Call to Order

1.1 Meeting was called to order at 10:04 AM with the following attendees:

Jim Palma
Erin Michael
Holly Tompkins
Laura Bianca-Pruett
Lauren Good
Morgan Green
Stephanie Martin
Amal Ali
Beth Paiserb
Joe Griffith
Olivia Vidotto
Helen Spinelli
Holly Stork
Adam Dodghson

1.2 Lauren – remove 4.3, already in budget and done

1.3 Olivia – motion to approve December minutes, Adam second, approved.

Housekeeping Issues

2.1 Jim will send out a call for agenda items and he’ll prepare as Pat did

2.2 Plan to centralize the meeting schedule, send out from Google calendar so need to sign up to get the notice from Google, will be moving around to different location, the Google calendar is “public”

2.3 do we want apamaryland.org emails for officers? Easier to know who is sending, archive old emails, all in one place and won’t have to use own work or personal email, leave open for discussion

2.4 need to figure out what to use for the address and phone number for MD APA, may need to get a mailbox

2.5 all the committees need chairs, Jacqui/PDO has done this already and sent out minutes /notes of that meeting, need to get going on doing this for the other committees

2.6 will WebEx again in Feb as time is too late to schedule and possible bad weather, people need to host, step up to do it

2.6.1 February - WebEx

2.6.2 March - Holly will host at Heritage Ctr in Queen Anne’s County

2.6.3 April - Peter will check for Howard County

2.6.4 May – Laura at Parking Authority?

2.6.5 Annual Meeting in Annapolis

2.6.6 July – Jim’s offices

2.6.7 August – Olivia in Calvert County

2.6.8 September – Jacqui in Annapolis?

2.6.9 October – meeting and 2019 work program session (full day) – WTC Baltimore

2.6.10 November – WebEx due to holidays?

2.6.11 December - ??

Old Business

4.1 hold a vote that acknowledges that we treat the document as a “living document” and edit as we go through the year, Jim motion, Olivia second, discussion – Jim found no real great example in web search, approved

4.2 Erin explained event, can add to newsletter, let people decide if they want to go, not be there in official capacity, Jim may attend
4.4 1) start with PlatPR and see if we come to terms we like, 2) then to RFQ if need be but who knows if we get what we want, vote to empower Conf. Comm. to begin, Olivia liked starting with Plat, Lauren thinks should be done different this time, we are starting sooner and going larger, Jim motion to have Comm. empowered, Adam second, approved, Jim will contact Sandy and get going

4.5 Jim will be one of the 3 for the Nominating Comm., Olivia what does Comm. do? Jim noted that need to find people, Peter and Beth nominated for Comm., seconded, approved

4.6 work on this item another time

4.7 Adam and Olivia think good to combine with conference and have at 2019 conference, agreed, motion to combine by Jim, seconded, approved

4.8 4.8.1 idea for a theme, 1% for art is an idea

4.8.2 what should theme be? Housing? Community development?, Jacqui and Olivia mentioned Better MD theme idea, Joe – lots of organizations doing plans, Jim – keep thinking about themes and discuss more next time

4.9 wait on Jacqui

Jacqui phoned in 11:00 am

Mailchimp demo, Jim went through info lists, gets lists from National monthly, imports and updates, if someone leaves name they are not taken out, walked through creating campaign, Erin can auto-ad calendar event with separate app, Communications Comm. will need to meet soon

4.10 coordinate communications

4.10.1 Erin working on newsletter, should go out tomorrow, send anything to go into it directly to Erin

4.10.3 EPG will have section of main MD APA site

4.10.4 send Erin stuff to post, using Hootsuite, LinkedIn use thumbs up when use a lot

----not on agenda ---- Stephanie at MDP – outreach to local gov partners, should try to reach all the planners in all the local gov/towns/etc., Jim hoping this works and how to do it, work on as go, Adam – may be a good idea for statewide rep? Jim – makes sense, talk in Feb, is a good suggestion

4.10.5 will no longer be PDF format, will all be monthly news and electronic, need to talk to Andrew to set up blog, Jim shared example of Commerce newsletter, click on something and goes to blog or website, with PDF can’t go back in history, but with blog will be archive online, Olivia – what date each month for newsletter? Jim – 3rd Thursday, events hopefully enough lead time for Reg. Reps to send in items

5.4 Lauren – end of Dec 59K in checking, 3K in savings, updated budget with these numbers, most recent 2018 #s, Holly will send out with minutes, webcast and CM provider paid for this year already

5.5 Jacqui, PDO met yesterday, Olivia, Joe, Holly S. discussed 2018 work program, another annual one day conference in June, MDP would cosponsor going to meet once a month, law session, partner with Nat Cap APA and publicize PA training AICP, Olivia following up with PA exam training, Jacqui got list of 9 people applied for exam but doesn’t include people previously applied, will be working with candidate pilot program and EPG, Holly S will work with AIA B’more, 1 of 4 original members planning consortium, taking responsibility to step up webinars when do in person event follow about doing webinar, will contact ASLA and ask about partnering, also AIA MD, Erin was on call as well, keep Jim in loop all the time with anyone who is talking to partners, Olivia – Activities and PDO overlap so will communicate, Erin will keep Jacqui informed

5.6 transitioning with Megan, working on mtg during wek and not on wknd, AICP candidate program can take exam w/o the work experience, Monday night is popular night to network, met with Jeremy W. re maps and what MSU doing and UMD, doing presentation on passion at Nat APA conference, do at local level too

5.7 Erin – enjoying new role, reaching out to all, thanks to those so far for responding, working on social media and newsletter

6.3 Helen – working April 27 at Horn Point, likely all day event, translating science for planners

6.4 Olivia – email out this week to Comm., mtg on Monday to sort out date in May and hope get into Feb newsletter

6.5 Adam – need to clarify Metro areas

7 Adjorn, motion, second, approved, 12:04 pm