

**APPA Membership Committee Meeting**  
**Thursday, April 17, 2014**  
**1:00 pm ET**  
**1-866-846-3997 Passcode: 265554**

**A G E N D A**

**I. Welcome**

**II. Second Notices Mailed**

- 2<sup>nd</sup> round of invoices mailed to APPA members on Tuesday, April 8<sup>th</sup>
  - Committee decides to go after non-renewals after 3<sup>rd</sup> invoices are mailed
- All non-renewed institutions provided in attachment (tabbed at bottom by region)
  - Ahead in terms of previous years with renewals
  - Keep an eye out for those schools that experience

**III. APPA U Drawing Winners Announced**

Deadline was extended to April 7, 2014 at 5:00 pm ET. The winners are as follows:

- Leadership Academy
  - The College of William and Mary (Williamsburg, VA)
  - Central Oregon Community College (Bend, OR)
- Institute for Facilities Management
  - Mt. Saint Vincent University (Halifax, NS)
  - Riverdale Country School (Bronx, NY)
- Official letter with complete details will be sent both hard copy (snail mail) and PDF emailed to the institution's Primary Representative
  - Institution decides which staff members uses the offer
- Winners will be announced on APPA's website, social media pages and in the next issue of InsideAPPA newsletter
  - Possible mention in next Facilities Manager magazine issue
    - Facilities Digest

**IV. Code of Conduct for Membership**

Simon Institute's Affiliate membership is currently suspended – see correspondence sent jointly by APPA and the International Sanitary Supply Association (ISSA), to the American National Standards Institute (ANSI)

- Staff proposes that the committee establish a written "code of conduct" for current and prospective members.
  - Possibly already built in to existing bylaws
  - Committee members are in agreement with APPA's decision to suspend the Simon Institute's Affiliate membership
- Note, there are similar efforts underway within the APPA regions that define the "rules of engagement" for business partners at regional conferences.

**V. Strategic Areas of Concern**

This is in regards to those institutions that saw a tremendous increase in dues as a result of the new fee structure

- John to distribute a list of these institutions with price comparisons of what they paid before and what they are paying now after the dues conversion

**VI. Try Before You Buy (TBYB)**

- See attached list for schools taking advantage of the offer
  - Most of schools on list are K-12
    - Possibly a recruitment tool for this sector
    - Target private academies vs. public schools
- Regions to reach out and welcome TBYB members
  - Possible invite to a regional activity

**VII. Engagement Initiatives (Community College and HBCUs)**

- Website pages
  - Updated with the most current minutes from monthly conference calls
- Committee Toolbox
  - Posted for committee use on committee homepage

**VIII. Membership Matters Column Submissions**

- i. Jul/Aug – Lisa Potter (Deadline: 5/2/14)
- ii. Sept/Oct – Jonathan Stanley (Tandus) (Deadline: 7/7/14)
- iii. Nov/Dec – Pete Strazdas (tracking and reporting on Associate dues) (Deadline: 9/5/14)

**IX. Future Meeting Dates for 2014:**

Thursday, May 15, 2014 at 1:00 pm ET(conference call)

Thursday, June 19, 2014 at 1:00 pm ET(conference call)

Sunday, July 20, 2014 from 7:00 am – 12:00 pm PT (APPA 2014/San Diego, CA)