FINAL Minutes – June 17, 2016
Approved September 16, 2016
MD APA Executive Committee Meeting

Time: 10 am - 12 pm
Location: Linthicum Community Library

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1.1 Meeting was called to order at 10:10 with the following attendees:
Pat Haddon
Andrew Bernish
Sandy Coyman
Siddhartha Sen
Rafey Subhani
Jacqui Rouse

Attending by conference call:
David Whitaker
Jim Palma
Holly Tompkins

1.2 Motion to send back money to MDP, seconded, approved and Pat will write a letter and send.
1.3 Motion to approve of minutes from May 20, 2016, seconded. Approved

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2.1 Jacqui – Holly Stork is the CM person to email, Jim will take care of by getting in touch and Pat will handle with Holly is not available
Jim - 35 people came to the event Responding to Civil Unrest through Community-Led Planning, also need Raj’s event information as well
Please send all forms to Jacqui and she will coordinate with Holly S., Also setting up the Continuity notebook, send anything you have scan/email manuals, conference reports, etc., but missing items from the last couple of years
David – June event next week with 10 signed up so far
Rafey – close to CM document being done and will send to Holly S and send Jacqui the evaluation

3 Old Business
3.1 Next month we’ll have the speaker, Jim Brown
The invite is out for the 6/20 event/mtg, Rafey attended 1 meeting, Jim gave an update, doing outreach, defining goals, community along rail, Jim is going to the bike event, Rafey is working to get someone from Hopkins to be there for the health aspect and will send the invite

3.2 Pat spoke briefly about President’s message, save the date for the conference, keynote speaker for the lunch at conference, planning is moving along, APA is doing the registration, have a budget, lodging is the Sheraton in Towson, Brick Industries might be a sponsor, Towson Chamber of Commerce will help with sponsors, will be posted to the web, please get involved in the Monday conference organizing committee conference call, topics are devoted to cutting edge planning, Pat will send out some information to the conference planning person who can fit any sponsor to an appropriate issue, MDP Secretary for the Saturday morning remarks
Website and listserv – Andrew, has been webmaster since 2011, using Google analytics, ½ of visitors new/returning – split, 30,000 page views typical of past 5 years, most visits to jobs section, it’s been a 3rd party template, limited design, one login, looking at Wordpress and Squarespace, presented rundown of pros/cons, Jacqui made a motion to let Andrew go with Squarespace, seconded, approved. Check out Robin William’s web design book – Design for the Nondesigner. The listserv also to be replaced, looking at Mailchimp, newsletter has used the listserv but should be sent out to the membership list, will set up a new emailing via Mailchimp and shut down the present listserv. Pat will research the membership and work with newsletter editors to get a good membership list. Need to be cognizant to not spam. Jim will help write up the first Mailchimp mailing. Jim suggested using apamaryland@mailchimp which will be like the website. Pat will write up first email wording for opt-in/out. Pat motioned for $200 to Andrew for the website/mail, seconded, approved.

Work is progressing on the regional conference

Please forward items to Olivia. Try to get a county person to the bike event.

Treasurer not present today but will send missing sheet. Next month is all about the budget and the MD APA fee, should be a membership vote at the annual meeting, likely in January, Jim – how committee support is portrayed and is actually up/positive

AICP training planned for the Fall conference, potentially use the firm out of Phoenix, investigating use of budget, see if DE wants in, Jacqui motioned that if DE in or out, seconded, approved, Jim will send DE a deadline

Representatives Reports

Sandy – local government, if move will let know

Liaison Reports

Please send any upcoming events to Shubha for the newsletter

Motion to adjourn, seconded. Approved. Meeting adjourned at 12:05 pm