



Executive Committee
Meeting Minutes: Friday, October 16, 2009 10:00 am
Conference Call

Executive Committee Members:

Jim Potter	Jacqui Rouse	Nick Colonna	Mary Logan
Steve Allan	Alan Feinberg	Chris Wells	Sean O'Neil
Keisha Ransome	Katie Michael		

1) **Welcome** - Jim Potter convened the meeting at 10:00 AM.

2) **Action on Proposed Agenda**

a) Review minutes of previous meeting – Postponed until November 20th meeting.

3) **Reports**

a) Treasurer's Report

- i) 2009/2010 Proposed Budget - (Jim Potter) The National American Planning Association (APA) currently has a \$700,000 budget deficit due to increases in healthcare costs and negative effects to its pension plan due to the stock market. As a result, the National APA initially proposed a \$10 per member increase in Chapter dues in which would significantly reduce the amount of money Chapters receive if membership costs remain the same. These issues were addressed the Chapter's Presidents Council (CPC) Meeting and a revised \$3- \$4 increase is currently being discussed. Additionally, it was announced that National incurred \$45,000 in credit card fees, this cost will be passed on to the Chapters in the future and the Chapters have the option of passing it on to its members. The CPC also shared ideas between chapters regarding social networking.

Last year the Maryland Chapter had a \$2,000 deficit which was recovered in revenues. Discussion continued on various budget line items that could be added or removed from the 2010 budget to save money. Jacqui recommended that we increase the amount of CM CD-ROMS purchased for circulation to 4 per year (approximately \$100 each, a total of \$400). Newsletter Advertising line item was removed and will be replaced with a Web line item to reflect costs associated with the new electronic newsletter and Chapter website. The MD Chapter meeting at the National APA Conference in Las Vegas, NV cost the Chapter \$5,000. Expenses for the 2010 conference in New Orleans, LA are expected to exceed those costs. Jim recommended not incurring expenses for the 2010 meeting and proposed having it off site near the conference location.



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- i) 2009/2010 Proposed Budget (continued) - Jacqui recalled last year's executive committee discussions regarding paying for the Professional Development Officer to attend the National APA Conference. Jim suggested a \$4,000 allocation to cover the expenses of the Chapter's President and the Professional Development Officer to attend. The Graduate School and postage line items were given a \$0 allocation for 2010. The National parks DVD set was purchased for \$180. Chris will need money for postage, to cover costs associated with distributing it to various users.

Vote on the budget is reserved for next meeting and an updated version will sent.

b) Professional Development

- i) CM-Fall: One-day Seminar: Delaplaine Arts Center, Frederick, October 21st – (Nick) The Frederick Coffee Company is catering the seminar. Seventy attendees are expected to attend, inclusive of presenters and committee members. Nick is unable to attend and Alan will help cover catering. On Monday, October 19th at 10am, Alan will visit site and check A/V, internet, etc. Final attendee numbers are need by Monday morning. Jim will contact caterer to supply credit card number to confirm food order.
- ii) 2010 Regional Planning Conference: Dover, Delaware – Currently being led by Delaware.
- iii) 2011 Regional Planning Conference: Cumberland proposal – Currently no movement; it is anticipated that the conference will be coordinated with the National Road celebration.

4) Outreach to Members

- a) Newsletter – No update.
- b) Website – Mary stated that the Chapter's website calendar is kept up to date and old events are removed daily. Jim recommended that the Chapter's scheduled events be placed on the website's calendar.
- c) Social Networking Updates – Sean says that he did not receive any comments regarding the recently established social sites for the Chapter. Jim recommended that Sean add links to associated organizations on our social network websites.



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5) Outreach to Other Organizations

a) Maryland Planning Programs

i) University of Maryland College Park – (Katie) The University of Maryland is developing a panel on Smart Growth and would like for the Chapter to contribute \$350 to support. The \$350 would cover social activities after the event. The Maryland Department of Planning is providing CM credits. The event is proposed for February 2010 in the University's Architecture building; speakers have not been confirmed. Chris recommended that the event have an associate fee to assure attendance. Jacqui recommended a \$10 charge. The event is targeted for students and professionals. Some planning professors are considering making attendance mandatory for their students. **Jim recommended co-sponsoring the event and making it the Chapter's February social event and change the February social event budget line item from \$250 to \$350. Chris asked for a motion, Nick 2nd motion.** Jim encouraged Katie to reach out to Gladys from Morgan State University.

ii) Morgan State University – No updates.

b) Maryland Planning Commissioners Association - (Steve) Maryland Planning Commissioners Association conference will be held in 2 weeks at the Ramada in Edgewood, Maryland. The 2-day conference costs \$60 for both days and \$45 for Friday only. Fee includes hot meals. Hotel rooms are \$70 per night.

c) National Parks: America's Best Idea - (Chris) A group has been established (Maryland Recreation and Parks and Maryland Department of Planning) and is working on an event for viewing the series. The series has been purchased for individual viewing. MDP may possibly host event. Discussion is possible at the General Session to get a hearing scheduled to inform legislature. Chris is also coordinating with the Smart Growth Center at University of Maryland. Jim recommended that Chris produce a write-up for the Chapter's newsletter to inform members.

d) Maryland Department of Planning - (Steve) MDP has a new website and new web address (www.planning.maryland.gov). They are currently working on an educational course for the Planning Commissioners.

6) Legislative Session 2009

a) Maryland Task Force on the Future for Growth and Development (HB773) - (Steve) The HB773 Task Force meeting will be held on November 11th at MDP on Preston Street.

7) Chapter Presidents Council

a) CPC Grant: Comprehensive Planning in the State of Maryland – Jim reminds participating committee members that the writing assignments are due to Jenny.



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8) **Strategic Direction Discussion** – None.

9) **Other Information for the Good of the Chapter**

Chris attended Complete Streets celebration; National APA was a sponsor; 100 policies adopted. Jacqui went to the Solar Decathlon. Awards ceremony will be at the Banneker Douglass Museum on November 4th is \$250 under budget, packages have been sent for review. October 28th is the Maryland 100 Year Horizon event at Martin's West. The event costs \$95 and is from 8am-2pm. It will discuss the last 100 years in Maryland and the next 100 years.

10) **Upcoming Executive Committee Meeting:** November 20th (Conference Call)

11) **Adjourn Meeting**

Respectfully Submitted

Keisha Ransome
Secretary