



Executive Committee
Meeting Minutes: Friday, September 17, 2010 10:00 am
In-Person

Executive Committee Members:

Jim Potter	Parag Agrawal	Chris Wells
Keisha Ransome	Stacie West	Jenny Plummer-Welker
Steve Allan	Jeff Jackman	
Andrew Bernish	Helen Spinelli	

Note: Due to a bomb scare, this meeting was not held at the Annapolis' Planning and Zoning. Jacqui Rouse and Sean O'Neil were unable to leave the building and attendees were unable to enter. Unable to conference in Sidney Wong and Gladys Apolonio.

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

2) **Action on Proposed Agenda**

a) Review minutes of previous meeting – No report.

3) **Reports**

a) Treasurer's Report – Helen reported that there is \$54,257.35 in the Chapter's checking account and \$3,012.77 in the savings account. Four years ago the Chapter averaged about \$30,000 in the bank account. Quarterly funds received from National APA for Chapter membership was \$1,637. It is usually between \$4,000 and \$5,000, which indicates that members aren't renewing their member ship.

Helen recommends investing some of the Chapter's funds. Jim states that the Chapter needs to consider fund raising to increase the Chapter's funds. Helen recommends that we seek additional funds from sponsors, not the Chapter members. Jenny says that the Chapter's roster identifies those members who have not renewed their membership. She recommends contacting them and encouraging Maryland Chapter membership only, versus full National and Maryland membership. Helen will look into a form for membership for Maryland Chapter membership only. The Chapter's member has been \$27 since the 1990s, one of the lowest in the country, consideration for an increase was proposed. Jenny recommended waiting and Steve recommended that we advertise the Chapter more, to spawn new membership. It was agreed that we will push for Maryland membership via the website, listserv, and facebook.

b) Professional Development

i) MD/ NCAC AICP Prep at Catholic University – Jenny (for Jacqui) stated that the event still needs volunteers. Helen, Chris, and Jim agreed to assist.



Executive Committee
Meeting Minutes: Friday, September 17, 2010 10:00 am
In-Person

- ii) Ohio State Webcast Series – Jenny (for Jacqui) inquired about the Chapter’s interest in webcasts for 2011, if so the Chapter needs to select a date(s). The cost is \$150 for the series. The Executive Committee agrees to pursue. Chris recommended that MSU or UMD head the effort. Jenny says that the parks event should be considered; Chris agreed to consider. Helen recommended that Total Maximum Daily Load’s (TDML) effect on the country be considered as a topic.
- iii) Public Participation Seminar and Project – The event was supposed to be held in December 2010; however it must be postponed. Jim will follow-up on what else is needed for the grant award. Ron Thomas is creating a lesson for the event. The event will be a 1-day seminar about public participation and the tools and techniques that can be used in the process. Gladys, the MSU student representative is look for a community to use as a subject. The audience for the event is open to membership, planners, and planning commissioners.
- iv) 2011 National Road Workshop: Cumberland, Maryland – Dave Umbling and Nick Colona participate in monthly conference calls with the committee. The workshop’s theme and tracks are being developed. Jim Segitti is working with the Pennsylvania Chapter to organize the event, Steve recommends that the name change to something involving public infrastructure, The event is planned for early May 2011.

TDML and Smart Growth Summit – The event will be held at MSU’s new student center. Food will not be catered, but there is a café. The event will be held on October 27th and will have representatives from the Environmental Protection Agency (EPA) Region 3, Maryland Department of the Environment (MDE), Chesapeake Bay Foundsatation, etc. Helen recommends that a rep from the County level be there, particularly a Calvert County representative (Greg Boeing).

4) Outreach to Members

- a) Newsletter – Parag reports that the newsletter’s 5th publication is in progress and includes articles about PlanMD. And it should be finished by the end of the month. He states that he does not receive a lot of response from the listserv. He receives the most results from directly soliciting colleagues.
- b) Website – No report.
- c) Social Networking – Jenny (for Sean) reports that dates for the Greenbelt walking tour have been narrowed down to early October 2010.



Executive Committee
Meeting Minutes: Friday, September 17, 2010 10:00 am
In-Person

d) Activities Committee

- i) Activities Committee – No report.
- ii) Chapter Awards Review Caucus (CARCus) – Parag recommends considering combining the awards with the National Road event. Jim has been asked to serve on the Award committee for the NCAC awards. Steve recommends that in 2012 the Maryland Chapter have a joint conference with NCAC, versus Delaware. Jenny agrees that it will close the Maryland loop and capture Prince George’s and Montgomery Counties. Jim states that he will speak with NCAC’s president.
- iii) Young Planners – No report.
- iv) Legislative Committee - No report.

5) Legislative Updates – The Water Resource Element and Municipal Growth Element from 2006 legislation is dead, effective October 1, 2010.

6) Outreach to Other Organizations

- a) Maryland Department of Planning (MDP) – A Maryland Planning Director’s Roundtable event will be held on October 14, 2010 at the Banneker Douglas Museum. Topics include sustainable growth, etc. A minimum of 1 CE credit will be available. Additionally, MDP is hiring a Planner III.
- b) Maryland Planning Programs
 - i) Morgan State University (MSU)
 - (1) Accreditation- MSU is concerned about retention and graduation rates. There is currently only a 10% graduation rate. The Public Accreditation Board. Keisha recommends that the Chapter visit MSU.
 - ii) University of Maryland College Park
 - (1) Dean’s Reception (October) – The reception for the Dean may be a joint venture with NCAC. Possibly on November 19, 2010.
 - (2) LeFrak Lecture Series – Stacie reported that the LeFrak Lecture is being held on October 13, 2010 at 8pm. Michael Katz is coming to the school to speak on October 14, 2010 to speak. Last year he spoke about Hope VI.



Executive Committee
Meeting Minutes: Friday, September 17, 2010 10:00 am
In-Person

- c) Maryland Planning Commissioners Association – Steve reported that MPCA is in need of a lunch time speaker for their event. Jenny recommended Jim Seggetti. The event includes a walking tour of downtown Cumberland and a planning commissioners training in the afternoon, free of charge. The Planner Commissioner training has approximately a 70 percent participation rate.
- d) Maryland Recreation and Parks - No report.
- e) Safe Routes to Schools – Chris provided information via email with updates (I will add.)

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

Board agreed that Keisha will send unapproved minutes via email, from January to August 2010. The Board will approve via email until minute approvals are current. Jenny recommends that the Board be updated via email about specific events that are occurring and that a reminder be sent for the committee meetings, stating whether or not the meeting is teleconference or in-person.

8) Upcoming Executive Committee Meeting: October 15, 2010 at 10:00am (Teleconference)

9) Adjourn Meeting

Respectfully Submitted

Keisha Ransome
Secretary