



Minutes – February 19, 2016
Executive Committee Meeting

Time: 10:00AM – 12:00PM
Location: City of Annapolis Planning & Zoning Office
145 Gorman Street, 3rd floor, Annapolis, MD 21401

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1.1 Meeting was called to order at 10:10AM with the following attendees:

Pat Haddon
Lauren Good
Rafey Subhani
Jackie Rouse
Sandy Coyman
Emily Benoit
Shubha Adhikari
Raj Williams
Peter Conrad
Holly Tompkins
Attending by conference call (phone number 866-499-7054; code 4984654173; leader pin 9557):
David Whitaker
Aviva Brown
David Jenkins
Jim Palma
Dr. Sen
Kui Zhao
Andrew Bernish
Jackie will supply parking garage tickets when meeting in Annapolis

1.2 Action on Agenda to add to New Business: 4.7 Treasurer and Bank account status
Motion by Jackie to recommend addition to Agenda, seconded by Sandy, approved

2 No discussion

3 No discussion

4 New Business

4.1 2016 Meeting schedule: the membership will be informed of the meeting schedule and will be asked by email if they wish to know more and attend, attendance may be in person only, Sandy moved that the meeting schedule be accepted, approved

4.2 MPCA participation and training opportunities: The National APA expects the chapters to have a role in Planning Commission education, what can we do to facilitate, encourage our MPCA members to attend our meetings and conferences, perhaps working through staff Steve Allen to MPCA, also there's the Fall conference of MPCA, the Boards of Appeal are also part of MPCA, there's the baseline training but how to get more training, host training around the State and regionally, what is the need? webinars of conferences to show at PC meetings and to combine MPCA with the MD/DE APA Chapter conference, maybe MACO and MML integrate, inform MPCA of our chapter events, get more opportunities out there, get MDP to encourage Planning Director to get PC members to conferences, contact Robert Reed work with to get MPCA involved

4.3 CM Sponsorship Requirements: other chapters have applications to make the process more formal, set up Jackie in a committee to start changing how it's done

4.4 Local Government Exchange: it started in western Maryland and was successful but the decision was made last year not to fund these events anymore as it had become clear that the terms of the APA Sponsorship Guidelines necessary for providing Certification Maintenance credits (CMs) were not being met with these events, especially as APA was not being recognized as a sponsor. Also, when we examined the qualifications for speakers, we realized that many did not meet AICP's definition of an expert. Therefore, unknowingly, we were violating the Guidelines that we were ethically bound to uphold. When the Chapter does CM activities, the primary audience is planners; the Local Government Exchanges were more interested in the education of the public, the forestry and agricultural communities and elected officials. Further discussion revolved around having regional representatives explore what planners in their regions were interested in being provided with.

4.5 Committees: Continuity and CPAT are not standing committees, proposing an Adhoc Committee to change voting times with staggered offices, no records of previous years, Continuity – to do this, chapter success manual talks of it, do we have any records or history? Jackie will look and David Whitaker will volunteer, CPAT – National APA is eager to send people to assist with projects like North Beach, Rafey wants to work on getting committees working again

4.6 Contact information: use a standard format like what a business card would provide for the information on the web

4.7 Lauren provided a resolution for signature to remove old board names from a savings account, motion by Sandy, seconded by Peter, approved, signed by Rafey and attested to by Holly

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5.1 President's report: (see power point)

5.2 Vice President: no report

5.3 President Elect's report: regarding committees, Peter has volunteered for CPAT and Raj has volunteered for Technical Division Representative

5.4 Treasurer's report: tax exempt status for another 3 years has been filed, National APA wants a limit on the amount of funds in our account, if you want anything in the budget please submit by Friday, March 4, working off of an interim budget from July 2015, will have draft budget for March meeting, any monies for schools to be approved by the Board, will break out everything into line items, July-June is the fiscal year, a motion was made for a trial budget to be prepared and Jackie will help Lauren, amended motion to include David W. on the Finance Committee, approved, no check over \$200 without a double signature, motion made to assist students with travel to National Conference of \$500 to UMD and \$500 to Morgan St. approved, with over 400 members and dues held at \$27 since the 90s and with Chapter President's Council moving to go to a percentage, need a part time staff member

5.5 Professional Development: we pay National APA quarterly for what we get on youtube channel, re-certification for CM not sent in, need to do once a year,

*Pat will help Jackie with this, will write up send to Pat and then to Holly

5.6 Emerging Planners: no report

6.7 send reports to Pat

Meeting adjourned 12:45

Deleted: 4.4 Local Government Exchange: it started in western MD and was successful but began to have some problems, so no longer working with them, also the concern of working with lower level experience or not planners at all, also a concern for emerging planners, not a lot of area for new planners, local representatives need to look at the people on their list and find out what they want, if we do CM the level of info is aimed at planners of experience and certain education levels whereas the local exchange is public and forestry and agriculture, elected officials and planners end up ancillary, need to come up with guidelines beyond CM, look into what National APA may have on this, ¶
. *Pat requested anyone send information to Rafey on this issue and to all of the Board

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