



Executive Committee  
Meeting Minutes: Friday, October 15, 2010 10:00 am

**Executive Committee Members:**

Jim Potter	Mary Logan	Jenny Plummer-Welker
Keisha Ransome	Kathleen Freeman	
Stacie West	Alan Feinberg	
Chris Wells	Jacqui Rouse	

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

2) **Action on Proposed Agenda**

- a) Review minutes of previous meeting – Keisha proposed sending out the minutes in 3 month increments. 1 week review process. Any comments should be sent to entire executive board. If no comments are received, minutes are automatically approved. Jenny reviewed the Chapter's by-laws and this process does not conflict with it.

3) **Reports**

- a) Treasurer's Report – Helen requested a change to information in her email, she meant 20,000, not 20% as stated in her email.

Jim says President's Council says 50% is standard in conversation.

Jim requested motion to put \$20,000 into an interest bearing Cash Deposit vehicle. Jenny recommends doing a staggered approach to CD terms and amounts; opening \$10,000 CDs 6-months apart. **Kathleen made a motion, Mary 2<sup>nd</sup>.**

b) Professional Development

- i) MD/ NCAC AICP Prep at Catholic University – Jacqui reported that the AICP Prep Workshop will be held on October 16<sup>th</sup> at Catholic University. Jacqui anticipating that 40 people will attend. This year it will include former test takers sharing their experience from the previous year during the lunch break. Helen, Chris, and Jim have volunteered to help with the event.
- ii) Ohio State Webcast Series – Jim reports that Holly is arranging a web series with Professional Development Office at Ohio State. Last year, Jenny hosted a webcast on the American Housing Survey, four ideas for 2011 are being considered; however speakers are still needed.



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- iii) 2011 National Road Workshop: Cumberland, Maryland – Jim reports that meetings are being held once a month for the event. The Call for Speakers is almost ready to be sent. A hotel has been selected, but there isn't a contract with the hotel. Previously had issues with contacting the Pennsylvania Chapter's president until recently. Jim Seghetti is now the contact person. Next steps include getting dollars amounts established and a hotel contract.
  
- c) TDML and Smart Growth Summit – Jim reports that 25 people have signed up for the summit. Chris says that she has not received any information regarding the event. Jim reports that the event was sent out to the list serve and in the newsletter. Richard Hall is no longer participating in the event; the Environmental Protection Agency (EPA), the Maryland Department of the Environment (MDE), the National Center on Smart Growth, and the Chesapeake Bay Foundation are all expected to attend. Anne Arundel County Department of Public Works is being reached out to because they were selected as a demonstration. Alan is concerned about engineers being included as well. Jim reports that there is not a registration fee. Jenny recommends that a reminder be sent on Monday emphasizing that this event is free and include the time in the body of the email.

**4) Outreach to Members**

- a) Newsletter – Jim reports that the Fall newsletter was sent and that November 15, 2010 is the deadline for the article submission.
  
- b) Website – Mary recommends updating the Executive Board picture on the Chapter's website.
  
- c) Social Networking – The tour of Greenbelt was held last Saturday, October 9, 2010. The group met for lunch after the tour. Sean has agreed to post more on Facebook, Jim recommended that the TDML event be placed on Twitter. Sean reports that there is the Chapter has about 100 different groups following the Chapter.
  
- d) Activities Committee
  - i) Activities Committee – Jenny reported that a premier will be showing on October 31, 2010 including clips from the City in the 1930s during the World's Fair. She says that she will submit photos for the newsletter.
  
  - ii) Young Planners – Sean reports that the DC YIPPS group has their own website.



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**5) Legislative Updates – No report.**

**6) Outreach to Other Organizations**

a) Maryland Department of Planning (MDP) – No report.

b) Maryland Planning Programs

i) Morgan State University (MSU)

(1) Reyerson University Visit-

ii) University of Maryland College Park

(1) Dean's Reception – The reception is scheduled for November 16, 2010 at 7:00pm. Students from Catholic University, University of Maryland, and Morgan State University are invited.

(2) LeFrak Lecture Series – The event went well. Another one is being planned for the Spring.

c) Maryland Planning Commissioners Association – Jim reports that the Planning Commissioner's Conference is October 28-29. He spoke with Steve about how expenses for the conference are kept low. The conference is a 1.5 day event costing about \$6,000, including lunch, dinner, and coffee.

d) Maryland Recreation and Parks – Chris reported that a committee meeting will be held this afternoon. The Senate office room reservation cannot be confirmed until after the election. The event is scheduled to take place on January 25<sup>th</sup> or 26<sup>th</sup>. The discussion for the meeting is about increasing elected official attendance. The MRPA, ASLA, and APA are asked to encourage elected officials to attend. At the last event, State officials stopped by, but did not stay for the entire event. A keynote speaker still has not been identified. Peter Harneck from the Trust for Public Land is not confirmed yet. The participants of the three panels are still being formed. Jim says that he would like to attend the meeting. Keisha has participated on conference calls.

e) Safe Routes to Schools – Chris sent Pat McMann progress report to the Executive Board via email. She is still participating on calls and meetings. Parag asked her to do an article on the topic; she will ask Pat to write the article. Jim says that the Executive Board should contact Chris if they're interested in participating.

f) Preservation and Revitalization Conference – The event will be held in Annapolis on May 19-20, 2011. Jim reports that the session proposals are due November 5<sup>th</sup>. Steve sent email stating that the Chapter might want to consider having a table at the conference. Jenny says that the roster will show preservation planners. Last year's conference had CM credit.



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**7) New Business and Other Information for the Good of the Chapter**

Jim reported that on the president's Council listserv there is discussion regarding performance measures for the chapter. And that the Chapter is missing a long range development plan. Jim says that we should begin to develop one and asked for volunteers. Kathleen and Jim volunteered. Chris says that she will assist after the parks event. Jacqui asked for a sample plan to be sent.

Alan reported that Delegate Marvin Holmes is proposing a railroad overlay zone. Alan says that we should weigh in. Jacqui inquired about reviving the legislative committee. Jim will give Tim a call.

**8) Upcoming Executive Committee Meeting: November 19, 2010 at 10:00am (Teleconference)**

**9) Adjourn Meeting**

**Respectfully Submitted**

**Keisha Ransome  
Secretary**