



# On course – full speed ahead!

Our organization is making real progress in becoming a national association. The training designed for the upcoming annual conference was structured to appeal to a broader range of professionals working in the accessibility field.

We are presenting training on the Standards, offering technical training for those individuals who want to improve their knowledge of the technical requirements of the 2010 ADA Standards for Accessible Design. And, the APA-ADA Specialist program is growing and improving! Thank you to those APA members who have spent so many hours developing the training and the tests.

For our Texas members, we have worked with TDLR to begin revising the Rules and Procedures that dictate how RASs perform their services and will continue with the Architectural Barriers Advisory Board. We continue to represent our membership interests in this process.

My sincere thanks goes out to all of the APA Board and members who continue to work to improve and build our organization. It has been my pleasure and honor to work with you.

Sincerely,  
Peter Grojean  
2016 APA President

## 2016 Annual Report

### Thank You

#### 2016 Board of Directors

**Peter Grojean**, President  
**Carroll Pruitt**, President-Elect  
**Tom Ellis**, Secretary  
**Jack McClellan**, Treasurer  
**Jimmy Bell**, Board Member  
**Sharon Massey**, Board Member  
**Ken Otten**, Board Member

#### 2016 Committee Chairs

**Jack McClellan**, APA Specialist Program  
**Mark Morley**, Communications  
**Kim Goss & Jim Terry**, Education/Events  
**Paul Glenn**, Exhibitors/Sponsors  
**Jimmy Bell**, Jim Boyce Scholarship  
**Peter Grojean & Carroll Pruitt**, Legislative/Legal  
**Jessica Hamm**, Membership/Marketing  
**Walter Qualls**, Technical Standards

### Welcome

#### 2017 Board of Directors

**Carroll Pruitt**, President  
**Jack McClellan**, President-Elect  
**Tom Ellis**, Secretary  
**Clark Teel**, Treasurer  
**Jimmy Bell**, Board Member  
**Sharon Massey**, Board Member  
**Ken Otten**, Board Member  
**Peter Grojean**, Past President

#### 2017 Committee Chairs

**Jack McClellan**, APA Specialist Program  
**Mark Morley**, Communications  
**Kim Goss & Jim Terry**, Education/Events  
**Paul Glenn**, Exhibitors/Sponsors  
**Jimmy Bell**, Jim Boyce Scholarship  
**Peter Grojean & Carroll Pruitt**, Legislative/Legal  
**Jessica Hamm**, Membership/Marketing  
**Kim Hooker**, Technical Standards

### Contact Us

**email:** [executivedirector@accessibilityprofessionals.org](mailto:executivedirector@accessibilityprofessionals.org)

**Website:** [www.accessibilityprofessionals.org](http://www.accessibilityprofessionals.org)

**Location:** 9433 Bee Cave Road, Building II, Suite 203, Austin, TX 78733



**APA Vision Statement:** A national association of professionals with knowledge and expertise in pursuit of compliance with accessibility regulations related to the built and physical environment.

## APA Mission:

- Support membership needs and organizational growth
- Enhance professional development including specialized and advanced certifications
- Actively promote the services provided by our members
- Hold our members to a high standard of professionalism and ethics
- Facilitate consistency in the application of accessibility regulations
- Present a unified voice in our industry
- Actively participate in the development, interpretation and adoption of accessibility regulations
- Promote the value of certified accessibility specialists and consultants

**The APA vision and mission will be achieved by focusing the efforts of our Board, committees, and membership via this APA Strategic Plan (revised March 2016, APA).**

## A. Objective: Support membership needs and organizational growth

1. (Membership benefits) Investigate and facilitate the provision of various benefits to our members
  - Provide resources (i.e. technical forums, website, job postings, product information)
  - Look into best practices in other national organizations as a guideline
2. (Membership participation) Encourage active participation by all APA members
  - Provide social fellowship and networking opportunities
3. Support development of regional chapters

## B. Objective: Enhance professional development including specialized and advanced certifications

1. (Continuing education) Provide accredited continuing education training for various professional industry licensing
  - Determine appropriate course topics and our body of knowledge
  - Establish means of delivery and frequency of offerings
  - Establish standards for presentations and monitor for quality
  - Select presenters
2. Establish and implement APA advanced certification for members
  - Research comparable certifications for other professions
  - Implement certification process
  - Implement process and oversee the certification process
  - Provide specialized certification by project type

## C. Objective: Actively promote the services provided by our members

1. Search for opportunities to promote APA through other organizations and/or speakers bureau
2. Promote further use of graphics standards (APA logo on business cards, email, APA after member names)
3. Website and social media

## D. Objective: Hold our members to a high standard of professionalism and ethics

1. Promote the APA ethics policy

## E. Objective: Facilitate consistency in the application of accessibility regulations

1. Provide CE courses certified by appropriate organizations
  - Accessibility CE training
  - Specialized training by building type and/or regulation
2. Round table discussions on "Best Practices"

## F. Objective: Present a unified voice

1. Establish and maintain a strong relationship with US Access Board, ADA Centers, ICC, TDLR/AB and other jurisdictional authorities as well as codes and standards promulgators

## G. Objective: Actively participate in the development, interpretation and adoption of accessibility codes, standards and regulations

1. Monitor comment periods and provide input on development of accessibility codes and standards, and attend Access Board and ICC code hearings as appropriate
2. Promote the appointment of APA members to code review boards (ICC, Access Board, AB Advisory)

## H. Objective: Promote the value of accessibility specialists

1. (Legislative outreach) Educate public policy makers to seek out and consider the opinions of APA members on key issues affecting accessibility
  - Identify the key public policy makers
  - Monitor the political environment as appropriate
2. (Educational outreach) Educate members of allied organizations, civic groups and building industry about the regulatory requirements for accessibility in the built and physical environment
  - Identify industry groups and associations
  - Develop and implement programs and outreach methods

## AIA/CES Instructor Program Expanded for APA Members

APA members may now provide AIA/CES approved training. This is a great service to your clients and an excellent marketing tool for you! For approved instructors delivering AIA/CES approved courses, APA will directly report AIA/CES credit on behalf of any AIA member architects who attend – a win-win for you and your clients. This year we expanded the program to allow more instruction options. For more information on becoming an approved AIA/CES Instructor, please visit the APA website "Be an AIA Instructor" section, or contact [executivedirector@accessibilityprofessionals.org](mailto:executivedirector@accessibilityprofessionals.org).

APA's Vision and Mission are continually advanced by the efforts of our volunteer Board of Directors, Committees and Membership to achieve our strategic objectives. Vision, Mission and Strategic Plan are all available on [www.accessibilityprofessionals.org](http://www.accessibilityprofessionals.org).

### Board of Directors

On behalf of APA members, the Board guides the organization and achieves desired results within approved budgets. This year the Board:

- Developed the ADA-TAS Exam option and test questions for those who wish to satisfy criteria for an alternate path to achieving the APA-ADA Specialist Designation. Launched the ADA-TAS Training and Testing Exam at the 2017 Annual Conference.
- Successfully launched the APA-ADA Specialist Designation with 61 individuals receiving the designation in 2016
- Refined the APA-ADA Specialist Designation program for the 2017 Annual Conference
- Updated the Mission and APA Strategic Plan (March) in order to provide focused direction to the organization
- Continued "re-branding" the organization via updated marketing materials, partnership development and the APA website to promote our members and organization nationally
- Continued operational and budget oversight
- Provided board liaisons to each APA committee and task force
- Continued ongoing support and development of the Jim Boyce Scholarship Fund
- Continued discussion regarding Advance Certification initiative with the introduction of a Fair Housing Track at the 2017 Annual Conference
- Utilized legal reviews and insurance coverage as needed to protect the organization
- Renewed organizational management services with KWPM per contract

### Education & Events Committee (Co-Chairs: Kim Goss, Jim Terry)

APA continued to maintain and improve its education services for AIA, ICC, ADA Coordinators, Texas RAS's and other Design Professionals by focusing on CE Training at the 2016 Annual Conference, three Regional Trainings, AIA Training and the 2017 Annual Conference. This year the Committee Members:

- Added CE Credit for ADA Coordinators (ACTCP Foundation) to the 2017 Annual Conference
- Provided over 3120 hours of TDLR-, AIA- and ICC-approved CE Units of training
- Conducted three Regional Training Meetings to reach members and guests closer to their home-base
- Conducted 23 AIA-approved classes delivered by our members to reach out to individuals outside our membership.

- Utilized break-out sessions at the 2016 Annual Conference with an emphasis on providing a range of courses for the spectrum of Accessibility Specialist
- Surveyed members following each training, in an effort to continually improve programs
- Worked with other APA Committees to improve, coordinate, and promote programs
- Reached out to National ADA providers, such as the ADA Symposium, to expand membership training and marketing opportunities
- Continued to promote APA training through expanded contact lists (HUD, ACTCP)
- Planned the 2017 APA Annual Conference to include a diverse group of subjects, tracks and experts

### Legislative & Legal Committee (Co-Chairs: Peter Grojean, Carroll Pruitt)

Monitoring legal issues affecting APA, keeping tabs on national legislation as well as interfacing with TDLR and the Texas Legislature remain some of APA's most important functions. This year the Committee:

- Provided APA input to TDLR regarding the proposed revision to Chapter 68 and RAS Procedures
- Represented our members and testified at the Architectural Advisory Committee Meeting in Austin
- Continued to support our membership as it relates to TDLR enforcement and application of administrative penalties to assure equitable enforcement amongst RASs

### Communications: (Chair: Mark Morley)

The committee is responsible for the quarterly APA newsletter and, when needed, reviews the effectiveness of all APA communication tools. Acting as the "gatekeeper", we support other committees, as needed, with communications. This year we:

- Produced Quarterly newsletters
- Reviewed, updated or improved all website pages
- Updated Member Logo to reflect the coming year
- Proofed all outgoing communications
- Improved the Accessibility Resources page on the website
- Proofed roller shades and post card
- Implemented a newsletter advertising revenue pilot program

### Technical Standards: (Chair: Walter Qualls)

This committee's goal is to provide a technical resource library and assist in resolving technical inconsistencies by drafting position papers. We manage the Forums on our website and give input on regulations affecting the industry. This year we:

- Developed an interactive Table of Contents the Forum and added new content to include ADA, FHA and more

# 2016 Annual Report

- Provided a Tech Talk presentation for the Annual Conference
- Updated all old FAQs with new naming and organized into categories

## Membership Directory features a search tool. This is an exciting Member Benefit.

Anyone wishing to Hire an Accessibility Professional, can search many new fields related to skill sets. In order for you to provide an accurate picture of your services, you must go to your Member Profile and update your descriptors. Interested parties looking to hire a Specialist, will not be able to find you unless you have updated all your “interests.”

Process to update your Profile:

- Login
- Click on you name in the top right corner
- Click on Profile
- Click on Interest Tab
- Check all items that apply to your services
- Click the save button

## Membership & Marketing Committee: (Chair: Jessica Hamm)

The Membership & Marketing Committee is responsible for the plans and actions used to communicate with and retain current Members, welcome new members, re-connect with dropped members and recruit potential new members. These new members may be TX RAS, TX Non-RAS, out-of-state and even international individuals and organizations. Additionally, we want to promote members and APA to the building and accessibility industry. This year we:

- Updated Recruitment Letter, New Member Welcome Packet and website Member Benefit page
- Presented at TDLR Academies 4 times
- Sent out 50 Recruitment letters
- Welcomed 14 new Members this year
- Social media: (Facebook = 106 followers, LinkedIn = 518 followers, initiating Twitter)
- Designed and printed new trade show booth materials
- Booth at June ADA National Symposium in Denver, CO
- Created new Constant Contact email list for TX Superintendents
- 300 piece mailing to all non-APA member RASs

## Exhibitor/Sponsor Committee: (Chair: Paul Glenn)

The Exhibitors/Sponsors committee brings in exhibitors that can provide our Conference Attendees with exposure to new products, tools and concepts, as well as bring revenue to APA via exhibitor and sponsor fees.

- 12 Exhibitors and Sponsors participated in the 2016 Annual Conference

## JBMS: (Chair: Jimmy Bell)

Since 2010, APA has awarded select design students the Jim Boyce Memorial Scholarship for their dedication and interest in promoting accessibility in their future careers. We mail out an informational package regarding the scholarship each October to accredited architecture schools in Texas. Awarded in March, application forms and donation links are available on our website. Funds are raised via a Silent Auction each January at the APA Annual Conference. This year we added an online fundraising campaign.

- Two \$1,500 scholarship(s) allocated

Budget Estimates:	2016	2017	2016 Balance Sheet as of December 31.
Training Revenue	\$78,844	\$74,375	Total Current Assets \$137,170
Membership Dues	\$40,915	\$41,000	
Other	\$1,038	\$1,600	
Jim Boyce Scholarship	\$6,330	\$4,000	Total Current Liabilities \$48,892
<b>Total Revenue</b>	<b>\$127,127</b>	<b>\$120,975</b>	
Professional Management	\$60,751	\$60,800	
Non-Personnel	\$10,449	\$10,941	Total Equity \$93,278
Committee Expense	\$14,162	\$11,750	
Training Expense	\$29,193	\$35,356	
Jim Boyce Scholarship	\$3,467	\$4,500	Jim Boyce Scholarship Fund \$9,262
<b>Total Expenses</b>	<b>\$118,022</b>	<b>\$123,347</b>	

## Download your 2017 Member Logo:

Visit [www.accessibilityprofessionals.org](http://www.accessibilityprofessionals.org). Login as prompted. In the blue sidebar menu, click on Members Only and Member Logo. Choose the appropriate logo and right click to download logo to your desktop using save as.

