



Maryland Chapter of the American Planning Association Executive Committee
City Council Chambers, Annapolis City Hall, 160 Duke of Gloucester St., Annapolis, MD 21401 (410.263.1183)
10:00 am – 12:00 pm Friday 22 June 2007 Meeting Minutes

Officers attending:

Jenny Plummer-Welker, Pres. Elect
Christine Finamore, Secretary
Helen Spinelli, Treasurer
Dirk Geratz, Past President
Jim Potter
Rich Hall, President
Kyle Nembhard
Chuck Kines

Guests:

Shiva Shrestha
Jim Schemersahl
Joe Rutter
Jacque Rouse
Keote Silaphone
Jeff Jackman
Richard Griffen
Sarah Franklin
Tony Chinyere

Kwaku Duah
Bill Carroll

- 1) **Welcome** – Rich – Introductions and Welcome
 - a. Jenny – Overall two year strategic plan, Awards Ceremony Fall 2007, Regional Conference Fall 2008
- 2) **Action on Proposed Agenda**
 - a. Minutes deferred
- 3) **Approval of Minutes**
 - a. Defer until next meeting.
- 4) **Treasurer's Report** - Helen Spinelli
 - a. Digital newsletter / correspondence – Cuts down on mailing expense and timing, great ideas are coming in the future.
 - b. Advocacy – During legislative sessions, we have budgeted monies for a lobbyist/advocate, this is ethical and gets APA Chapter involved in upcoming legislation, and our name out there. We have budgeted expense within FY 07 and will continue to keep as line item.
 - c. Need to use Listserve to inform Chapter of any Bills, lobbyist issues, etc. as it comes up.
 - d. Beginning balance FY 2007 - \$38,427.23
 - e. Ending balance May 31, 2007 - \$42,292.16
 - f. FY 2008- \$50.00 for filing/administrative supplies requested by Chris Finamore. Will add 'supplies/etc.' as a line item in FY08-FY09 budgets.
- 5) **Bylaws Proposed Amendments** - Jenny, Jim, Helen
 - a. Jenny - Introduction on Bylaws update and summary of changes being proposed.
 - b. Jim – Major changes include:
 - i. PDO to upgrade to Executive Committee member from just a committee reporting to the Exec. Board.
 - ii. Regional Conference Committee
 - iii. Member Only / Associate Member status
 - iv. Technical Divisions – language added.
 - v. Sending Bylaws to Lynn Jourgenson with APA for review for continuity with National Bylaws for MD/Chapters in general.
 1. Area covered by the Chapter – to exclude Montgomery and Prince George's Counties, removed these 2 from Metro Area Member-At-Large position.
 - vi. Removal from office – Added language on procedural aspects.

1. Shiva S. – Said that Chapter should have say on removal process, not just administrative decision.
 2. Jeff Jackman – Had question on officer resignations, and unexcused absences, how does this work?
 - vii. Elections section
 1. 7.2 highlighted
 2. 7.5 – ‘Only One Candidate...’
 - c. Jim will be submitting Bylaws draft version to APA for review, final version to be presented to Chapter at Awards Ceremony and distributed beforehand for member review.
 - d. **Motion by Jim Potter to submit Draft Bylaws to APA for review**
 - i. 2nd by Jenny Plummer-Welker
 - ii. **Discussion**
 1. **Rich – Question on sending to Chapter before November and issue of Prince George’s Counties excluded, Committee flexibility – Awards and Conference spelled out, others are not, by section covers.**
 - iii. **Vote: In Favor = 7; Opposed = 0**
 - iv. **Motion passed to send Bylaws draft to Nationals for review.**
- 6) **Communications Update:**
- a. Website - Need a webmaster! Jason is moving to North Carolina!
 - b. Newsletter –
 - i. Alex sent out electronically, Jenny is making efforts to get 41 members emails, or mail paper copy.
 - ii. Discussion on hiring Newsletter editor, along with webmaster for NCAC and MD Chapters. Joint meeting with NCAC and MD – Alex offered U of M for meeting location.
 - c. Next issue – Late September, to include call for Nominations for Awards Ceremony.
- 7) **Chapter-Only Members**
- a. Policy – contact information to be through Treasurer, so tracking payment schedule and email added to listserv.
- 8) **Chapter Activities**
- a. Workshops
 - i. Rich – walking tour “Heritage Trail” in Baltimore
 1. in the morning = lunch afterwards, afternoon = dinner.
 - ii. MSU Students – mentioned that there are no Friday classes, so that is a good day for workshops.
 - iii. ‘Smart Growth at 10’
 1. Act passed in 1997, now 10 years later, two day even October 3rd – 5th, Chapter to Co-sponsor (Gerritt Knapp). Voted on \$2,500 to sponsor an event. Agenda for event is on National Center Smart Growth Website.
 - b. Chapter Awards 2007 – Planned for World Town Planning Day November 8th
 - i. Committee – Dirk, Jim, Stuart, Rich, Jenny, Keota, Michael Burger, Ray Williams, Keota (to replace Jason B.)
 - ii. \$20 fee for nomination – discussion on whether to charge this, look at hurdle to get the \$20.00
 - iii. Stuart – Why do we charge nomination fees?
 - iv. 2006 Awards Nominations revenue = \$380.00
 - v. Ceremony = \$1,841 - cost is mostly postage for nominations.
 - vi. Chapter to automatically nominate winners/applicants to APA national awards (Richard G. with META suggested).
 - vii. MACO, and MML – Coordinate Awards Ceremony and Encourage Nominations
 - c. Regional Conference Fall 2008
 - i. Baltimore is location
 - ii. NCAC, DE, PA Chapters - all interested in Co-sponsoring
 - iii. ULI – mentioned by Alan as Co-sponsor

- iv. Call for Conference Committee members from Chapter membership.

9) Professional Development

- a. AICP Exam
 - i. National pass rate = 67%, Maryland Chapter pass rate = 70%
 - ii. AICP Exam takers that passed: Martha Baker, Jason Burdette, Randy Clay, James Noonan, Elsa Pereira, Erron Ramsey, Mark Zonarich
- b. AICP Certification Maintenance discussion – Jim Potter
 - i. Overview of new requirements/changes through National APA:
 - 1. 1.5 CEUs – Ethics, 1.5 CEUs – Planning Law
 - ii. Need to talk to University of MD and MSU on evening and approved CEUs for AICP maintenance.
 - iii. Chris to get contact to Jim Potter for FSU Planning Program.
 - iv. Required - 32 CEUs over two years for maintenance, 20 of those CEUs need to come from APA events.

10) Coordination with other Organizations

- a. National Capital Area Chapter – Joint Board meeting with key members, Newsletter, and website maintenance.
- b. MD Citizen Planners Association – Paivi Spoon is their President, will be active with chapter liaison.
- c. University of Maryland – Ongoing
- d. Question of getting Frostburg State University on board, also Salisbury State, and Towson State University.

11) Members Matters

- a. Query other Organizations for newsletter, etc. (AIA, RLA, etc.)
- b. National Conference – need Maryland Chapter as a presence. Start thinking...
- c. MD Downtown Development Association – Richard G on Board, they get GRANTS (\$\$) to do workshops, suggests that we hook up with them on projects.
- d. Helen – Tie global warming issues/sea level rise in Maryland in to workshop
- e. AICP – not always funded by employer, issues within DOT (Shiva) vs. P.E. title, what should we do to help management consider AICP a “promotion”?!

12) MD APA Calendar for 2007

- a. July 20th – CAC meeting room

13) Other information for the Good of the Chapter

- a. Present Rich with print and card, and thank yous.

14) Adjourn Meeting

- a. **Motion by Jenny Plummer-Welker to adjourn the meeting.**
- b. **2nd by Helen Spinelli**
- c. All in favor
- d. Meeting Adjourned.

Respectfully submitted:

Christine K. Finamore
Chapter Secretary