



Executive Committee
Friday September 18, 2009 Meeting Minutes
(In Person) Annapolis Planning and Zoning

Executive Committee Members:

Jim Potter	Jacqui Rouse	Rich Hall	Josephine B Visuvasa Selvakumar
Kathleen Freeman	Gladys Apolonio	Sean O’Neil	Alan Feinberg (by phone)
Chris Wells	Keisha Ransome	Mary Logan	Jenny Plummer-Welker
Steve Allen	Michael Phipps	Katie Michael	Jeff Jackman (by phone)

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

2) Reports

a) Professional Development

- i) CM-Fall: One-day seminar: Delaplaine Arts Center, Frederick, October 21st - One-day Conference will be held October 21, 2009. Jim requested the insurance costs before signing a contract for the space; the contract is being handled by Nick Colonna, whom recommended that a site visit be arranged. Jacqui requested that a list of items to be observe on site visit be developed. Nick is also tasked with interviewing caterers; Alan Feinberg volunteered to help with catering. Jenny recommended that the October 21st event not be called a conference, but a workshop to provide planners with a better opportunity of receiving work leave approval; Jacqui recommended that the name change be provided by September 22nd. Jenny recommended that a signature stamp be ordered, because of the large quantity (over 80) of checks that came in during that last one-day event.
- ii) 2011 Regional Planning Conference: Cumberland proposal (Jim Potter) - Jim spoke with Pennsylvania and West Virginia’s APA Chapters regarding the Maryland Chapter’s participation in the 2011 Regional Planning Conference. Committee members recommended that the 2011 regional conference be one-day event, with tours given on second day. Jacqui recommended that the City of Cumberland select a point person for our Chapter to work with. Jim asked for volunteers from the executive committee to assist with organizing the conference; Steve Allen volunteered.
- iii) AICP Exam Preparation: The Catholic University of America- The Maryland Chapter will co-host an AICP Exam Preparation workshop with the National Capital Area Chapter on Saturday, October 17, 2009. Jacqui will resend the information to the listserv, because it did transmit the first time. The workshop agenda has been finalized; however speakers are still being confirmed for the Growth Management, Spatial Areas of Practice, and Plan Making and Process categories.



Executive Committee
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- iv) Maryland CM Status - Jacqui noted that the CM report shows that 35% of members have 32 or more CM credits, 16% have 24-31 CM credits, and 18% have logged 0 credits (APA's National average is 20%). Jim recommended sending a letter to those members who have not logged credits or missing the full amount of credits. Jenny stated that there is a 4-month grace period and credits can be earned past January 2010.

3) Outreach to Members

- a) Website – Mary requested to train two (2) volunteers on how to update the Chapter's website. Sean and Keisha volunteered to be trained.
- b) Social Networking Updates—Sean O'Neil established accounts for the MD Chapter on the following social networks: Twitter, Linked In, and Facebook; Sean is the moderator for the Facebook account. A link to the MD APA Chapter website is provided on all of the Chapter's social networking pages. Sean recommended that the MD Chapter's presence on the social networks be sent to the listserv and mentioned at the one-day conference. A recommendation was provided to include the social network one-day conference information on the Chapter's website. Michael recommended that the rules and the purpose of the Chapter's presence on these forums additionally be included on the website. The one-day conference will have a session on Social Networking. Keisha recommended that the presenter create a one-page document regarding the use of social networking sites. Alan recommended that a committee be formed for Communications. Mary expressed interest in having person(s) to coordinate website ideas with. Jenny recommended that Communications committee consist of Sean, Mary, Parag, and Jim.

4) Outreach to Other Organizations

- a) Maryland Planning Programs
 - i) University of Maryland College Park – Katie reported that the University of Maryland College Park is hosting a session on Smart Growth on September 22nd, from 4:30 PM to 6:30 PM.
 - ii) Morgan State University – Gladys distributed new brochures and a newsletter from Morgan State University's City and Regional Planning program. She emphasized that Morgan is willing to host Chapter events.



Executive Committee

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- b) National Parks: America's Best Idea - Chris pursued idea of having a Maryland focused park initiative associated with the Maryland Public Television/ Ken Burns series. The opportunity has passed to provide previews for the six-part Ken Burns series; however she held a conference call with representatives from the Maryland Department of Planning (MDP) and Maryland Recreation and Parks Association (MRPA), and others. MRPA is interested in coordinating a seminar or workshop. Proposed attendees would include planners from state, local, and municipal levels. Another conference call is being scheduled in upcoming weeks. The event could accompany MRPA's conference, Maryland Municipal League (MLL) groups, or a standalone one-day conference with high profile speakers. The MD Chapter will purchase the six-part series for use by MDP, MPRA, and others. Jacqui recommended that we charge for postage, Jim stated that we could cover the cost in a line item. The series is \$180 for CDs and book and \$100 for CD only. **Motion carried to purchase CDs and book for \$180.** Mary recommended that the issue of licensing be investigated. The Maryland Department of Natural Resources (DNR) is showing a preview of the Burns series and inviting the public to come. Jacqui recommended that it be posted on the website. Jacqui sent series information to the listserv.

- c) APA Regional and Intergovernmental Division- Planner's Roundtable- (Jim Potter) The APA Regional and Intergovernmental Division is hosting a Planner's Roundtable in September 2009. The event is open to the public and provides some CM credits. Jenny states that the Maryland Chapter contributed \$100 last year; however we were asked to contribute \$250 this year. **Jim made motion for the requested \$250, Jacqui 2nd the motion. Motion carried.**

- d) Maryland Planning Commissioners Association- Michael Phipps reported that the Maryland Planning Commissioners Association is represented by 10 of the 24 Maryland jurisdictions. Michael requested that we notify him of potential members. The final report on the new educational requirements for the Planning Commission and Board of Appeal members has not been released. The Annual Conference will be held on October 23rd and 24th in Edgewood, Maryland; a save-the-date reminder was sent. There will be a BRAC discussion at the conference. Brochures will be finalized in 1-2 weeks. Registration will be held online. Location can hold approximately 80 people. Currently in the process of finalizing speakers.

5) Other Information for the Good of the Chapter

- a) Jim initiated discussion regarding social events in 2010 that are sponsored by the Chapter. Committee agreed quarterly events are feasible. A social event was proposed for the middle of: February in Southern Maryland, May in the Baltimore Metro area, August in Western Maryland, and November in Eastern Maryland. These events would be coordinated by the regional representatives.



Executive Committee
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- b) Additionally, one-day events were noted for March, June, and October 2010.
- c) Other scheduled events in 2010 were noted:
 - National APA Conference- April 2010
 - DE-MD Conference- May 14, 2010
 - Annual Meeting- June 18, 2010
 - Walking Tour- July 2010
 - Commissioner’s Conference – October 2010
 - Community Planning Event (Proposed for Community Planning Month)– October 2010
 - La Plata Lectures- November 2010
 - Executive Committee Meetings- 3rd Friday of every month
- d) Alan recommended that the Chapter host a film series to entice the general public. The Chapter would purchase films to show at events. Jacqui recommended that a list of potential films be sent to the Executive Committee for suggestions.

6) Upcoming Executive Committee Meeting: October 16th (Conference Call)

7) Adjourn Meeting

Respectfully Submitted

Keisha Ransome
Secretary