.

Daren Kennedy, Smithsonian Institution, changed employers in September 2019 and has to drop off the board, Charles Lavallee, The Catholic University of America, assuming Daren’s duties on PD Committee.

4. Chapter Events Planned 2019 - 2020

Fall Educational Program: scheduled for November 8, 2019, Towson, University, Towson MD

Spring Educational Program: Date and location TBD

Annual Two-Day Educational Program. Date and location TBD

5. Membership

Our Institutional Membership numbers are holding steady. We continue to work at recruiting new members including K-12 and community colleges, and re-engaging institutions that have declined in participation. The majority of our attendees and members come from board member institutions.

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

Mike Sofield, Smithsonian Institution, recognized as an “Emeritus Member” with ERAPPA in 2018.

Mike Sofield, Smithsonian Institution, awarded the “Norman H Bedell” award at the ERAPPA 2018 annual conference in Manchester NH.

Mary Grube, St. Mary’s College of Maryland, awarded the “Rising Star” award at the ERAPPA 2018 annual conference in Manchester NH.

Jason Sawyer, Smithsonian Institution, awarded the “Rising Star” award at the ERAPPA 2018 annual conference in Manchester NH.

Nancy Yeroshefsky, University of Maryland College Park, recognized as an “Emeritus Member” with ERAPPA at the ERAPPA 2018 annual conference in Manchester NH.

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
Director for Membership	Todd Miller	New Jersey Institute of Technology
Director for Technology	Lavone Broxton	Montclair State University
Director for Professional Development	Joana Dos Santos	Montclair State University
Treasurer	Yohanna Alcantara	Rutgers University
Secretary	Steve Dubiago	Rutgers University
Director at Large	Patty Smith	The College of New Jersey
Director at Large	Mike Reca	Rider University

ERAPPA Committee Representatives

Chapter Affairs	Todd Miller	New Jersey Institute of Technology
Professional Development	Joana Dos Santos	Montclair State University
Vice President for Membership	Patty Smith	The College of New Jersey
Technology & Communications	Lavone Broxton	Montclair State University
Vice President Business Partners	Amy Baker	DI Group Architecture

APPA Committee Representatives

No Representatives

2. Chapter Governance

No changes since the last report.

3. Current Year Meetings

Board of Director Meetings & Conference Calls

- Planning Meetings:
 - October 26, 2018 – Fall General Membership Meeting @ Drew University
 - March 13-15, 2019 – Spring Conference @ Resorts Hotel & Casino
 - Spring General Membership Meeting, June 27, 2019 @ Rider University
 - Fall General Membership Meeting, October 25, 2019 @ Montclair State University
- Conference Calls
 - July 25, 2019

- August 22, 2019
- September 19, 2019
- November 21, 2019

Spring 2019 Educational Program. March 13-15, 2019, the Spring Educational Program was held at Resorts Hotel & Casino in Atlantic City, NJ. Topics for the meeting were centered around the theme of “Workplace Security: Protecting Ourselves, Our People and Places”. The Keynote Speaker was Vice Admiral (Retired) William Hillarides.

Spring 2019 General Membership Program. June 27, 2019, the Spring General Membership meeting will be held at Rider University. Topics will include: “Trends in Classroom Configuration and Technology” and “Beyond Routine Maintenance: Roadmap to a Successful Building Envelope Restoration Program”.

Chapter elections are also scheduled to take place at the Spring General Membership Meeting. The following positions will be voted on:

President-Elect, Treasurer, Dir. Of Professional Development, Dir. of Membership, Director-at-Large

4. Chapter Events Planned 2019 - 2020

Fall Educational Program: Montclair State University, scheduled for October 25, 2019.

Spring Educational Program: April 1-3, 2020 – Spring Meeting @ Seaview Resort

5. Upcoming ERAPPA Conference

The NJAPPA Board will be attending the 2018 ERAPPA annual conference in Erie, PA.

6. Membership

Our Institutional Membership numbers are stable. We continue to work at recruiting new members including community colleges. We are focusing on trying to encourage more of our institutional members to join the NJAPPA Board.

Our Business Partner Membership is strong and extremely supportive of NJAPPA and our mission.

7. Scholarships

2019: (5) NJAPPA Scholarships will be awarded for the annual ERAPPA conference.

8. Awards and Recognition

At the ERAPPA Annual Meeting in Manchester, NH, NJAPPA received the following awards:

Chapter Champion – New Jersey Institute of Technology

President’s Award – Amy Baker, DI Group Architecture

Major Initiatives

9. Major Initiatives

Membership. The Chapter continues to cultivate its membership by establishing personal contacts. We welcomed many 1st time attendees at our Spring General Membership Meeting this year and we hope to encourage those attendees to become members.

Educational Needs. The Chapter continues strive to present meaningful educational topics for our membership and encourages our membership to be a resource for all of NJAPPA.

NORTHERN NEW ENGLAND CHAPTER NNECERAPPA

Paul Campo, Chapter President
University of Vermont



1. Chapter Leadership

President	Paul Campo	University of Vermont
Vice President	Jessica Picard	University of Southern Maine
Secretary/Treasurer	Tom Baker	Norwich University
Maine State Director	Jeff Mckay	University of Main Farmington
New Hampshire State Director	Marc Guertin	Southern New Hampshire
Vermont Director	Ray Daigle	Harwood Unified Union School
Ex-Officio/Past President	John J O'Shaughnessy	St. Paul's School

Committee Representatives

Membership Chair	Kathy Kokin	Phillips Exeter Academy
Outreach Chair	Doug Plummer	Kimball Union Academy
Professional Development Chair	Tim Pratt	Bates College
Business Partner Chair	Rich Wolbach	University of Vermont
Technology Chair	Billy Gagnon	Phillips Exeter Academy
Emeriti Chair	Hank Dozier	Retired
Business Partner Liaison	Brian McCarthy	Patcraft

ERAPPA Committee Representatives

Chapter Affairs	Paul Campo
Professional Development	Tim Pratt
Membership	Kathy Kokin
Technology	Billy Gagnon

2. Chapter Governance

No changes in chapter governance this year.

3. Chapter Events in 2019

Board Meetings & Conference Calls

- March 11 – 12 Chapter Conference 2019 University of Vermont Burlington, VT
- July 28 – 29 Chapter Retreat Meeting @ Hilton Double Tree & NH Expo Center Manchester, NH
- Conference Calls: Calls are held monthly

4. Chapter Events Planned 2020

March 11 & 12 Annual Spring 2020 Conference @ Phillips Exeter Academy, Exeter, NH

5. Membership

Our Institutional Membership numbers are holding. We continue to work at recruiting new members including K-12 and community colleges. We have just created a position for "Outreach". The goal will be to develop new member institutions and to try and bring back those who have drifted away.

6. Scholarships

Approx. \$30,000 in scholarships were given out to APPA, ERAPPA and NNECERAPPA events.

7. 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

8. 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.

9. Major Areas of Concern

- Ramifications of changing from hosting two chapter conferences per year to hosting one chapter conference per year. Our first one went well in Burlington with 300 attendees with positive reviews based on polling feedback
- 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 and for improvement opportunities
- With long term volunteers exiting the organization we need to become more diligent about outreach for volunteers and new members

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
Treasurer	Mike LaPoint	Nazareth College
Secretary	Zach Newswanger	SUNY Cortland
Director	Greg Lischke	Ithaca College
Professional Development	Andrew Germain	Cornell University
Technology & Communications	John Moore	Rochester Institute of Technology
Webmaster	John Moore	Rochester Institute of Technology
Business Partner Liaison	TBD	

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

In February NYAPPA held a winter meeting at Saratoga Springs, NY.

4. Chapter Events Planned

Our Summer meeting is scheduled to be held in Albany, NY. July 16-18.

5. Membership

No Update

6. Scholarships

No Update

7. Major Initiatives

- Business Partner Development – working with Amy Baker.
- Hire a conference planner to develop an RFP for site selection for ERAPPA 2022

8. Business Partner Relationship

No update

9. 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.

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	vacant	
Membership	Ron Ogata	York University

2. Chapter Governance

There has been no change in the structure since the last report. In May 2019 Paul Martin has retired from Western and his position on the OAPPA board has come to an end. Paul's time on the board included countless hours as an ERAPPA Board member as well as positions within the OAPPA executive from chair of the Energy Committee to President and most recently as Past President. We wish to thank Paul for his many years of service, his smile and laughter and calm wisdom that has made many a meeting successful.

3. Quarterly Meetings

- a. Directors
 - i. September 20, 2018 – at York University
 - ii. December 13, 2018 – at York University
 - iii. March 28, 2019 – at York University
 - iv. May 31, 201 – at University of Toronto
- b. Energy Committee
 - i. September 19, 2018 – Ryerson University
 - ii. December 12, 2018 – Ryerson University

- iii. March 27, 2019 – at Ryerson University
- c. Annual Conference
 - i. 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

- a. 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.
- b. Education sessions on Cap & Trade have occurred at all meetings involving both colleges and universities
- c. Lobbying the Ontario government on a number of issues:
 - i. Changes to the Lien and construction act - Prompt payment to contractors and sub-contractors
 - ii. Cap & Trade – exit of Ontario from the market and impacts to post-secondary sector
 - iii. Energy reporting
 - iv. Changes to the Waste and Recycling regulations
 - v. Changes to the Boiler and Pressure Vessel regulations
 - vi. 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	Left the sector	
Treasurer	Brent Thomas	Lampton College
Secretary	Ralph Scholz	Niagara 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

New Construction Act Seminar held for all Colleges March 20, 2018
OCFMA professional development workshop held in Toronto June 11-13, 2018

4. Chapter Events Planned

The association in conjunction with F-CAP-X held a training session for the sector wide Asset Management software implementation April 30 2019. The event was hosted by Sheridan College in Mississauga, ON.

The Association's Annual PD conference and Annual General Meeting (AGM) was held June 10th-12th. The event was hosted by Mohawk College in Hamilton, ON.

Executive Committee/Directors Meetings (These meetings are held bi-monthly and are primarily for member college's Facility Department leaders and others invited at their discretion)

Mon Feb. 25, 2019 All Directors Toronto, Humber College - Routine Business Matters.
Mon May. 6, 2019 All Directors Toronto, Humber College - Routine Business Matters.
Mon Aug. 19, 2019 All Directors Toronto, Humber College - Routine Business Matters.
Mon Oct. 28, 2019 All Directors Toronto, Humber College - Routine Business Matters
Mon Dec. 2, 2019 All Directors Toronto, Humber College - Routine Business Matters

ERAPPA 2018 Annual Conference

OCFMA members participated in the ERAPPA 2018 Annual Conference Sept. 28-Oct. 2, 2018 in Manchester NH.

OCFMA Chair Tim Schill attended the 2019 midyear meeting April 3-5 2019 in Erie PA

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 Initiatives - 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 College sector continues the on-going, system-wide update to the VFA (deferred maintenance) data base that began last year. Working with F-CAP-X (our VOR) all Colleges are completing building audits at an average rate of 20% per year. This approach will give us a complete refresh every five years.

The Colleges space inventory and space utilization report was suspended in 2018 and is continuing this year. Colleges are continuing to feed data into the system and a full report is expected by years end.

OCFMA continues to engage with OAPPA on energy, space utilization and professional development initiatives.

Communications – The College sector updated and migrated its website to WordPress through a program offered by ERAPPA. The migration has gone well and the site is up and running thanks to our communications committee led by Fanshawe College.

OAPPA/OCFMA Energy Committee – This committee continues to be beneficial for both sectors using our combined resources. Recently there was an electrical energy advisory consultant RFP issued by OAPPA that included participation by interested OCFMA members

8. Major Areas of Concern

Association – The association has seen a significant turnover of Facilities Leaders in the past few years and months. It is challenging to get new members to participate immediately in one of the various committees or initiatives given they have just started new jobs and are on a steep learning curve to begin with. We are working with new members to make them feel comfortable with the association and try to work them slowly into a committee position. At the beginning of the year we felt we had most of the executive and committee positions filled and as the year went on several of them left the sector leaving these positions vacant again. The association has decided to start bring senior managers from member institutions to lead committees and initiatives in the hopes to fill vacant positions and fulfill our mandate.

Sector - The current Provincial government has been making hasty changes that are affecting Colleges and Universities in Ontario. Some of these include a 10% tuition reduction, changes in the student assistance program, eligible student fees etc. These changes are causing uncertainty in funding and thus making it difficult to meaningfully make long term financial commitments.

SOUTHERN NEW ENGLAND CHAPTER SNEAPPA

Chris Dupuis, Chapter President
University of Hartford



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
Business Partner Liaison	Tracey Hartford	Windover Construction

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. In an effort to recruit additional members into leadership roles, we have invited a few institutional members that have expressed interest in learning more about SNEAPPA to join our monthly board conference calls and meetings as non-voting participants. This allows them better a better understanding of how our Board works and to have some insight into the roles of potential leadership positions they might consider in the future.

3. Chapter Events in 2019

The Chapter holds 3 meetings per year - Spring, Summer and Fall. Chapter meetings begin around 8am 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 2019 – Eastern Connecticut State University, Willimantic, CT
 - a. Nancy Yeroshefsky did a soft skills presentation titled “Respect and Civility: Tips and Strategies for Creating Respectful Interactions in the Workplace”. The presentation covered ways to deal with rudeness, how to be tactful and the benefits of a considerate and professional workplace.
 - b. The second session was a case study on the University of Bridgeport’s Microgrid Project which covered the planning, funding, technical challenges and lessons learned from the phased development of their fuel cell based microgrid implementation.
2. June 2019 – Miss Hall’s School, Pittsfield, MA
 - a. Guest speaker Dr. Michael Frost gave an energetic presentation on “How the Millennial Generation will Influence Future Leadership”. The presentation touched upon the impacts of emotional intelligence as well as individual and organizational wellness and provided insight into managing the next generation.
 - b. Second session “Making Your Facilities Condition Assessment (FCA) a ‘Living Document’” covered the keys to an effective roll-out and on-going implementation of a campus FCA, using examples from Miss Hall’s own experiences with their successful FCA program.
3. November 2019 – Brown University, Providence, RI
 - a. Program is still being finalized as of the publishing of this report.

4. Chapter Events for 2019 - 2020

- July 2019 Supervisors Tool Kit to be hosted by the University of Hartford.
- Spring 2020 mtg at UMass Lowell; Summer 2020 mtg at University of Hartford; Fall 2020 mtg at TBD (RI location)

5. Membership

Attendance for all meetings has been strong with approximately 90-120 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. For the second year in a row, we have awarded all of our scholarship monies. The Chapter fully supports APPA/ERAPPA credentialing efforts. SNEAPPA hosted a Supervisors Tool Kit training again in July 2019, this time at The University of Hartford’s beautiful campus in West Hartford, CT.

7. Finances and Dues

We do not charge an annual fee for membership which keeps participation inexpensive and easy. Additionally, we keep our registration fees low (typically under \$60-\$80/person) to help keep our educational offerings affordable to our members. This cost model allows multiple staff from a single institution to attend our meetings while still allowing us to sustain our chapter financially. Our board is evaluating ways to increase our annual revenue in order to keep meetings affordable while

continuing to support our robust scholarship program and other important educational opportunities for our members.

8. Business Partner Relationships

Business Partners are welcome at all Chapter Meetings and we have had a Business Partner liaison participate in our Board meetings for several years now. In the Fall of 2019, we are starting a pilot program for a limited number of sponsorship opportunities at our three annual Chapter meetings. Our board will review and assess the program after each meeting, make any short term adjustments if necessary and after the third meeting will make recommendations for a potential long term sponsorship program. We continue to communicate the importance of a low pressure culture and environment at our meetings with our Business Partners. In this respect, we hope to insure that our educational facilities attendees feel relaxed at the meetings.