



**Maryland Chapter of the American Planning Association Executive Committee
Critical Area Commission Meeting Room 1804 West Street, Annapolis, MD
Friday 20 July 2007 Meeting Minutes**

Officers attending:

Jenny Plummer-Welker, President
Christine Finamore, Secretary
Dirk Geratz, Member-at-Large
Chuck Kines, Vice President
Jeff Jackman, Southern MD Rep.

Jim Potter, President-elect
Shiva Shrestha, Metro Rep.
Shannon Grevious, UMCP
Student Rep.

Guest:

Jacquelyn Rouse

- 1) **Meeting Called to Order** – Jenny called meeting to order at 10:00 AM. She welcomed the new Executive Committee members. Dirk introduced Jacqueline who also works at the City of Annapolis. Shannon explained the Peace Corps turned to her onto municipal development.
- 2) **Introduction of Executive Committee Members for 2007-2009 Term** – Members introduced themselves.
- 3) **Action on Proposed Agenda** – The agenda was approved as presented.
- 4) **Approval of Minutes** – Motion to approve May 2007 minutes – Dirk; Chris seconded; discussion – none; Motion approved.
- 5) **Treasurer’s Report** - Helen Spinelli
 - Current balance \$41,286.76.
 - Still waiting for Rich’s receipts and \$400.00 proposal from Joyce-Ann (for LCD Monitor for Morgan State).
- 6) **Filling of Vacancy for Eastern Shore Regional Representative**

Tim Bourcier expressed interested in Awards Committee; that vacancy has been filled. He sent resume. He may be interested in serving on the Executive Committee to fill Jason Burdette’s vacancy. Motion by Dirk to approve the appointment of Tim to Eastern Shore Representative, if he accepts; Chris seconded. All in favor. Motion approved. Jenny will contact Tim if he is interested in the position, and report back to Committee.
- 7) **Two-Year Plan and Proposed Budgets for FY 2008 and FY 2009**
 - Review of calendars - See attachments for budgets/calendars.
 - Chapter Awards – probably in October, November 8th is NCAC Awards Gala, Maryland is to attend.
 - Jenny suggested a goal of the Chapter sponsoring three mobile workshops each year. The workshops will help with AICP-Certification Maintenance also. Suggested workshops included: Fell’s Point in Baltimore, Havre de Grace, Base Realignment and Closure (BRAC) – member Mike Paone offered to present, and developments on the Eastern Shore. Chuck will ask about a workshop by a Congress for New Urbanism member.
 - Gerrit Knapp offered to attend an Executive Committee meeting to discuss the “Smart Growth @ 10” conference.
 - Jenny reported that as members contact her, she has been inviting them to become more involved in Chapter activities.
 - Transportation projects and funding were suggested as a workshop. Shiva suggested MD DOT/SHA might put together a workshop. Jacquelyn, Shannon, Shiva volunteered put together workshop ideas. Jenny and Chris have organized previous workshops offered to be resources for them. Chris moved to create a workshop committee to brainstorm ideas for continuing education credits; Jim seconded; after discussion, all voted in favor; motion passed.
- 8) **Bylaws Proposed Amendments – Bylaws Committee** – Jenny Plummer-Welker, Jim Potter and Helen Spinelli. Next step is to send the proposed bylaws to Lynn Jorgenson at APA for review and comment.

9) Communications

- a) Website: Currently hosted by national. We own domain name (www.marylandapa.org). Mary Logan, a Chapter member who works at the Baltimore Metropolitan Council volunteered to manage the Chapter's Website. Important to keep website going. Kyle has also expressed interest. Chuck suggested someone on the Executive Committee oversee the web content. Chuck will oversee website and forward info to Lynn for posting, until further notice.
- b) Listserv – Posting of Job Announcements. Job announcement issues – 33 members responded to Jenny on a yes or no in favor of job posting on listserv. There were 32 in favor, and one not in favor of posting jobs to the listserv. The Board is following national APA's policy to provide job information to members. Chuck volunteered to send a bi-monthly email. The Executive Committee's goal is to post job announcements on the Chapter's website. Currently this is not possible since national APA hosts the website and does not allow the posting of jobs (it would be in competition for their job posting service). Protocol and management – Members have an option of receiving emails as a digest. National APA can remove members from the listserv. It seems some members are not aware of listserv protocol (such as, replying to individual versus the entire list). Members manage their own amount, including removing themselves from the list.
- c) Newsletter
 - i. June 2007 digital issue – First digital newsletter was successful!
 - ii. Editorship for 2007–2009 – Alex is not abandoning, but he would like to pass along. Kyle said he would mention to MSU students.
 - iii. NCAC contacted Jenny about potentially joining together to provide newsletter, website, listserv, possibly paying a person to manage these services. Do we as MD Chapter want to share expense? Chuck supports good upkeep of website and newsletter. It was noted the challenge of turnover when students are assisting. Chuck he will coordinate with Judy Daniels of NCAC about sharing services.

10) Chapter Activities

- a. Proposed Chapter Activates for FY 2008 and FY 2009. Jenny presented a Chapter calendar and an Executive Committee calendar.
- b. Chapter Awards - Fall 2007. The Committee includes Stuart Stainman, Keota Silaphone, Michael Bayer, Rich Hall, Raj Williams, Dirk, Jenny, and Jim. Jenny explained Stuart is concerned about charging fees for nominations. Dirk mentioned Washington State fees: \$100 non APA member, \$75 APA member, and \$10 students. Jacquelyn suggested 'no fees' as a trail for one year. Chuck moved to not charge a registration fee for nominations this year and ask for sponsorship for the ceremony; second by Jim; discussion – none; all in favor; motion passed. The Awards Ceremony will be on Wednesday, October 24th, which is United Nations Day. October is National Community Planning Month. Potential central locations were discussed, including Savage Mill. The Committee will brainstorm locations and venues.
- c. Regional Conference – Fall 2008. Chuck asked for a \$35,000 in budget. The 2003 conference in Rocky Gap was approximately \$26,000. The Rehoboth Beach conference in 2001 earned a profit. Chuck is researching hotels in downtown Baltimore. He is estimating 300 attendees and 100 hotel rooms. Chuck researched previous conferences and gave background on the last three conferences. There were 260 at Rehoboth, 160 at Rocky Gap, and 300 at Wilmington in 2006. He explained the hotels make money on hotel rooms and catering. He will get back to us at the August meeting on startup costs. Chuck will need to provide a deposit and a room commitment. It was suggested that there be an on-site coordinator and a content coordinator to work with speakers, and a logistic coordinator to work with the hotel. Chuck and Jim will co-chair the Conference Committee.

11) Profession Development

- a. AICP Exam – Successful Candidates – November 2006 and May 2007 Exam. May 2007: Joshua Bazis, Virginia Burke, Lawrence "Chris" Company, Patricia Haddon, and Janie Lake. November 2006: Martha Baker, Jason Burdette, Randy Clay, James Noonan, Elsa Pereira, Erron Ramsey, and Mark Zonarich.
- b. AICP Certification Maintenance – We are waiting on details from national APA.

12) Coordination with Other Organizations

- a) National Capital Area Chapter – Gala & Awards on November 8, 2007, World Town Planning Day. Chuck moved to co-sponsor the NCAC gala event with \$1,000; second by Dirk; discussion – none; motion approved.
- b) Maryland Citizen Planners Association – ongoing coordination with Paivi Spoon.
- c) University of Maryland Planning Programs: Morgan State University and University of Maryland, College Park. Shannon asked for more coordination between Chapter members and students. Jenny suggested a “Career-Night”. A Shadow Day was suggested for November 8th – World Town Planning Day. Shannon is going to get ideas from other students and professors.
- d) Other. Reach out to other similar professions: RLA, AARP, NAHB, AIA, Maryland Historical Trust, MACO, MML, and others.

13) Upcoming Executive Board Meeting Dates: August, September, October

- August 17th – conference call
- September 21st – TBD
- The third Friday of the month from 10 AM to 12 PM is good for all present.

14) Member Matters

- Jim – Airport Planning
- Chuck mentioned there is much activity in federal planning, especially in Montgomery, Prince George’s, Howard, and St. Mary’s Counties.
- Shiva mentioned the 2008 National Access Management Conference and APFO.
- Dirk mentioned a new group, the Partnership for Land Use Success (PLUS). He suggested an article be written for the newsletter. Chuck will talk with Jason Sotori, and Jenny will talk with Drew Schmidt Perkins.
- Jenny mentioned that Roland English, former Chief of Comprehensive Planning at the Maryland Office of Planning recently passed away, had MS. He was Jenny’s mentor.

15) Other information for the Good of the Chapter

Chuck encouraged members to consider how to get retired members more involved in Chapter activities, such as the mobile workshops and the conference.

16) Adjourn Meeting

- The meeting was adjourned at 12:20 PM

Respectfully submitted:

Christine K. Finamore
Chapter Secretary