



**Fall Board of Director's Meeting
September 25, 2016
Flagstaff, Arizona**

RMA Participants: David Turnquist, Lisa Potter, Kent Anderson, Kristin Witters, Marie Wells, Victoria Drummond, Tim Dobson, Luis Rocha, Mary Jane Thompson, Steve Hoskins, Emmet Boyle, Terri Willis, Brian Johnson, Chuck Gumeson, EJ Hook, Wim Chalmet, Rachel Stone, John Morris, Wayne Clark, John Herrera, Steven Gasser, Layna Breyare

APPA Participants: Chuck Scott, APPA president, Lander Medlin

Called in: none

Regrets:

Call to Order

The president, David Turnquist, called the meeting to order at 8:00am. A moment of silence was held because of the passing of Doug Christiansen.

The goals and objectives for the meeting were reviewed and the agenda was adopted.

RMA Fall Board Meeting Agenda

September 25, 2016

- 7:00 – 8:00 AM Breakfast in the Ponderosa Room, 2nd floor of the High Country Conference Center (HCCC). This is the same room where our Board Meeting will be held.
- 8:00 – 8:30 AM Roll call and introductions
- 8:30 – 10:00 AM Secretary –2016 BOD Spring Meeting minutes for approval, any by-law revisions/proposals?
Treasurer – Financial report
President - RMA goals, remind people of Duties & Responsibilities document
President-Elect – strategic goals
- 10:00 – 10:15 AM Break
- 10:15 - 11:30 AM Senior Representative - Junior Representative
Communications – new website design.
Business Partners
Historian
- 11:30 – 12:45 PM Lunch in the board room
- 12:45 – 1:45 PM Team Building exercise – Terri Willis to lead the group.
- 1:45 – 2:00 PM Break
- 2:00 – 3:45 PM APPA/RMA Liaison
Professional Development - different offerings & schedules, budget, certification
Membership - ideas to increase membership?
Information & Research
Awards & Recognition –scholarship decisions, other info on either RMA or APPA awards
Professional Affairs
14ers
Mexico initiative
- 3:45 – 4:00 PM Chuck Scott to address the board
- 4:00 – 5:00 PM Annual Meeting Coordinator –need to line up hosts for 2019 and 2020.
2015 Host committee report
2016 Host committee report
2017 Host committee report
2018 Host committee report

5:00 – 5:15 PM Wrap up & Announcements
Announcements
1st timers meeting on Monday evening – would like all board members to attend
General Business Meeting at 9 AM Wednesday morning – all board members should attend
On Wednesday, 10:15 AM – Business Partner recap. Expect all host committees represented, John H, Lisa, and Luis to attend.
2017 Spring board meeting schedule
APPA Internship Taskforce – looking for members
APPA FPI Survey open – closes on 12/12
APPA Awards submittals due 11/30

5:05 - 5:50 PM DLR Meet N Greet – 1899 Bar and Grill

5:45 - 6:00 PM Gather at the lobby of the Drury Inn for transportation to the Colton House. Dress warm!!

6:30 – 9:30 PM Board Dinner

Contents

Secretary's Report	Wim Chalmet	5
Treasurer Financial Report	Steve Hoskins and Mary Jane Thompson	5
RMA President's Report	David Turnquist	5
President Elect	Lisa Potter	6
Senior Rep	Brian Johnson	6
Junior Rep	Emmet Boyle	6
Communications	Rachel Stone	6
Business Partners	Chuck Gumeson	7
Historian	Marie Wells	7
Professional Development	Terri Willis	7
APPA/RMA Liaison	Kristin Witters	8
Membership	Tim Dobson	8
Information and research	Kent Anderson	8
Awards & Recognition	Steven Gasser	9
Professional affairs	Luis Rocha	9
14ers	John Morris	9
Business partner / board member	David Turnquist	9
Mexico Initiative	Chris Kopach	9
Annual meeting coordinator	John Herrera	10
2015 Host Committee Report	Victoria Drummond	10
2016 Host Committee Report	John Morris	10
2017 Host Committee Report	Wayne Clark	10
2018 Host Committee Report	Layna Breyare	10

Minutes

8:30 – 10:00 *Presentations*

Secretary's Report

Wim Chalmet

Motion to approve the minutes of the 2016 Spring board meeting

- Motion by Steven Gasser
- Emmet Boyle seconds
- Motion passed

Treasurer Financial Report Steve Hoskins and Mary Jane Thompson

Steve and Mary Lane presented the financials of RMA.

Professional development: This is to fund \$100 rebate for anyone taking the Professional Development course.

Scholarships for 1st timers: John suggests adding 2 scholarships, \$1,000 each for the 2017 RMA conference. There are already 2 scholarships, funded through a donation from Sodexo. The 2 new ones are funded from the RMA board. Winners of any of these scholarships would not disqualify them from getting other scholarships. The scholarship is not transferable. The scholarships will be administered through reimbursement.

Motion to add 2 scholarships

- Motion by Luis Rocha moves
- Marie Wells seconds.
- Motion passed

Motion to make the scholarships non transferable

- Motion by John Morris
- Marie Wells seconds
- Motion passed

Motion to approve the financials as presented

- Motion by Steven Gasser
- Emmett Boyle seconds
- Motion passed

Mexico initiative: \$5,000 would be sufficient to continue what we are doing for the Mexico Initiative.

RMA President's Report

David Turnquist

David mentions that he wants to increase the number of 14ers. A lot of staff from the various institutions can be a 14er due to accumulated points. David suggests to ask those individuals to become a 14er.

EFP CEFEP certification: David encourages everyone to get these certifications.

Duties and responsibilities document. This has been sent around to all board members. This is a living document that needs to get updated continuously. However, these duties and responsibilities are also included in the by-laws, so updates to the duties and responsibilities updates should be done in batches, as it is difficult to update the by-laws due to the approval needed from the board.

President Elect

Lisa Potter

Lisa presented the strategic goals of RMA.

Emerging professionals: Lander suggested having a “buddy system”, especially for the emerging professionals.

Mentoring and internship: Chuck asks that if anyone is interested in working with the internship committee to contact him as he is in contact with Kristi Kowell who is leading this initiative.

Thought leader symposium: Lisa asks to have this topic addressed in a prime time for the 2017 conference, and not being the “last session of the day” at the conference

Senior Rep

Brian Johnson

Credentialing program: there is much wider engagement within APPA

Colorado COAPPA is starting up. The first formal gathering was held. A technical session is planned to be held in April.

Junior Rep

Emmet Boyle

“Best gig on the board.”

Emmet is working on succession planning. A vote on a new president elect is going to be held during the General Member meeting, so all board members are begin asked to be present at this meeting.

10:00 – 10:15 Break

10:15 – 11:45 Presentations

Communications

Rachel Stone

A link to the new website has been sent around to all board members about 2 months ago. The site is now maintained in WordPress. This allows non-IT people to maintain the website. The website is now also “mobile responsive”, meaning it looks good, regardless of the device you are looking at the site with.

Google analytics is set up for the site, meaning we can track clicks and page visits. The site is automatically backed up, so we will not lose data.

The Professional Development page has been completely redesigned around a calendar-concept. In a previous iteration, this page was a long list of events and news items, which appeared unorganized. Now with the calendar-centric concept, information is well presented.

The board is very impressed with this new website and asks when it could be made live. The plan is to have it go live 2 weeks after the Fall Conference.

Twitter handle, APPA_rma, has been set up, and the link appears on the bottom of the page. The Facebook link does not appear yet as the Facebook group itself is not public.

Business Partners

Chuck Gumeson

Chuck presented the work and progress around the Business Partners.

Chuck has created a document for Business Partners, explaining the value to become a business partner with RMA, exhibiting at the RMA conference, sponsorship for the conference and more. The document also contains a "Business Partner Conduct" section outlining which conduct RMA expects the business partner to follow. The document was read and reviewed during the meeting.

The board likes the document and asks how it is going to be used when approaching business partners. Chuck would like this document to be added to the website, so any business partner can consult the document. David suggests that we use this document as a base to approach any business partner for the 2017 Conference.

John Morris asks if there was any discussion on what a Business Partner exactly is. Chuck's view on this is that any of the known partners (booth, sponsors and individuals participating in the conference) are all Business Partners.

Historian

Marie Wells

Marie comments that John Morris has done an excellent job at keeping records.

Marie will add to the historian report, as the host of next years' conference, a list of previous sponsors, sponsorship level, amount sponsored and such, for the records.

Many documents from previous years have been digitized so they are available digitally.

Professional Development

Terri Willis

There are 4 new trainers, 2 of them are bilingual

The next drive-in workshop is at the University of Idaho in November

The next supervisor session is at the University of Mexico in October

Various leadership academy sessions are scheduled

Track IV -

University of Arizona

University of Colorado Boulder

Track III

University of Idaho

Track I

University of Colorado Denver/Anschutz

Expenses that are being reimbursed for the toolkit trainers need to be more defined, as it appears to be a bit all over the board. A list of typical items to be reimbursed would be welcome. APPA has a travel reimbursement policy, and it could be adopted for use by RMA. Terri will look at this policy and change for RMA.

11:45 – 12:45 Lunch

12:45 – 13:45 Team building session

The team building session was centered on True Colors.

13:45 – 14:00 Break

14:00 – 16:15 Presentations

APPA/RMA Liaison

Kristin Witters

APPA will be co-locating with PCAPPA in San Francisco July 21-23, 2017. .

4 year institutions should have received requests to update their information (enrollment, cost). The importance of updating this information is that it will allow classification of each institution, allowing the institutions to do proper benchmarking and comparing with other institutions. Over 200 institutions have not fully reported on their GIA and full time equivalent.

The fourth boot camp for AMS (Association Management System) will be happening right after RMA. The plan is to take it live on Dec 16. The new system allows to capture much more information than before, and the data will be much more accurate than it is now.

The CMMS (Content Management System) will be following after the AMS, as they are currently too integrated. Automated processes will ensure that the AMS and CMMS talk to each other seamlessly.

Membership

Tim Dobson

Tim presented the membership PowerPoint.

Institutions that want to add a large number of members of their institution can send the full contact information of each individual to Kristin Witters. She will make sure they get added.

Each region has been asked to add one institution per month. This requires a concerted group effort. Tim asks if we should develop a membership committee for the region.

Need for volunteers from each State to assist with membership.

Need to find ways to get more involvement from CC's. K-12 and Tribal Schools/Institutions.

Information and research

Kent Anderson

Wyoming – Mike Sawyer did an excellent work on a local basis. Thanks to him, almost every K12 in that region is involved with RMA.

Would we be able to offer a scholarship for all local K12 where the RMA conference happens to be?

The FPI report is due on Dec 12.

At the last meeting, Kent volunteered to talk to some students.

If someone in the institution has done something incredible, then send that person's contact information to Kent for an interview to write an article for the Facilities Manager magazine. This would give terrific recognition opportunities.

Awards & Recognition

Steven Gasser

Steven has sent his report to all board members and presented the highlights to the board.

Other regions vet any submission for awards and recognition. We have decided not to do this for RMA in order not to make the process more complicated.

Motion: to add 3 more scholarships for the program. Steve Motions and Terri Willis seconds. Motion accepted.

Lee Newman award will go to Spirotherm.

Individual awards are due on November 30. Pacesetter, Unsung Hero, Meritorious service, president's award. Submissions can be done online.

Professional affairs

Luis Rocha

PAC is working on breaking down its responsibilities for the 3 pillars

We are working on reviewing past innovative and effective practices to have on the website for institutions to review

Institutional awards are due on November 30th

Reviewing wording on all institutional awards criteria to insure that they are clear

14ers

John Morris

John states that the number of 14ers is quite low. He suggests that all board members at least should be in as a mentor as a mentee.

13 new people will be inducted on Wednesday.

John suggests that we should be looking at a scholarship, because the requirement of attending at least 3 conferences to become a 14er may be an issue.

Business partner / board member

David Turnquist

Chuck has expressed strong interest to stay on for 2 more years. One of the reasons is that the 2018 RMA is very close to him. There are a number of others interested parties to become the Business Partner. Luis comments that from a continuity perspective, it makes sense to have Chuck stay around for 2 more years.

Motion to have Chuck continue from Kent Anderson. Seconded by Brian Johnson. Motion passed.

Mexico Initiative

Chris Kopach

The "Amigo Initiative" at the University of Arizona strives to reach out to the Mexican universities. There will be a presentation called "From Perception to Reality" on Tuesday about this initiative.

16:15 – 16:30 Chuck Scott to address the board

Chuck thanks John Morris for the welcome reception last night. He also wants to spend some time with the 1st timers during RMA. Chuck outlines that there are very many differences between the regions and highlights the uniqueness this creates between the regions. He will talk more about this during the general meeting on Wednesday.

16:30 – 17:00 Host committee reports

Annual meeting coordinator

John Herrera

The host manual handbook is being updated. John comments that he is being asked where the 2019 and 2020 annual meetings will be held, but he would not necessarily be the one working on that meeting, as his mandate will be over by then. He suggests that by 2020, the time may be right to have the annual meeting in Mexico. PC-APPA is also thinking about holding their annual meeting in Mexico in 2020, so there may be synergies there.

A SurveyMonkey survey could be done with all members to see if they would be interested to have the 2020 annual meeting in Mexico. Chuck does mention that the survey should include the business partners because they may, or may not, be interested in going to Mexico.

2015 Host Committee Report

Victoria Drummond

David thanks the Big Sky team for an excellent annual meeting.

2016 Host Committee Report

John Morris

John introduces Alexis who has done a formidable amount of work for this years' annual meeting. The attendees have jumped from 250 to 350 just in the last week, which causes some last minutes issues. A small number of paper copies of the guide book have been made, but most attendees are encouraged to use the digital version.

The sustainability office wants to make this meeting as sustainable as possible. The office asks to track the environmental footprint of the RMA conference. John will email these documents also to Wayne, to potentially to be used for the 2017 annual meeting.

Everyone is encouraged to share photos of the event.

Campus tours on Wednesday. There are 7 different tours, and everyone is asked to sign up for the desired tour.

2017 Host Committee Report

Wayne Clark

All board members have been given a binder with some information ("Save the date") for the 2017 annual meeting. Wayne showed the "Lift as you climb" promotional video. The binder also contains information about Business Partner cost.

2018 Host Committee Report

Layna Breyare

The conference will be in Colorado, jointly with COAPPA.

17:00 – 17:15 Wrap-up and announcements

Thanks to John and Mo to open their house for the board.

The presence of Lander, Chuck and Chris is very much appreciated for todays' board meeting.

DRL is doing a happy hour from 5 to 8 at 1899 Bar and Grill

Monday night at 5pm is the first timers' reception. All board members are requested to attend.

The General Business Meeting is Wednesday morning. All board members are requested to attend.

The business partner recap is on Wednesday at 10:15. The host committee is encouraged to attend.

17:05 – 17:45 DLR meet & greet – 1899 Bar and Grill

17:45 – 18:00 *Gather at the lobby of Drury Inn for transportation to Colton house – Dress warm!*

18:30 – 21:30 *Board Dinner*