



**Maryland Chapter of the American Planning Association Executive Committee
Critical Area Commission Meeting Room 1804 West Street, Annapolis, MD
10:00 am – 12:00 pm Friday 11 May 2007 Meeting Minutes**

Officers attending:

Jenny Plummer-Welker, President-elect

Christine Finamore, Secretary

Dirk Geratz, Past President
Jason Burdette, Eastern Shore
Jim Potter, At-Large
Helen Spinelli
Joyce-Ann Pressley

Paivi Spoon
Kyle Nembhard

- ❖ **Meeting Called to Order** – 10:10am, Jenny called meeting to order - Welcome and Introductions
- ❖ **Action on Proposed Agenda** –
 - Paivi Spoon – MCPA President - PG County Master Planner, Natural Resources PC Liaison to County Executive
 - Planning Commissioner in Cheverly, originally from Finland
 - Acronym is going to change to MPCA
- ❖ **Approval of Minutes**
 - **Motion to approve March 2007 minutes - Helen**
 - **2nd – Jim Potter**
 - **In favor: 8**
 - **Opposed: 0**
- ❖ **Treasurer's Report - Helen Spinelli** -
 - Current balance \$37,553.05
 - Helen and Jenny to work on budget for two years coming.
- ❖ **Bylaws Committee** – Jenny
 - See attached “General Revisions” of Bylaws dated May 2007.
 - Need to notify membership in writing by separate mailing, but also post on website and notify via listserv.
 - June meeting – Annual meeting, 6/22/07.
 - Conference Rooms – ideas for Annual Meeting locations
 - MD Realtors Association Riva Road
 - City Hall Chamber Room – Dirk check availability of room, 10:00 a.m. – 12:00 p.m. 6/22/07.
 - MML
 - Bylaws mailing discussion
 - Prints, etc. and cost discussed, Jenny to take to printer.
 - Updates (see attachment by Jim).
 - Chapter Only members – changed from *Chapter Only* to *Associate* members
 - Discussion – expenditure without meetings and replace with expenditures not in the budget.
 - “Action without meeting and Non-Budgeted Expenditures”.
 - Section 5.4 “Expenditures . . .” removed.
 - Prop. Bylaw changes to be presented June 22, 2007 to general membership.
 - **Motion to present Bylaws updates to Membership – Helen**
 - **2nd – Jason**
 - **In favor – all**
 - **Opposed – 0**
 - **Motion approved**

Communications – Jason

- Website: Update with Annual meeting date
- Newsletter: Looking for website coordinator for stand alone web creation and management.
- Either have membership do website, or have professional IT setup/design and have member update/maintain (Kyle expressed interest in maintenance and maybe design if needed).
- Jenny talked to Alex and he is not interest in next two years doing newsletter, need to find newsletter editor/committee.
- Next deadline is June 4, 2007 for digital format. Jenny is to mail the letter to non-email members to get email.

❖ Chapter Member Only Policies

- Roster
- Dues maintenance
- Emails get to APA for listserve, this only catches APA members, skips Chapter only members
- Brigitte Pessiden is interested in Chapter only member.
- Treasurer to maintain dues
- Use APA form and pay \$27.00? is there a MD Chapter Application form?
- Dirk is to look into setting up protocol for joining.

❖ Chapter Activities

- Workshops
 - Hom Point – Helen is to research AICP CEU's for workshop and get accredited as a workshop.
 - Awards – November (Chuck Kines, Rich (Baltimore tour)
 - Gerritt Knaap – interested in Chapter co-sponsor of 'Smart Growth at 10'
 - **Add to Chapter calendar 10/3 – 10/5** - Jim –Motion to sponsor AN event \$2500.00, Chris – seconded, discussion – Jenny is to talk to Gerritt about details and get back to Exec.
- Chapter Awards
 - November 8th – World Town Planning Day.
 - Jenny is to contact committee from last year to get committee together for awards.
- National APA Conference Delegate report – Jason, summed up in Newsletter Article.
 - Helen said Parliamentary procedure is 'biggie' at these meetings.
 - Helen is to sit on 'Global warming' task force, let Jason Jordan know by May 18, 2007 if interested.
- Nominating Committee – election results – no petitions/write-ins.
- Check on Chuck's membership status and he needs to be APA member to be VP
- **Motion – Jim Potter, to adopt State of Officers as presented**
- **Helen – 2nd**
- **Favor – everyone**
- **Opposed - None**

❖ Profession Development

- AICP workshops went well, Chapter bought 20 cd's
 - AICP test is May 19th
 - Sharon has 20 cd's for 'lending library' for testing review course.

❖ 2006 Legislative Session - Summary**❖ Coordination with National Capital Chapter**

- Jenny talked to Art Chambers – suggested that a few members from MD&NCAC for joint meeting.

❖ MD APA Calendar for 2007

- June 22, 2007 at 10:00 a.m. Annapolis City Council Chambers (Dirk to check).
- July 20, 2007 is the third Friday.

❖ Other information for the Good of the Chapter

- Joyce Ann – we need a proposal, Kyle to follow up on this with her.

❖ **Adjoined meeting 12:00 p.m.**

Respectfully submitted:

Christine K. Finamore
Chapter Secretary