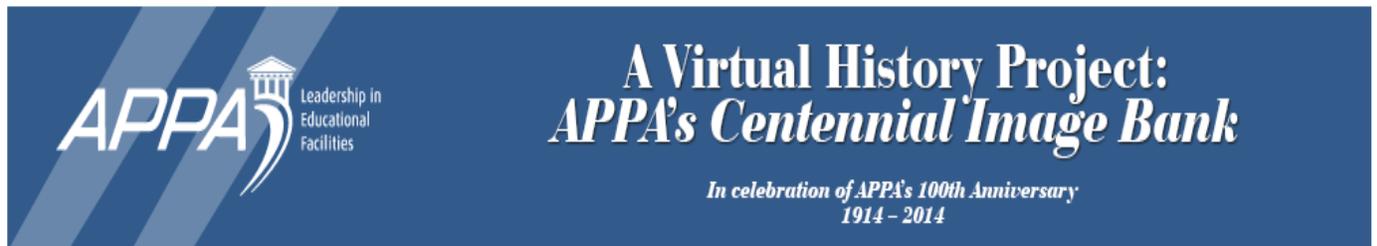


**CAPPA 2014
Spring Board Meeting
Report of the Historian to the Executive Committee**

February 28, 2014

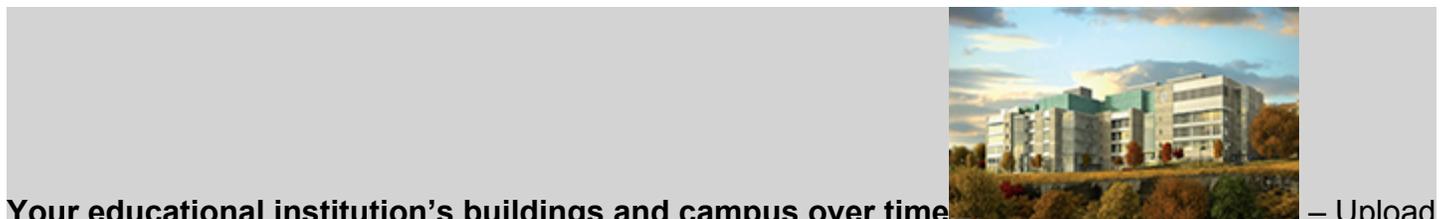
- 1. Much progress has been made on electronic storage of archival of information. Special thanks to Roy for working with me on this. We are continuing to find a few more reports and newsletters.**
- 2. Update on APPA 100 year celebration. APPA is 60 years old! APPA is requesting campus information. A page on the APPA website has been designed to upload pictures or videos and a space for your comments. This is a great opportunity to showcase your campus. We, as a region, have the opportunity to get behind this project and once again demonstrate the great things we have in CAPPA. The two pages highlighted below are from the APPA website. I have sent 4 or 5 boxes of APPA and CAPPA material to Steve.**



Dear Members and Friends of APPA:

Welcome to APPA's Virtual History Project! To help APPA celebrate its 100th Anniversary, this web page has been designed to allow you, and your fellow colleagues, an opportunity to contribute photos, video, and other images to APPA's Centennial Image Bank.

The Centennial Image Bank provides an opportunity for all APPA International, regional and chapter members to contribute images and content. The Image Bank will be unveiled, following its completion, at the APPA 2014 Annual Conference and Centennial Celebration, to be held July 20-23, 2014 at the Sheraton Harbor Island Hotel in San Diego, California. Here are examples of the kinds of content we are seeking (and we gladly welcome your ideas as well):



Your educational institution's buildings and campus over time – Upload interesting photos, videos, renderings and other images of your campus and its buildings. Help us tell the story of how campus design and architecture have changed over the decades. Include images and photos that show not only changes in administrative and academic buildings and their use, but also landmark structures that represent the essence and character of your institution, and its mission.



Facilities employees and staff at work

– Include photos of your institution's facilities professionals at work, both past and present. Whether it's building construction, grounds and custodial maintenance crews, energy plant managers, HVAC systems technicians, compliance officers, safety specialists, or others, APPA is looking for all. Include photos and images of different techniques and equipment your institution has used over the years, to maintain and construct its facilities and campus.



You and Your Time at APPA

– Include photos and video footage of events both past and present that were important to you and your colleagues at APPA chapter, regional and international meetings and activities. Use the Image Bank upload system to tell us “the story behind the photo.”



A photo of you

– Upload a photo of yourself, either a portrait photo or an image of you at work, or with your colleagues. Tell us about your “APPA Journey” and what your involvement with APPA, your region or chapter has meant to you. Help us tell the story that explains why APPA is important to our profession and to the institutional mission we all serve.

To upload your photos, video and other images:

LOGIN

1. Click on the button above to log into *APPA's Centennial Image Bank* using your APPA user id and password. If you have forgotten either your user id or password, please visit the [APPA website](#) to retrieve or change that information.
2. After your user id and password are accepted by the web site, you will be taken directly to the option to upload your images.
3. Follow the instructions to upload your content onto APPA's server.

For questions, please contact Karen Aguilar at APPA. Email: karen@appa.org



A Virtual History Project: APPA's Centennial Image Bank

In celebration of APPA's 100th Anniversary
1914 - 2014

Dear Arthur Jones,

Welcome to the *APPA Centennial Image Bank*. To upload your photos, video and other images, please read the following:

1. Photos and still images – All uploaded photos and still image files should be in one of the following formats: jpg or PSD (Photoshop). If you are creating files from scanned images, please scan at 300 dpi minimum (600 dpi is preferred). Files must be at least 2MB in size.
2. Video – Any video uploaded to the Centennial Image Bank must be .Mov (HD or SD).

*Items marked with a * are required. For region and chapter, you may select None or Unknown from the bottom of the list.*

Please Confirm

- I confirm that by uploading files (i.e., photos, video and images) to the APPA Centennial Image Bank, I grant APPA permission to reproduce these images in either print or electronic form for use as part of its 100th Anniversary project and related activities. I am either the owner of the files I am uploading, or have been granted permission by the owner to provide these files for APPA's use and at no cost to APPA.

Select Your File

* Select file from your computer:

Provide Details About Your Submission

Please complete the following fields:

1. * Your APPA Region (choose one):
2. * Your APPA Chapter (choose one):
3. Where was this photo or video captured or taken?

* Country

* State or Province

4. If this photo or video was taken at an educational institution, please identify the institution below:

- Black Hills State University
- Other

5. Date in which photo or video was taken?

Identify the month, year and decade in which the photo or video was taken. If you are submitting a photo you have taken of a document or other historical item (examples include meeting minutes, a conference program, a newsletter, a banner, an award, a conference pin or badge, etc), identify the month and/or year the document or item was published, presented, or first used.

Month	Year	* Decade
<input type="text"/>	<input type="text"/>	<input type="text"/>

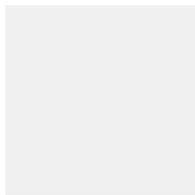
6. Provide a Title for your photo or video.

Provide a short title for your photo or video (less than 40 characters). Where possible, include in the subject the year or decade relevant to the image. Example: "1965 CAPPa Conference," "1990 Meritorious Service Award", "State Campus Chapel, 1940s", "Jane Smith with staff, 1992" etc.

* Title:

7. Description (optional)

Use this space to describe, in greater detail, the image or video you are uploading (up to 500 characters). If you are sending a photo of yourself or colleagues, describe the event and if possible, tell us what the moment meant to you. When you have an opportunity, upload a photo of yourself too, and tell us about your experience and involvement in APPA and what it has meant to you and your institution to be an APPA member.



- 3. I am continuing work with Roy on the historical archives for the website. I still have a request for missing newsletters and annual reports. I have spoken with several of you individually and am hopeful that you will research your facilities “dungeons” for missing reports. Please do not throw any reports or newsletters away without notifying me.**

- 4. Thank you for your continued support. I do plan to retire this summer. I will probably attend the annual meeting this fall. I have discussed the historian position with several people and am happy to report that Randy Culver is willing to take over the historian responsibilities. I have things somewhat organized here in our building and commit to getting everything in order for whoever the Board selects to serve.**