



January 9, 2014

January Meeting Minutes

APA-MD Chapter: 1/9/14 Meeting

Whitman Requardt & Associates
801 S Caroline Street
Baltimore

Meeting was called to order at 2:00 p.m.

Attendees:

(In Room)

Jackie Seneschal – President
Parag Agrawal - President Elect
Jim Noonan - Treasurer
David Whitaker – Secretary
Rafey Subhani – Member-at-Large
Andrew Bernish – MDP Representative
Pat Haddon - Member-at-Large Southern Maryland
Megan Griffith – Student Representative Morgan State University
Aviva Brown - Student Representative UMD College Park

(Call In)

Jacqui Rouse – Professional Development Officer
Dr. Siddhartha Sen - Faculty Representative Morgan State University
- Member-at-Large Metro Area

Old Business

Dr. Sen reminded the Chapter that MSU is seeking comments from chapter members on the Strategic Plan for the MSU Department of City and Regional Planning. David Whitaker agreed to send appeals out to the membership for comments and to assemble comments from MDP.

Motion to approve the chapter executive board minutes from the November 22, 2013 meeting was made by Andrew Bernish and seconded by Rafey Subhani. The motion was approved unanimously. Note: There was no chapter executive board meeting in December 2013.

New Business

Web Posting Policy: Andrew Bernish discussed a proposed web posting policy for the chapter. He noted that the chapter is often besieged by unsolicited web postings. So, the chapter will not

routinely post or promote the posts of another website or blog. In the event that the chapter wants to increase visitation to outside websites & blogs, the chapter will list these websites on the "Links page." The chapter reserves the right to promote individual posts from websites or blogs but this promotion will not be routine and unsolicited requests for promotion are not encouraged.

Parag Agrawal noted that sometimes these posts can encourage discussion.

Andrew Bernish requests that the executive committee weight in on this issue. Each of the executive committee members are asked to go to the Links page and review it for content: <http://www.marylandapa.org/page.php?page=Links>

Jackie Seneschal stated that the links and the draft policy should be reviewed by all and that a motion can be taken on this topic in February.

Jim Noonan noted that there is a MD APA blog where members are able discuss individual positions on matters of interest.

Strategic Plan: Parag Agrawal discussed the Strategic Plan which has been distributed to executive committee members. The focus of the Strategic Plan is to:

- Advocate best planning practices in the State.
- Address emerging planning trends at the State level.
- Mentor the next generation of planning leaders.
- Encourage membership communication.
- Provide affordable and accessible continuing education opportunities.
- Build a broader coalition of like-minded organizations.

Parag noted that he incorporated feedback from both the membership survey and from individual members. The issues remaining to be decided:

- Should the performance measures be general or more specific?
- Publish policy guides or undertake special projects?
- How to engage departmental directors and other key decision makers?
- Development of guidelines for mini-grants.

Jackie Seneschal stated that the chapter has to develop baselines for performance measures, if more specific monitoring is to occur. The Strategic Plan should include the chapter awards program and provide some guidance about the efforts to be recognized. The plan should make reference to the local government exchanges that are a significant part of the chapter budget.

Jim Noonan asked if there is value to establishing a general theme each year for the chapter activities.

The executive committee thanked Parag Agrawal for the outstanding effort in putting together the Strategic Plan recommendations and for the great work on the chapter survey.

Mini-grants to the universities

Dr. Sen inquired whether the Chapter would provide funds to support some student attendance at the APA national conference in Atlanta during April. A discussion followed about whether this activity should be funded through the min-grants given to the schools and what the Chapter should expect as a result of the student attendance. After further consideration the committee agreed that there should be a process through which the universities request funding from the Chapter and indicate how the funds are to be used.

Jacqui Rouse noted that the chapter devised procedures for mini-grants under the tenure of Sharon Suarez. This was overseen by Alan Fienberg. Alan and Sharon may still have the materials developed through that process.

A motion was made by David Whitaker, seconded by Megan Griffith to locate the earlier mini-grant procedures and to establish a working group composed of Dr. Sen, Aviva Brown and David Whitaker to develop recommended guidelines and procedures for the mini-grants. The committee report is due at the March meeting. Given the timeline for registration for the APA conference, proposals from MSU and UMD for academic mini-grants should be submitted at the February executive committee meeting. The motion was approved unanimously.

Meeting Schedule for the 2014

Jackie Seneschal put forward a proposed meeting schedule for 2014:

February 21	Anne Arundel County P&Z'
March 31	Anne Arundel County P&Z
April (to be determined)	
May 16	Anne Arundel County P&Z
June 20	
July 18	
September 19	
October 17	
November 21	

Pat Haddon noted that the bylaws state that the executive committee must have six meetings per year.

Motion by Jim Noonan and seconded by Dr. Sen to accept the above calendar. Motion approved unanimously.

Assistant Treasurer and Committees:

Jackie Seneschal noted that many members indicated an interest in serving on committees in their responses to the membership survey.

Given that the bylaws establish an Awards Committee, the membership of this committee is to include Parag Agrawal, Wally Lippincott and Jacqui Rouse. This committee is to develop awards procedures for, at a minimum:

1. Planners that have achieved success,
2. Communities that have lead great revitalization efforts,
3. Student awards.

Motion by Dr. Sen to appoint an Awards Committee to develop criteria for a variety of awards and bring these back at the March meeting. Seconded by Parag Agrawal. Motion approved unanimously.

The list of those interested in being on the Young Planners Committee is to be given to Lauren Good.

David Whitaker will draft charge letters for each of the committee created during the meeting.

Engineers Club Membership: Jackie Seneschal led a discussion on this topic. Benefits of membership in the Engineers Club in Baltimore include use of facilities for meetings and events along with reduced membership costs of \$80/month for any member of the APA.

Discussion ensued among members. Parag Agrawal asked if we can do this as a trial for one year? No decision was arrived at so the matter was tabled until the February meeting.

Treasurers Report: Jim Noonan indicated that the beginning balance on November 1st was \$62,509.55. The ending balance as of November 30th was \$61,456.03. Discussion ensued about the need for an Assistant Treasurer along with prospective candidates. Jim Noonan and David Whitaker are to identify candidates for this position and make a recommendation at the February meeting.

Activities Committee: Rafey Subhani mentioned the Holiday Gathering that will be held following this meeting at Alexander’s Tavern in Fells Point. Discussion also covered the planned Port of Baltimore Tour along with a planned bicycle tour and transportation planning presentation at the University of Maryland in College Park. An additional presentation on Sustainability efforts in Baltimore City is being coordinated with Beth Strommen, Sustainability Director for Baltimore City.

Website Report: Andrew Bernish discussed the January 2014 report. There are 800 visits & 500 “unique visits” per month. “Jobs” is the most popular page. A page has been added for photo images and the calendar is up and running. Website renewal fees are \$158.49. Also, we would like to have Jordan Downs from Konzept Media reconfigure the layout of the chapter website.

Motion by Jackie Seneschal and seconded by David Whitaker to have Jordan Downs from Konzept Media reconfigure the layout for the MD chapter APA website at a fee of \$50.00 per hour. This motion was approved unanimously.

MDP Report: Andrew Bernish noted that Jenn Aiosa is the new director of Public Policy and Planning Research at MDP. He also mentioned some early legislation that MDP is looking and noted that MDP is primarily monitoring legislation at this point. More information on bills of interest in the current General assembly session will be available at the February meeting.

University of Maryland Report: Aviva Brown provided dates for the UMD Urban Studies & Planning professional week: March 3 – 6, 2014. The program is seeking one hour each night from planning professionals. The theme will focus on diversity. Aviva will send additional information out to the ListServe.

Morgan State University Report: Megan Griffith stated that the MSU Department of City & Regional Planning will be hosting a professional development day on Saturday, March 8, 2014. Twelve different speakers are being sought for this event. More information on this will be forthcoming and will be sent to the ListServe.

Southern Maryland Report: Pat Haddon noted that the matter concerning CM credits has been resolved for the 2013 Southern Maryland Local Government Exchange.

Metro Area Report: Kyle Nembhard briefly mentioned that the Metro region LGE Steering Committee is developing topics for the program and are seeking a location for the meeting.

Professional Development Officer Report: We have two candidates for the AICP scholarship award. A decision has to be made on this scholarship award no later than January 23, 2014.

Motion to adjourn by David Whitaker and seconded by Jim Noonan. Motion approved and the meeting adjourned promptly at 4:00 pm. The executive committee then retired to Alexander’s Tavern in Fells Point for the MD Chapter APA Holiday Gathering. This was an enjoyable and highly attended chapter event that was attended by 40 or more planning professionals.

Note: Call for Presentations – Due February 10, 2014: The APA Delaware/Maryland Regional Planning Conference, “Planning for Healthy & Sustainable Places” is set for October 28 & 29 at Embassy Suites in Newark, Delaware. <http://delawareapa.org/>

Post Meeting Decision: On Friday, January 17, 2014, the members of the Executive Committee of the Maryland Chapter APA decided to award an American Planning Association AICP exam scholarship to Ms. Kathleen Imbriano with the Baltimore City Department of Planning.