



APPA Regional Presidents' Conference Call
(Tuesday, November 9, 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**
SRAPPA working to improve communication with state chapters in monthly conference calls; working to increase membership.
RMA working to get more people engaged; get a business partner on their board; doing more Toolkit training; revised board membership and identification to increase engagement; ensuring there are state/province rep's; using social media to communicate with members and eliminate paper newsletter; engaging students at BYU; mentorship program following attendance at events/training ('fourteeners') with younger members; reaching out to emeritus members for inclusion.
PCAPPA increasing access and engagement; beef-up social networking via electronic media; links from campuses to PCAPPA.
MAPPA developing a mentorship program similar to RMA; using Facebook (picked-up a lot of new folks); developing future leaders with "mentees"; considering a marketing position on the board; challenging members to contribute to the newsletter.
CAPPA investigating alignment of dues structure with APPA's system; increasing engagement with business partners; increasing publicity of CAPP Tech at a national level.
ERAPPA working on a student intern program where institutions commit to hiring an intern for the summer.
- **Discuss each regional president's "planned initiative(s)" for the coming year**
See above.
- **APPA/Regional Relationship Task Force – update on survey distribution/ closing/ timeline; discuss regional boards' SWOT analysis exercise as needed/ next steps**
Distributing the results of the SWOT analysis in the coming weeks.
APPA survey has closed; expecting 20% participation from contacted people.
Setting up a conference call on the regional relationship taskforce to get recommendations by February.
- **Discuss "APPA's Strategic Planning" Session - flow & outcomes (occurring on December 2)**
Gathering information from the regional relationship taskforce.
- **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**
Setting a conference call meeting for all committee members. Materials on line and must be submitted by the deadline. One or more candidates for Secretary-Treasurer. Still checking on people who can re-up for positions. Regions that have interested people should push them to be nominated. Polly will be happy to answer questions to people who might be interested but have questions; David Gray will respond too.

- Discuss Supervisor’s Toolkit** - *delivery methods/approaches by each region; more Toolkit qualified trainers in some of the regions...*
 Toolkit is alive and thriving. Regional responses:
 SRAPPA – potential ROI problems, concerned about the replacement of trainers who move on a succession plan (7 trainers and 8 on deck). Has a toolkit camp to develop trainers.
 RMA – finding it valuable and successful, delivered almost monthly, 6 trainers, willing to help cross boarders and keeping fresh and sharing, subsidized at about \$25k/year, books only real fee.
 PCAPPA – trying to get and keep trainers; program very popular for campuses to keep up with retirements.
 MAPPA – Offered twice (52 and 12); 6 trainers (for institution only) and 5 trainers willing to travel; challenge is identifying and getting trainers; small schools have trouble with even the cost of the books. Recommendation to update the toolkit book to address changes in technology.
 CAPPa – trained two additional trainers, still looking to find more trainers.
 ERAPPA – started offering two years ago; offered at the chapter level too; need to find more trainers.
- 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?*)
 See RMA initiatives above.
 Recommendation to have job-shadowing opportunities delivered through regions rather than international level.
- 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
 Make sure you meet the deadlines.
- 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*
 Reminder of the need for proctors. Concern about the time it takes for exams to be graded and the results sent. APPA is pursuing the time issues which mean APPA must schedule with the grading company sooner; trying to shorten to 2-1/2 weeks for notice of results. Looking for institutions to be a host location for national exam day.
- 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)*
 Darrell has a list of people interested in participating.
 PCAPPA – Jeff Wood, Yakima CC
 CAPPa – Lalo Gomez, Alamo CCs and JB Messer, OCCC
 MAPPA – James Hubbard, Heartland CC
 SRAPPA – J. Tucker, Popeland CC and Tommy Wright, Cleveland State
 ERAPPA – Joe Wojtysiak, HACC

- **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*
Had workshops in KC and Seattle; one in San Antonio, Dec. 9; maintaining a list of people willing to host a workshop. Anticipates a dozen workshops between now and next summer.
- **Membership Dues** – *status of renewal and recruitment efforts to date; we remain down at to 68 non-renewing institutions and 78 business partners; thanks to each of the boards and their representatives to the membership committee for continuing to make personal calls*
Working to get some stragglers in, including business partners. APPA Office is pursuing business partners. Regional committees who have called have worked hard and gotten down to 63 institutions outstanding; got 40 late renewals so far. Much better than last year with a goal of zero-net change. BPs renewal at 80%. CCs: lost 9 but gained 9 new.
- **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; 1st Board Meeting occurs on July 14; Committees' Meetings on July 15; 2nd Board meeting occurs the afternoon of July 18 – 2011)*
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 52 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)*
Encouraging enrollments so far, goal is 275 attendees.
- **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 3 & 4 committee meetings in Colorado Springs)*
Working to get APPA committees populated; thanks to those regions who have already submitted officer information. David Gray will send a simple form to complete membership information to share. Committee members are encouraged to attend and have been notified by APPA.

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) of updates to your meeting dates/locations and your officers listing*
- **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”*