



To: APPA President Don Guckert

From: ERAPPA Junior Representative Arthur Walsh

CC: APPA Executive Vice President Lander Medlin  
ERAPPA Senior Representative Kevin Mann  
ERAPPA Incoming Junior Representative Jessica Abbott  
APPA HR Director/FMEP Administrator Holly Judd

Date: July 11, 2019

Subject: Annual Report to the APPA Board of Directors for the Eastern Region (2018-2019)

On behalf of the membership of the Eastern Region of APPA (ERAPPA), I am pleased to submit the following report of activities and accomplishments.

In the last year, the ERAPPA Board has worked on several initiatives stemming from the organization's Strategic Plan and a renewed focus of building community and providing strong synergies between our chapters and APPA. We have continued to focus on providing outstanding educational and professional resources to our members, expanding our membership, and engaging our Business Partners in the organization. As such, the following initiatives have been at the forefront of our discussion, planning, and action since the last report submitted to the APPA Board in January 2018 by then Senior Representative Steve Perry:

**APPA Scholarship Initiatives** – Sponsorship of the APPA Credentialing program continues to be our largest educational undertaking apart from the ERAPPA Annual Meeting, providing scholarship coupons covering the registration of the program for our members. The APPA Credentialing Program targets, benefits, and is accessible to all ERAPPA members. ERAPPA has been supporting this initiative for many years. During the period July 1/18 – June 30/19 I am pleased to report ERAPPA has provided support to 101 of our members undertaking the credentialing program! The Board is delighted in the uptake in this program and encourages all ERAPPA members to consider how the CEFP may benefit them both personally and professionally. In recognition and support of the new delivery method planned for the credentialing program, the Board has budgeted \$90,750 in the 19-20 budget to provide this great opportunity to an additional 165 of our members.

In addition to credentialing, ERAPPA continues to provide full scholarship, covering tuition and expenses, to six of our members on an annual basis, awarded through an application process.

**Business Partner Liaison and Committee Members** – The integration of Business Partners into the ERAPPA Board and Committees has served to clarify needs and expectations from and for institutional members and business partners. Recognizing our business partners are subject matter experts in several areas of interest to our institutional members, the Business Partner Committee continued educational support to our members through the creation and delivery of a series of webinars. New synergies and efficiencies were implemented in this program in the last year whereby ERAPPA collaborated with APPA in the platform used to deliver the webinar series – a great example of working together! The bimonthly series covered a variety of facilities-related topics. In the last year the webinars achieved attendance in excess of 750 members, proving demand for relevant information delivered in an accessible format.



**ERAPPA**

Atlantic Provinces - Delaware Valley - Keystone - Maryland-DC - New Jersey - New York  
Northern New England - Ontario Universities - Ontario Colleges - Quebec - Southern New England

**Eastern Region of APPA, Serving Educational Facilities Professionals**

**Finances** – The ERAPPA organization continues to be fiscally strong thanks to both the effort of our chapters in delivering quality annual meetings with net positive cash flows, and the continued support of our members in maintaining membership. These financial resources are used to support the mission of ERAPPA. The Board continues to act as responsible stewards of ERAPPA’s assets and is very thoughtful and thorough when it drafts, analyses, and adopts its annual budget; seeking opportunities to positively impact as many members as possible while maximizing the resources under our stewardship. The Board remains alert and nimble in reacting and adjusting to financial realities, adjusting expenditures as necessary. Our financial position is as strong as our commitment to the success of the organization and our members.

**Website Refinement** – As technologies continue to change, ERAPPA worked with our chapters to convert their websites to the WordPress platform, providing a \$4,000 grant to each interested chapter to fund the professional services required for the conversion. Additionally, ERAPPA undertook the re-development and migration the ERAPPA Annual Meeting website template to the new platform as a form of financial and operational support of our chapters who host the Annual Meeting. The template provides a consistent brand image while minimizing the resources required in this regard of our host committees. We are now poised to begin the re-development and conversion of the ERAPP website. These conversions are another example of synergies achieved, as now most of our chapters, ERAPPA and APPA will soon be on the same website platform.

#### **ERAPPA Governance**

The Board has also focused on our internal governance. We have again completed our annual insurance reviews, undergone our annual financial audit, and maintained the organization’s tax-exempt status by completing and filing the required documents. When necessary, we have adopted new or amended established policies, procedures, and practices to ensure the organization continues to operate effectively. Recently completed was a full review of the ERAPPA Annual Meeting Guide – an invaluable resource to the chapters who rotate in hosting the Annual meeting once every nine years.

#### **ERAPPA Annual Meeting**

ERAPPA held its 68<sup>th</sup> Annual Meeting in Manchester, NH from September 30 – October 03, 2018. The Northern New England Chapter of APPA (NNECERAPPA) hosted the 2018 conference, under the leadership of Connie Simmons (Phillips Exeter Academy) and John O’Shaughnessy (St Paul’s School). The host committee created an engaging and thought-provoking educational program which included a five-track professional development program, a Hall of Resources with a variety of Business Partners, and an evening of networking and comradery, and for the first time delivery of a track of the APPA Institute!

There were over 500 delegates, with representatives from 125 institutions in attendance at the 2018 Annual Meeting, which carried the theme “Revitalize” featuring Keynote speaker CEO Roxanne Emmerich (author of “Thank God it’s Monday!”) who delivered a thought-provoking session on leading business transformational change.

As has been tradition for the last many years, a First-Time Attendee information session and reception has held just prior to general welcome reception and opening of the Hall of Resources. Connections for these new attendees were maintained throughout the conference; sit-down group meetings provided the opportunity and venue for attendees, new and returning, to gather at “topic tables” where a table marker indicated the topic of conversation. This simple, yet effective, opportunity was well received.



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ERAPPA was pleased to have APPA Executive Vice President Lander Medlin and her husband Ron in attendance at the meeting. Lander installed the 2018-2019 ERAPPA Board of Directors. They are:

President, **Arthur Walsh**, Dalhousie University  
President-Elect, **Jessica Abbott**, University of Hartford  
Past President, **Kevin Mann**, Salisbury University  
Vice President for Professional Development, **Mary Grube**, St Mary's College of Maryland  
Vice President for Annual Meetings, **George Stooks**, State University of New York/Geneseo  
Vice President for Membership, **Patty Smith**, The College of New Jersey  
Vice President for Chapter Affairs, **Andy Wilson**, Slippery Rock University  
Vice President for Technology & Communications, **Sheri Vucci**, Smithsonian Institution  
Secretary, **Jonathan Terry**, Quinnipiac University  
Treasurer, **Phillip Melnick**, Penn State University  
Business Partner Representative, **Amy Baker**, DIGroup Architecture  
APPA Liaison, **Lander Medlin**

ERAPPA is truly an incredible organization. The collection of colleagues from Maryland, DC, and Delaware north through New England and from Ontario to Newfoundland Canada is like no other. The engagement I have witnessed by our members who serve on Host Committees, ERAPPA Committees, APPA Committees, and as Board Members is impressive! The quality of the work and effort put forth by these individuals as volunteers is outstanding! All the benefits our members have come to enjoy through their ERAPPA membership – quality Annual Meetings, professional development webinars, local delivery of APPA programming, and a robust scholarship program – are all a result of this dedicated group of individuals. It has been encouraging to see members not only continue to partake of the benefits of their ERAPPA membership, but also step up to give back to the organization through their service. More members are finding out that serving as part of the organization's leadership is both rewarding and enlightening.

Our KAPPA Chapter hosts the 69th ERAPPA Annual Meeting this fall from September 29 – October 2, 2019 in Erie, PA at the Erie Bayfront Convention Centre. The theme for this year's meeting is "Chart Your Course" and will feature Keynote Speaker Adam Kreek, a Management Consultant, Entrepreneur and Executive Coach. His talk will cover strategies and skills of leadership, high performance and perseverance. The Annual Meeting is under the leadership of Co-Chairs Pete Buchheit (Pitt-Bradford, University of Pittsburgh) and Beth Clark (Penn State).

On behalf of the Board, I extend my sincere thanks to all the volunteers who have worked so hard to ensure our organization and our members thrive. We continue to owe a debt of gratitude to the staff at the APPA offices for the information, support, and guidance provided throughout the year. We are most fortunate to have Lander Medlin as our regional liaison. ERAPPA appreciate the opportunity to meet annually at the APPA offices for our June Board meeting where we are always welcomed and supported by our colleagues. We are also thankful for the advice and encouragement of our colleagues on the APPA Board, particularly our regional representative and presidential counterparts. We are grateful for the opportunity to learn from and with you, while providing the link between APPA and our chapters.