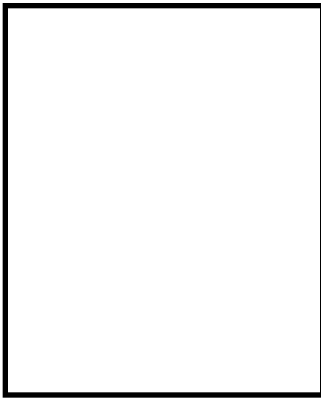


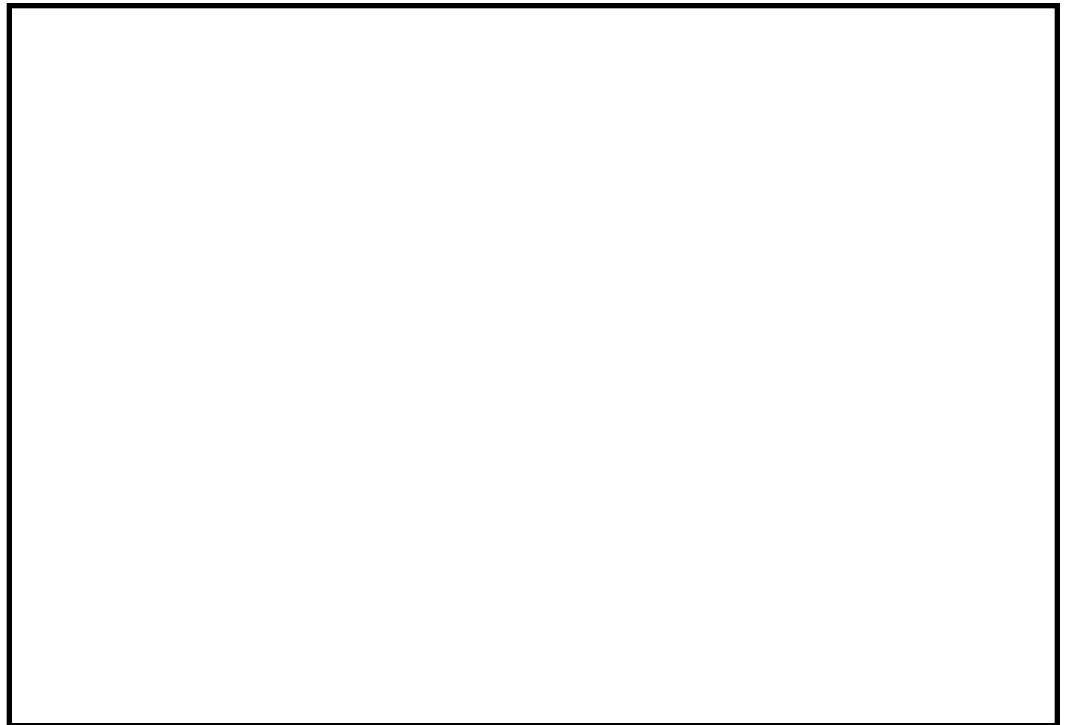
News

Spring 1999 Edition • Editor, Lee Forest
lforest@usm.maine.edu

Spring Time...



By: Brien Wormwood



At The University of New England

The University of New England is hosting the Spring 1999 NNECERAPPA Conference on Thursday, March 25th and Friday, March 26th at the Biddeford campus along the beautiful coast of Maine. The theme of the Spring conference is "It's About Time". The University will be offering a comprehensive program which will be geared toward front-line personnel in facilities Management. There will be a supplementary seminar the day before the conference, on March 24th, provided by the Franklin-Covey Institute, focusing on time and priority management, geared toward managers and supervisors. The two day conference will be offering programs in Housekeeping, Grounds, Mechanical Services and

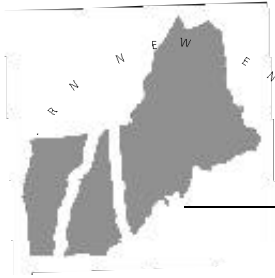
Administrative Support. America's #1 cleaning expert Don Aslett will be doing two afternoon sessions for Housekeeping and promises to bring a level of excitement and energy to our attendees. Many other exciting and motivating sessions will be offered as "It's About Time"!

In addition to many exciting conference sessions, we will be hosting up to 80 vendors showing the latest in equipment and services. We are excited to be able to offer so many different companies to our attendees and offer them the opportunity to view such a wide variety of vendors.

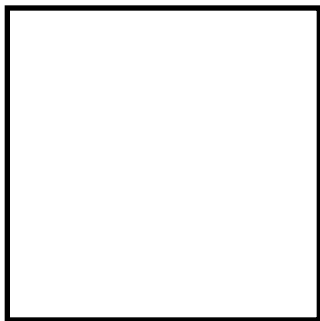
The University Campus of the University of New England is located 1/2 hour south of Portland, Maine and six (6) miles east off the Maine Turnpike, Exit 4 in Biddeford, Maine. The campus is located in a beautiful

setting where the Saco River flows into the Atlantic Ocean. The well known village of Kennebunkport is located just 4 miles away. Plan to arrive early and stay to see the sights or to go shopping at L.L.Beans, located in Freeport, Maine just 45 minutes from campus.

Attendees will need to reserve room accommodations in area hotels. That and more information along with your registration materials was mailed to you in January. If you have not received registration materials and are interested in receiving them please call (207) 283-0171, ext2368. We anticipate the Spring Conference to be very exciting for all involved and look forward to seeing you there.



Boardroom Views



by: David J. Early, President

We are fast approaching our up-coming meeting at the University of New England with the theme, "It's About Time". Quite independently, but perhaps as a matter of coincidence when I was collecting my thoughts for this report, I found myself thinking without any great surprise, but still wondering how quickly the time really does past by. Yes it is time for another newsletter. Another important chapter meeting is fast approaching at The University of New England on March 25th and 26th. And you should not be surprised to learn that your Board has been busy at work, planning and conducting a special Board meeting on January 14th in preparation of our annual meeting in March. There are indeed a number of important topics to be addressed. Amongst them are continuing efforts to strengthen the Education Committees's role in the Chapter. Preparation of nominations for officers and directors of our Chapter. On March 25th at UNE there will be an election of officers. I'm

pleased that Don Briselden has agreed to chair this years nominating committee. Dave Barbour and Tim Pedrotty complete the committee. An audit committee comprised of Mike Horton and Dave Barbour has also been formed. They will review our financial records and provide a report to the Board. The Board will also discuss awards and recognition. Indeed this year will see many changes as we prepare to close ont eh 20th century and enter into the 21st. The newsletter will give you a glimpse of changes to anticipate within our Chapter. At UNE, everyone present will experience and be part of the positive continuing changes that has embodied our chapter since it's founding and has set us apart as a leader and innovator. See you at The University of New England on March 25th!

Here's The light!!!!

by: Dennis Bolduc & Don Briselden
Phillips Exeter Academy

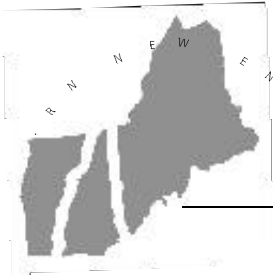
"Agghhh!, Not another freeze up! Ok we will be right there to get things going, hope there is not too much damage."

Why do those calls always come on weekends. Perhaps because people are not around to catch the problem before it becomes a disaster. Here is a simple protective solution that has worked for us.

When people go away on vacation or a building will be vacant during the winter, we make available a heat sensing light. The circuitry is such that the light is normally on and goes off when the temperature reaches a minimum set-point. We have the light normally on so that if the bulb burns out someone will check it.

Our simple solution is nothing more than a household lamp placed in window and connected to an in line multipurpose thermostat. We use a Johnson Controls multi-purpose thermostat #2E503 which is listed in the Grainger catalog on page 3247. We use the cooling setting so that when a minimum temperature is reached the light will go out.

This application has prevented a number of expensive freeze ups. Give it a try!



education Committee from page 3

Our discussions centered around the First-time Attendee Program, ways to encourage new membership and the implementation of an orientation process to welcome new members. To promote attendance we encourage everyone to "bring a friend" to our next chapter meeting.

Some members know about the chapter's "Process Book" which is available for members to use as a guide in hosting chapter meetings at their institutions. This book is updated regularly and all members are encouraged to use it as a guide in planning your next meeting. If hosting a meeting seems overwhelming, perhaps a joint meeting with one or more institutions in your area is a possibility.

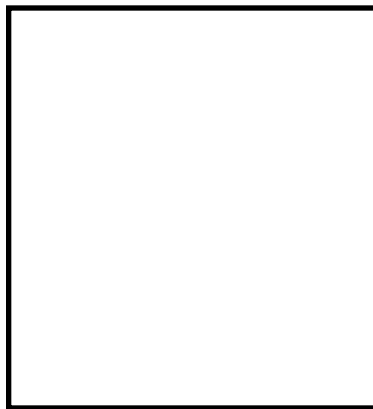
The committee welcomes Brian Wormwood from The University of New England as the newest member of the Education committee. We look forward to Brian's experience (implemented Train The Trainer Program at UNE) and positive enthusiasm.

Our next meeting is hosted by the University of New England on March 25th and 26th - "It's About Time!" - and we're looking forward to seeing you there.

Theresa Jordan - You will be missed!

Theresa Jordan has been the chairwomen of the Northern new England Chapter Education Committee. Under your motivational leadership, the committee has forged forward on new paths with Positive steps and is off and running. The committee Accomplished valuable goals under your guidance and you encouraged all of us in pos-

itive ways. You guided the committee to engage in projects such as supporting the Train The Trainer Program, production of a Process Book and creating a First-Time Attendee Program. Thank you again for giving so much to the chapter Theresa - You will be missed!



by. Gary Parker

The Spring '99 Chapter meeting at the University of New England in March will mark the end of my second and final two year term as the Vermont Director on the Northern New England Chapter Board of Directors. I must say, the past four years have flown by at warp speed. I feel that I gained so much by being a part of this organization. From the educational tracks to the vendor displays, there seems to be no problem, or should I say "opportunity", that hasn't occurred to someone previously. Knowing that you are not alone makes any task seem far less formidable. I also relish being able to tour other college campuses to see how and why they do what they do. ABSOLUTELY FASCINATING. I suppose that satisfies the engineer in me. I am especially thankful for the support and comradery with peo-

ple of like ilk. I have always been made to feel welcome and at ease, regardless of where our meetings were being hosted. While I feel that I have gained far more from this organization than I have given back, I hope in some small way to have been able to re-pay a portion of my indebtedness by serving on the Board of Directors. The issues at hand have been varied and at times challenging. It is indeed a pleasure to be part of an organization that has the ability to govern and monitor itself in such a grassroots manner.

However, since "the only constant in life is change", it is time for someone else to step forward and assume the role of Vermont Director at the annual Spring meeting. If anyone is considering tossing their hat into the ring, I can only give you my enthusiastic and heartfelt support. You will be representing wonderful people within a great organization!

membership drive from page 4

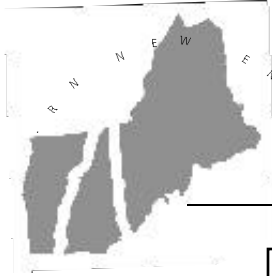
tact potential institutions in all categories that have not joined APPA in the past. (Member get-a-Member action)

A new effort will be made to reach out to K-12 schools, through awareness of APPA services, and with encouragement to join APPA. (Chapter and Member get-a-Member action).

Well, with that as a summary the question you may ask is: "How can I help". Help in a practical way by contacting your local school district facilities manager and bringing that person to our next Chapter meeting. Our K-12 schools could really benefit from APPA's knowledge and resources. Some of the smaller colleges in the tri-state area are not active in the Chapter. Reach out to one of your colleagues and invite them to the meeting as well.

Hopefully, with this renewed effort, and the assistance of all of our members, we can see an increase in membership in 1999.

Thanks for your help with this. I look forward to seeing you at the University of New England meeting.



Online Scholarship Application@erappa.org

<http://www.erappa.org/onlineschol.htm>

NNECERAPPA SCHOLARSHIP PROCESS

The Chapter provides full tuition scholarships to the APPA Institute and one-half tuition scholarships to other APPA educational programs such as seminars. Members may apply for chapter scholarships by using the Chapter form on the reverse side and mailing it to their State Director or to the chapter secretary. See the Chapter directory for names and addresses. An application may also be sent on-line

through the Chapter's home page:
www.erappa.org/erappa/nne

The board of directors reviews applications prior to each spring and fall meeting. The chapter can award twelve full scholarships and three half-tuition scholarships each year. The Board awards on the basis of even distribution by the three states; Maine, New Hampshire and Vermont.

Scholarships from APPA and ERAPPA are also available. Please see the

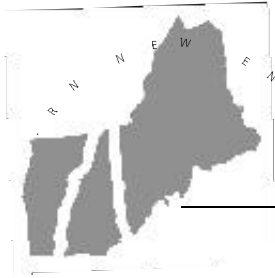
APPA or ERAPPA home page for information or use the form on page six (6) of the Chapter directory.

HOW TO APPLY? - EASY!!

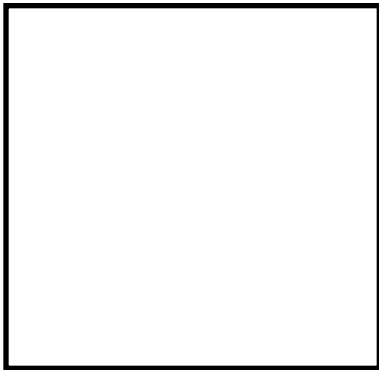
- Fill out the enclosed form or use the on-line form.
- Obtain the endorsement of your supervisor.
- Mail it to your state Director or to the Chapter Secretary.

University of Southern Maine
Department of Facilities
P.O. Box 9300
96 Falmouth Street
Portland, Maine 04104-9300
6-2-62119

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Education Committee



BY THERESA C. JORDAN, CHAIRPERSON

Greeting from the NNECERAPPA Education Committee?!

Education committee Members, several Board members and guests were present at the meeting October 15th at Middlebury's Bread Loaf Campus. Norm Cushman and the Middlebury Host Committee presented and our standing Education Program and Conference. Congratulations for all of your hard work, your efforts were superb. The quality of the programs moved the chapter forward as they strive to provide the latest information to the NNEC membership. THANK YOU! The social programs, accommodations and setting provided the backdrop as the participants "Climbed the peaks of Excellence."

NEW COMMITTEE MEMBER

A hearty welcome to Brian Wormwood, from UNE, the Education Committee's newest member. Brian's interest in Education and his expertise are valuable assets to the committee's future endeavours.

SUPERVISOR TRAINING TAPES

A discussion of the Supervisory Training Tapes was held and once again comments verified the value of this program. Look in the Chapter Newsletter for additional information penned by Brian Wormwood and Dan Gearan.

FIRST TIME ATTENDEE PROGRAM

Nine first time attendees representing education institutions and our business part-

ners attended the program. As our program develops, consideration not to compete with the campus tours, to keep the groups small and offer more than one session if necessary are integral components for success. "This program's success is due to Anita Bailey's perseverance. She was instrumental in the program's beginning and has followed through. Also, Bev Gamble, Ann Goodenow and Don Breiselden have extended their assistance.

FIRST TIME ATTENDEES-GIFTS

Many suggestions regarding gifts for our first time attendees were heard. President Early suggested a personal gift of more value. Therefore, a value amount was established and a fresh look at gifts is in process. Our NNECERAPPA pins will be available at the Spring Conference for those members who have never received one. For those members who have received pins, please check in your materials and be sure to wear your pin!

PARTICIPATION IN NNECERAPPA

Comments on increasing the participation from other institutions were heard. This collaborative effort with the Board has potential not only at the Chapter level, but also at the Regional and National levels. Areas to explore are the K-12 Initiative, "bring a friend" that provides linkage between first time attendees and membership and mailing a basic education packet to local institutions who are not members. Additional suggestions are welcomed. Please contact the Education Committee and the Board Membership. President Early encouraged the Education Committee's stronger role in attracting future meeting sites. Possibilities include joint institution hosts. The Board will discuss the possibility of one day meetings. Also, in keeping with ERAPPA's Education Committee, the NNECERAPPA Education Committee continues to work with the host committees' program content. Result of the recent ERAPPA Education Committee Survey is one instrument that will shed light on Facilities Management Education future topics of interest and need.

HOT TOPIC LISTING

Look for the HOT TOPIC LISTING FLIP CHART at the Chapter Meetings and

include your suggestions(s). While this education initiative got off to a slow start at previous Chapter Meetings, the attendees at Middlebury submitted several "hot topics." Thanks to those who stepped up. Do not be shy, this is your organization and the Education Committee welcomes your participation.

PROCESS BOOK

Many thanks to Bev Gamble who volunteered to update the Process Book. This is a valuable resource for the Host Institutions as they ready their programs. Note: a version of this is used by ERAPPA and is on their Education Web page.

CHANGE ABOUND

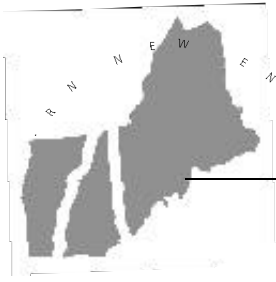
Many thanks to the Education committee for their tremendous Efforts, their dedication and their willingness to look to the future. This is my last article for the NNECERAPPA Newsletter. I am no longer working in the facilities management area. Therefore, I have resigned as Chairperson of the Education committee. Before my departure and in attempt to tie up some loose ends, I sent an E-mail to the Education Committee announcing my resignation and asking for suggestions for a new Chairperson. The results along with the duties of the Chairperson will be forwarded to President Early and the board for their review. Membership, you are most fortunate to have this group of folks on your Education committee. They are a true team and their successes reflect their contribution. I am honored to have served with them. The education and friendships gained have contributed to my growth. Thanks to each of you and please keep in touch (E-mail tjordan@maine.edu). My best to all of you as together you strive to grow your facilities' management areas.

*Education Committee/Chapter Meeting
Middlebury College*

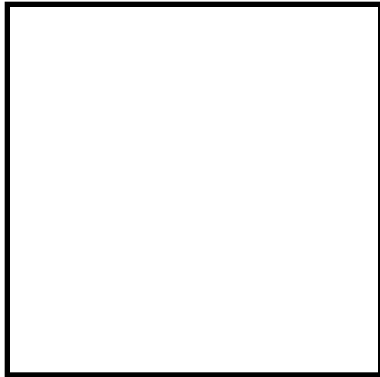
by: Bev Gamble,

Exeter Academy
It was an excellent meeting at
Middlebury College last October.

continued on page 5



Nominating Procedures for *Election of Officers*



by Ann E. Bunnell

The most important item on the agenda for the Spring Business Meeting at the University of New England will be the biannual election of officers for the chapter. Nominations for open positions should be submitted no later than February 25th. Any chapter member may propose a name for nomination.

Can anyone be an officer? Yes! Any employee of a member institution is eligible to run for office. Any organization needs new blood to bring fresh ideas and enthusiasm to its activities, and this chapter is no exception. The Northern New England Chapter has been fortunate to have had energetic and hardworking officers and directors, but there are plenty of opportunities for new people to get involved. We know there are many talented people in our membership, and those abilities are needed at the Chapter level if we are going to maintain our position as a leader in ERAPPA.

Chapter Officers (president, vice president, secretary/treasurer) cannot serve in the same position for more than one term, so each of these positions must be filled with a different person. State directors are limit-

ed to two terms. The Maine Director, Ann Goodenow, and the New Hampshire Director, Frank Mazzola, are eligible for reelection, if they are nominated. A new person is needed to replace Gary Parker, the Vermont Director. The outgoing President automatically moves into the Past-President position.

President David Early has appointed a Nominating Committee, composed of representatives from each state. Don Briselden of Phillips Exeter Academy will chair the Committee assisted by Tim Pedrotty from St. Michael's College and Dave Barbour from the University of Southern Maine. Nominations for officers and directors should be submitted to me at Dartmouth College, McKenzie Hall 6111, Hanover, NH 03755. I will forward them to the Nominating Committee for review.

Our chapter has always been in a pacesetter in the Eastern Region of APPA, and our chapter meetings are almost unique in their level of quality and in the participation and support of the members. This election is an opportunity to put our best people in positions where they can continue our tradition of excellence. Send in your nominations today!

Membership Appeal



by Don Briselden, Membership Chair,
ERAPPA

The Chapter has a number of opportunities this year to improve our membership. As we all know, growing and sustaining membership is key to the association's long term health. While our membership statistics show a decline this past year, I'm sure that we can take the steps to turn that situation around.

Here are suggestions for a renewed effort in 1999. We need to recommit to a sustained membership campaign. That campaign should have two areas of focus (retaining present members and recruiting new members), both supported by APPA (as it has been) and by ERAPPA members at the chapter and local level. No campaign works without a process. Here are elements of that process with a suggested focus for action.

Letters will be sent to each state contact in ERAPPA updating them on the renewal status and forwarding a list of proposed membership actions. (Membership chair)

An APPA list of education institutions and associate members that have not renewed will be used as a contact list. (APPA office and Membership chair)

A focused effort should be made to retain and recruit subscribing members. Those involved in past and current region and chapter meetings could be effective in identifying and contacting potential members. (State representative and Chapter action)

Additional effort will be made to contact affiliate members who have not renewed. (State representative and chapter action)

Members at the local level should con-

continued on page 5