***Professional Development Committee***

**August 22, 2019**

**Conference Call**

**Minutes**

**Present:** *John Furman (PCAPPA), Karen Sanchez (SIEMENS), Beth Clark (VP), Scott Turley (CAPPA), Jenna Elmer (RMA), Ron Pond (MAPPA), Kevin Simpson (ERAPPA), Suzanne Healy (APPA), Corey Newman (APPA)* **Absent:** *Andy Maddox (SRAPPA)*

1. **Standardized Evaluation Template Clark**

*ACTION ITEM: SH to post evaluation form to Committee webpage.*

1. **Committee Updates PD Committee** Karen Sanchez – Business Partner   
    Congrats to the successful delivery of the Annual Meeting; Happy to see participation of new evaluation process.   
    Andy Maddox – SRAPPA   
    Absent   
    Jenna Elmer – RMA   
    All is going well as we gear up for Banff, Canada  
    John Furman – PCAPPA  
    Last few weeks of prep before the annual meeting for their event in Las Vegas, NV.   
    Ron Pond – MAPPA   
    Toolkit and Level 1 will be offered in Minneapolis, MN.

Kevin Simpson – ERAPPA   
 Last few weeks of prep before the annual meeting for their event in Erie, PA; ERAPPA PD & Host Committee PD happy to see the implementation of the new form for use in the area of evaluation;   
 Scott Turley – CAPPA  
 Last few weeks of prep before the annual meeting for their event in Winnipeg, Canada.

1. **APPA 2019 Recap Healy/Newman**

Stats of significance - attendance, AIA cards, other?  
 Total 636 (Institutional & business partners)

Evaluations status?  
 Release of week of August 26th

Overall feedback?  
 Release of August 26th   
 Breakfast Tables – badly placed, didn’t go as well, need to include in Guidebook and from end communication needs to be better handled, put in place push notifications, but we will try this again for Boston in 2020. (AM2020 – Place Balloons on the table sessions spots and color code the balloons.)

1. **APPA U September Update Newman**

IFM – 299   
 ACAD - 144  
 CLS – ASHRAE – 21 Transformational Change – 21

1. **APPA 2020 Call for Presentations Healy**   
    Opening September 9th   
    Closing November 1st

*ACTION ITEM: SH to finish the build out of the COP as it relates to the review of call by the committee members.*

1. **Other Business** - For the October call regional liaisons bring your information on your general session speakers for share/discussion.   
    - BC asking about January dates; Potential timeline provided; *ACTION ITEM: SH to confirm to tighten up that travel for the committee;* - CN requesting that regional liaisons please share with him the Toolkit offerings that they will be having now through the spring.