



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

**Executive Committee Members:**

|                      |                |              |
|----------------------|----------------|--------------|
| Jim Potter           | Keisha Ransome | Jacqui Rouse |
| Alan Feinberg        | Chris Wells    | Sean O'Neil  |
| Jenny Plummer-Welker | Alex Chen      |              |

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

2) **Action on Proposed Agenda**

- a) Review minutes of previous meetings – **Chris motioned to approved minutes from September, October, November, and December 2009. 2<sup>nd</sup> by Jim.**

3) **Reports**

a) Treasurer's Report

- i) Annapolis Conference Reconciliation – Jim reported that the Chapter's balance is \$54,520.52. Thirty to fifty percent is in a checking account, the remaining is in a certificate of deposit (CD) to earn increased interest. Jim wrote a letter to the Delaware Chapter to reconcile the 2009 conference.

b) Professional Development

- i) AICP Membership Status (close of 1<sup>st</sup> CM reporting period) – Jacqui reported that the National APA extended the exam registration deadline to January 20, 2010 and she will send the information to list serve. Jim asked about the deadline for the specialized AICP exam. The National APA provided information regarding member's CM status. There are 83 Maryland members who have not completed their CM credits. Members have until the end of April 2010 to complete and report their CM credits. Jacqui reports that she has sent out various opportunities to earn CM credits. Jim asked about those members who are using the AICP title, but who do not have the required CM credits. Jacqui advises that it is an ethics issue and it should be submitted to National APA to Paul Farmer.

Chris asked if there is language that the Chapter can send to remind members not to use the AICP title without having the appropriate number of CM credits. Jacqui advises that we should wait to take such action and Jenny added that members are still within the grace period. Alex asked if there was any geographical commonality to those who have not completed their CM credit requirements. Jacqui states that she does not have the full list and that she will ask National APA for a full list of members who have not completed their CM credits. Jim recommends that we give that list to the members-at-large to reach out to noncompliant members.



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Jacqui encouraged the executive board members to host CM credit events at their jobs. Jacqui also recommends getting approval to purchase more CD-ROMS, particularly the law review. Jacqui would like Michael Bayer, who co-wrote "Becoming an Urban planner", to feature for a session. Jim advises that his book be spotlighted on the Chapter's website.

- ii) 2010 Regional Planning Conference: Dover, Delaware – Michael Bayer is presenting at the conference in an Ancillary track. Jim says that Steve has a calendar of sessions for the conference.
  
- iii) 2011 Regional Planning Conference: Cumberland, Maryland –
  - (1) Dave Umbling reports that the construction of the National Road began on May 8, 1811 and the first road was started in Cumberland. The City plans to have a monument dedication during the conference; however it is awaiting approval from the Mayor. The conference would have planners look at the needs and have workshops to address those needs. A bike ride on a trail is also being considered as an activity. He states that coordination is needed from Maryland, Pennsylvania, and West Virginia. Dave referenced a video from Penn State, which discussed water, sewage, an infrastructure. He stated that the author may be a good speaker for the conference. Chris, from West Virginia chapter expressed interest in supporting conference, although resources are currently limited. Jacqui also volunteered to help with conference. Jim states that Maryland, Pennsylvania, West Virginia, and the National Capital chapters should work together for a one-day conference featuring transportation. Jenny suggests inviting Virginia as well. Chris asks if Jim will contact Kathy in Hagerstown about hosting a summit.
  
- c) National APA Conference in New Orleans
  - i) Delegates – Jim referenced needing information regarding delegates for the National APA Conference. Jenny referred Jim to Lynn Ferguson.

**4) Outreach to Members**

- a) Newsletter – Advertisement in the Chapter newsletter is being offered for \$100 for 4 issues.
  
- b) Website – Jim stated that Mary is available for web postings that may be needed. Jim states that he will have Mary put the Michael Bayer book information on the Chapter's web site.
  
- c) Social Networking Updates – Jim asks about how we can use Twitter while we're at the National Conference. Sean says that he posted the Parks event on the Facebook. Keisha stated that links to the social networking sites should be placed on the Chapter's website.



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d) Committee Reports -

i) Activities Committee -

(1) National Parks: America's Best Idea (January 26<sup>th</sup>) – Chris states that event organizers met at the venue on January 14, 2010. All the speakers are confirmed. Eighty people have signed up for the event. Letters were sent out to the state legislature. Mary offers to send out the agenda for the event. Jacqui asked if the planning Director of Annapolis could provide a few opening remarks. Chris stated that time was limited and that the event is being hosted by Senator Middleton. Sean asked if he need to RSVP, Chris said yes. Jim asked that a draft agenda be circulated to the board.

e) Chapter Awards Caucus (CARCus) – An awards conference call will be held on January 21, 2010 to discuss the past and future awards ceremonies. Alan is chairing the awards committee, Jenny, Dirk, and Tim Wiley may participate as well. Jim asked that Stuart Steinman be contacted to see if he's interested in participating.

**5) Outreach to Other Organizations**

a) Maryland Planning Programs-

i) University of Maryland College Park – No update provided.

ii) Morgan State University – Jim stated that the ground breaking to the new planning is scheduled to take place.

b) Maryland Planning Commissioners Association – No update provided.

c) Maryland Department of Planning - Jim advised that the board read Steve's email.

**6) Legislative Updates** – Jim stated that Tim is heading the legislative committee and that board should begin thinking of opportunities for the Chapter to be more involved.

**7) New Business and other Information for the Good of the Chapter** – No update provided.

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

**9) Adjourn Meeting**

**Respectfully Submitted**

**Keisha Ransome**  
**Secretary**