

# **AGENDA**

## **APPA MEMBERSHIP COMMITTEE MEETING**

**Thursday, May 16, 2013**

**1:00 – 2:00 pm Eastern Time**

**Via Conference Call**

**1-866-846-3997 Passcode: 265554**

### **1. Welcome**

- a. Pete Strazdas, Greg Clayton, Lisa Potter, James Harrod, J.B. Messer, Christopher Ziolkowski, Dan Park, Santianna Stewart, John Bernhards

### **2. Regional Updates (Round-Robin)**

- a. MAPPA
  - i. Followed up on list of new-members
  - ii. Waiting for updated list to do a second round
- b. CAPPAA
  - i. Have representation at all state meetings and drive in workshops
  - ii. Continue to communicate information regarding CCEG
- c. RMA
  - i. Hosting monthly webinars
    - 1. Increased to 50-60 attendees
- d. ERAPPA
  - i. Held first webinar yesterday afternoon
- e. PCAPPA
  - i. Hold regular meetings
  - ii. Discussion of drive in workshops in the region

### **3. APPA Membership Renewal Schedule**

- a. APPA 3<sup>rd</sup> and FINAL notices and PCAPPA 2<sup>nd</sup> notices to be mailed week of 5/20
  - i. Committee to follow up with phone calls 2<sup>nd</sup> week of June
- b. 75% of institutional dues have been renewed at this time
  - i. Keep in mind PCAPPA invoices were mailed later than the other regions
- c. Other categories BP and Affil
  - i. 61% for both

### **4. “Try Before You Buy”**

- a. Campaign was mailed out 4/30
- b. Received 7 responses so far
  - i. 6 yes; 1 no
- c. Discuss ideas for committee member follow-up
  - i. Crafted email (see attachment)

### **5. Updated Unpaid Member List (by region)**

- a. Updated list attached

**6. New Member List**

- a. New members (by region) since April 2013

**7. New Business/ Open Discussion**

- a. Basic chart for each region that has a running tally of new members and renewals
  - i. APPA is going to request to get this dashboard posted in the backoffice
- b. Give the Try Before You Buy campaign visible on the 'Join APPA' membership landing page on the website
  - i. Need to indicate for new memberships ONLY
- c. APPA has interns in-house scanning images for the APPA 100<sup>th</sup> year anniversary
  - i. Any historians from the regions to retrieve photos, past conference memorabilia or newsletters to help build repository
    - 1. CAPPA and MAPPa have historians for their regions, JB and James will reach out to those individuals for follow up to APPA. The historian for CAPPa is Art Jones.
  - ii. Expanding on the concept of internships and find ways to help regions be more effective in creating internship opportunities
    - 1. APPA is having a hard time figuring how to extend opportunities to current student members
    - 2. Pete suggested that interns are hired to make calls to institutions

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**Information Items:**

**Facilities Manager Magazine Schedule**

Sept/Oct	Dan Park	Copy due: 7/7/13
Nov/Dec	Leon Bivens	Copy due: 8/7/13

**Calendar for 2013 Committee Meetings (please confirm availability through your Outlook/email invitation if you have not already done so):**

Thursday, August 1 – 8:00 am – approx 12:00 pm (Hyatt Regency Minneapolis, APPA 2013)