



**APPA Regional Presidents' Conference Call**  
**(Tuesday, December 14, 2010); (Time: 3:00 pm EST)**  
**Call-in number – 1-800-264-8432; pass code 673401#**

**AGENDA**

**DISCUSSION ITEMS:**

- **Discuss items as desired by regional presidents** – *in order to enhance cross-communication, please don't hesitate to discuss items or challenges so APPA and the other regions can help*
- **APPA/Regional Relationship Task Force** – *update on survey distribution/closing/ timeline; discuss regional boards' SWOT analysis exercise as needed/ next steps*

Last meeting was November 29, Alan Bigger sent out meeting notes. (If you didn't see it and what a copy, let me know.) Final report won't be ready until July so the Task Force recommendations can be aligned with the Strategic Plan.

- **Discuss "APPA's Strategic Planning" Session** - *flow & outcomes*

Darrel described where we've been and where we're headed. Details distributed to regional presidents (ask me for details). Targeting final report for the July annual meeting. Intermediate report and conference call among regional presidents January 11, 2011. Developing goals, objectives, and metrics for each. Plan is to have discussion at regional board meetings in the winter.

- **Nominations Committee** – **REMINDER** *that we are in the process of encouraging and searching for potential candidates for elected office this fall; deadline for applications to the Nominations Committee via the website is December 15*

Deadline tomorrow, Polly has received two nominations for President-Elect. Ted notified Polly to expect a nomination from CAPP (David Millay for Secretary-Treasurer).

- **Discuss Supervisor's Toolkit** - *delivery methods/approaches by each region; more Toolkit qualified trainers in some of the regions...*

APPA has received a list of all qualified trainers across all regions. List will be distributed.

- **Discuss approaches to mentoring and engaging young facilities professionals** (*e.g., RMA's 14r's Club; ERAPPA's new approach to student internships and participation of students in their regional meeting; potential internship program for students; others?*)

Working with BYU, Jeff Campbell, on a “hire the intern” process; BYU students are looking for internships for summer 2011. Darrel will distribute a “hints” sheet to regional reps to encourage opportunities. ERAPPA President is working on it; taking more of a summer co-op program with interested institutions. Developing evaluation forms, orientation guidelines; will be distributed.

- **Awards nominees** – *REMINDER that individual and institutional recognition awards are due next January 31, 2011; please look for stellar nominees (Pacesetter & Meritorious Service) and encourage folks to make an application (Effective & Innovative Practices Awards and the Award for Excellence along with the Fellow Award); preliminary discussion concerning the “Unsung Heroes” award by the presidents – nominations from regional presidents*

Checking to see whether regions are planning to make recommendations; I will be checking with the Nominations Committee to make sure CAPP is recognized.

- **Credentialing Program** – *reminder of National Exam Days and the need for institutional proctors for their delivery; preparatory course and exam will occur for both credentials (EFP/ CEFP) at APPA’s Institute, Academy, and the annual APPA 2011 conference; available for institutional and regional delivery as well*

A reminder about the national exam days for EFP and CEFP at the Institute and Academy in Orlando, Florida.

- **Community College Focus Group initiative** – *update; need your assistance to identify your regional-based community college “champion” (thank you to those who have already provided a name)*

Next conference call January 19. Thanks to all who have helped so far.

- **Business Partner Engagement Agreement** – *we need suggestions for potential business partners to support this effort and institutions to sponsor one or more local drive-in, one-day workshops*

Darrel attended and led a session. Evaluations were great. Another workshop scheduled for North Carolina in January and one in California. Several Business Partners looking to sponsor events.

- **APPA 2011 conference** – *located in Atlanta, Georgia, July 16-18, 2011; the call for targeted presentations is now closed (FYI: Executive Committee meeting occurs on July 13; 1<sup>st</sup> Board Meeting occurs on July 14; Committees’ Meetings on July 15; 2<sup>nd</sup> Board meeting occurs the afternoon of July 18 – 2011)*

Please be sure to promote this meeting.

- **Institute for Facilities Management & Leadership Academy** – *January Institute in Orlando, Florida, January 9-13, 2011 at the Renaissance Hotel is open for registration as of November 1 with 295 already registered; Tracks 2 & 4 of the Leadership Academy is also being offered as a co-location; discuss costs (as raised by the group last conference call)*

Looks like APPA will make their numbers for these events.

- **Committee Appointments/Reappointments packet** – *thank you all for the focus on committee member appointments during your most recent board/annual meetings; your focus and encouragement to increase engagement is beneficial to both organizations (many plan to include the new faces at our upcoming December committee meetings in Colorado Springs)*

Information received. Will check again in early April to ensure everyone is notified for a July meeting.

**INFORMATIONAL ITEMS:** *(These can be discussed further if time permits. NO NEW UPDATES)*

- **Future fall regional meetings and updates of your regional board officers** – *REMINDER to please visit the regions' section of the APPA website and look at the bottom of the page for the table identifying your meeting dates contracted through 2014; notify Holly Judd ([holly@appa.org](mailto:holly@appa.org)) of updates to your meeting dates/locations and your officers listing*

APPA Board Meeting, February 5, Colorado Springs, CO. On-line Board orientation meeting for new members; Polly will send an announcement to them.

- **Collaborative Projects with other associations:**
  - *ASHRAE – TCO research contract/project continues to unfold with the beta test pilot of the survey with 6 institutions underway (expect to close the beta survey and open to approximately 35 institutions/organizations this January 2011)*
  - *CAUBO (Canadian Association of University Business Officers) – FPI efforts continue; their commitment to the program is inspiring; EVP to deliver two sessions at the CAUBO annual conference next June 2011 (a pre-conference workshop on the FPI and then an educational session for all conference participants)*
  - *VSPMA (Virginia School Plant Managers Association) – delivered the certification program at their October 2010 meeting; still interested in FPI and Toolkit*
  - *HACC (Harrisburg Area Community College) – continuing our efforts with IFMA as co-collaborators to increase the number of accredited FM degree programs at higher education institutions of all types*
  - *NBOA (National Business Officers Association) – interest continues with this group being a cohort on establishing specific performance measurements through FPI, creating a facilities toolkit for their business officers, and providing a day-long pre-con workshop plus a general educational session at their February meeting in 2011 (Washington, DC)*
  - *ACUHO-I – we are engaged in a successful collaborative delivery of webinars and co-sponsor the Housing/Facilities workshop in October annually*
  - *ASHE (American Society of Healthcare Engineering) – revised, updated strategic alliance agreement with new action items; nice tie-in with our Code Advocacy Task Force work*
  - *COAA (Construction Owners Association of America) – the EVP and Doug Christensen (P.I. of the TCO research project) attended the BIM forum*

*roundtable discussion in Atlanta, October 13; it was important for APPA to be fully represented; a good session overall and we made some excellent contacts*

- *AGB (Association Governing Boards) – selected to re-write their Board pamphlet on “Buildings & Grounds Committee” for governing boards and to deliver a pre-conference workshop next April 2011 on “The Future of the Physical Plant”*