

**Professional Development Committee Minutes
September 26, 2019**

Present: *John Furman, Suzanne Healy, Corey Newman, Andy Maddox, Scott Turley, Karen Sanchez*

Absent: *Beth Clark, Kevin Simpson, Jenna Elmer, Ron Pond*

**1. Initial Feedback on New Session Evaluation Forms**RMA FEEDBACK ON EVALS:
While I enjoy the forms, the use (and waste) of paper really bothered me.  As leaders in facilities often with values of sustainability, there has to be a better way.  I am happy to start researching how we can digitize this.  Getting the paper to and from was problematic when travelling.  Also, once I inputted the information that I needed, I got rid of the forms.  Mostly, I didn’t want to have to add that weight into the suitcase.  Now, since there were forms, I am being asked by presenters if they can see the evaluations (which I no longer have…) so there is an idea for process improvement.  I can allow presenters to review the information prior to me entering what I need and discarding them. Or, I can ask the host committee to scan the forms and email me.   I also think that we should ask the people who distribute and collect the forms for a room count at the presentation.  It would be good to know which 4.5 presentations had 50 people and which 4.5 only drew 3 people… (the evaluations are an indicator of the attendee count, but over half of my evaluations came back blank, so I don’t have an accurate count per session.  It would also be good to know if a presentation had 50 people, but only 3 filled out the evaluation… that could indicate that it wasn’t good enough for people to want to submit a score…)  The evaluations did give a lot of good information along with critical feedback on a few presentations that were “sales pitchy”.  What is the expectation as PD chairs for our regions when we get feedback on a session from a business partner that was too far into the sales side?  Do we give them the feedback for next time?

We look forward to additional feedback as the balance of the regional meetings occur!

**2. Who is using the new evaluation template form?**
CAPPA – YES (With a little modification … ☺)
ERAPPA, RMA, PCAPPA, SRAPPA – YES
We will check in with MAPPA

**3. January Governance Dates**

Email to follow on September 26, 2019

**4. Call for Presentations Update**As of 9/26, we have three submissions.

Reminder, here is our timeline:
September 13                         Opening of APPA 2020 Call Released
September 18   - November 7 Marketing Messages /efforts
November 8                           Call Closes
November  15                         Submissions Shared with Committee
December 6                           Committee Grade Sheets Returned
December 9-13                       Staff Builds Out Slate of Offerings & Releases Notifications to Submissions

**5. APPA U – Nashville** 496 Attendees

 313 IFM

 160 Academy

 23 ASHRAE
 Happy Attendees

**6. APPA U – San Diego (SAVE THE DATE & REG OPENING)**November 4th we will open registration

**7. Regional Reps/BP Additional Feedback/Comments:**

RMA
Our community of practice sessions were a HIT!  Lessons learned is that we should have had moderator instructions, maybe an ice breaker, and some initial questions to get the sessions rolling.  We also could have done a better job in the program describing what the sessions were, but overall, it was very well received.  Here are the sessions that we had for our community of practice sessions:
 Communities of Practice Session:  Managing Efficient Teams for multiple campus sites
 Communities of Practice Session:  Making the Most of Mentoring – Join the 14ers
 Communities of Practice Session:  Energy management and controls Communities of Practice Session:  Solutions for custodial challenges Communities of Practice Session: Technology, IT and Facilities   Communities of Practice Session:  Trades working together

PCAPPA
Conference starts Sunday!

CAPPA
Trying to plan Toolkit for October hosted by Arkansas State;
140 to attend AM in Winnipeg and starts Sunday evening;

SRAPPA
Next weekend conference starts;
Gear up in 2020 Toolkits;
Drive In Workshops looking to reinvigorate

BP
Nothing to update at this time.