Date: January 18, 2013
Time: 10:00 AM to Noon
Location: City of Annapolis Planning Department
145 Gorman Street, 3rd Floor, Annapolis, Maryland 21401
Call-in Phone Number: 1-888-583-8344 and the access code is 0164073#.

10:00 AM
1 CALL TO ORDER, Sharon Suarez
Sharon Suarez called the meeting to order at 10:10 am and thanked Jacqui Rouse for providing accommodations and snacks.

2 ROLL CALL, Andrew Giraldi
- Sharon Suarez - present
- Jim Noonan - present
- Jacqui Rouse - present
- Helen Spinelli - present
- Andrew Geraldi - present
- Jeff Jackman – present via phone
- Chris Wells – absent
- Rick Brace - present
- Kathleen Freeman – absent
- Parag Agrawal – via phone
- Jim Potter – via phone
- Jackie Seneschal - present
- Dave Whitaker - present
- Sidney Wong – present via phone
- Introduction of guest, Lauren Good – present
- Ann Stanley – arrived after roll call

2.1 Action on proposed agenda
Sharon Suarez said that under Item 3.2, Ann Stanley is available to finish her original term through June 2013 and she would like to reappoint her to the Secretary position. She asked for a motion to reappoint.
Motion: Helen Spinelli moved to reappoint Ann Stanley as Secretary.
Second: Rick Brace
Motion Passed

Sharon Suarez introduced Lauren Good who had emailed her asking about opportunities for involvement with Maryland APA. After explaining that she recently took a job with the Long Range Planning Division of Anne Arundel County, Lauren gave a brief introduction of her background. Afterwards, the rest of the attendees went around the table and introduced themselves.

Motion: Jacqui Rouse moved to appoint Lauren Good to the PDO Committee.
Second: Helen Spinelli
Motion Passed

2.2 Approval of December minutes. (Attachment 1)
Motion: Rick Brace moved that the minutes of the December 2012 meeting as corrected be adopted.
Second: Helen Spinelli
Motion passed (See December 2012 corrected minutes for highlighted corrections.)
3 OLD BUSINESS
3.1. Approval of September minutes (carried over from December meeting) the discussion of the approval of the September minutes was moved to the end of the meeting’s agenda.

3.2. Discussion of appointments and board vacancies.
   a). See Item 2.1 Appointment to fill Board Secretary position

   b). Discussion Regarding Two Treasurers - This item was tabled from the December 2012 meeting
   Issue before the Board: - Helen Spinelli and Jackie Seneschal jointly hold the position of Treasurer.

   Discussion
   Sharon Suarez opened that discussion and noted that the Bylaws do not have a separation of duties clause. She said that she had talked to Dirk Garrett regarding their intent and he told her that the original intent was not to have more than one position held but that this was not codified. She stated that no one would have put Jackie in this position had they known a position was not available. She wanted to make clear that there has not been any misdoing regarding having an unappointed treasurer signing checks on behalf of the organization. She continued that, if at the time Helen Spinelli vacated the office, Jackie could be officially appointed to the position. She said that she would like to discuss what the understanding was amongst parties involved.
   There was a lengthy discussion with the Board agreeing on the following:

   - Helen was appointed as President-Elect in February of 2012
   - At the June Annual Meeting a there was a slide of the 2012-2013 Board that showed Helen as President Elect and Jackie Seneschal as Treasurer
   - The members of the Board understood that due to Helen’s and Jackie’s involvement with the Fall conference – Helen would continue as Treasurer and the transition in the position would occur after the conference
   - Both Jackie Seneschal and Helen Spinelli are accomplished and dedicated planners and the Board values their continued involvement in guiding the Chapter
   - Helen had not tendered letter to the Board vacating the position of Treasurer
   - The By-law calls for a broader participation of members and to have one person holding two positions on the Board contravenes the intent of this clause.

   Motion: Jacqui Rouse moved to reconsider Helen Spinelli as President Elect.
   Second: Helen
   Motion Passed

   Motion: Jim Noonan moved that the President send out an email that there is a vacancy and would like to seek to fill the position as soon as possible.
   Second: Ann Stanley
   Discussion: Jacqui Rouse said that the Board should just have Sharon Suarez appoint someone and not advertise since it was not a requirement of the Bylaws. Helen Spinelli asked why one
position is advertised and not another. Ann Stanley noted that it was close to elections and that the President Elect position could be left vacant. Jacqui Rouse said that the Board has an obligation to Jackie Seneschal and that allowing her to walk out of the room with nothing is shameful.

Motion: Jacqui Rouse moved to request that Sharon appoint someone to the position of President Elect today.
Second: Jim Noonan seconded
Discussion: Jim Potter said that part of the reason why there wasn’t more detail in the appointment section of the Bylaws (he was chair of the committee) was for expediency so that a vacancy wouldn’t remain vacant for too long.

Parag Agrawal pointed out that there were two motions on the floor Jim Noonan withdrew his initial motion.

Parag Agrawal asked if the President has to appoint someone. Sharon Suarez said she could act on behalf on the Board.
Motion requesting Sharon appoint someone to the position of President Elect today failed.

Sharon Suarez called a 10-minute recess
The Board reconvened

Motion: Jeff Jackman moved, in grateful recognition of her service as Treasurer, that Jackie Seneschal’s appointment as Treasurer be rescinded on January 18, 2013.
Second: Jim Noonan
Discussion: Jackie Seneschal noted that this would be a way to resolve the question as to whether she misrepresented herself. Sharon Suarez noted that, technically speaking, she was appointed.
Motion passed

Jim Noonan said he asked Jackie Seneschal during the recess if she would be willing to participate as President Elect through the balance of the current term and would work with the nominating committee to determine what role they thought might be most appropriate for her in the upcoming election, not presuming she would be the presumptive nominee for president.

Sharon Suarez appointed Jackie Seneschal as President Elect for the remainder of the term.
Motion: Jim Noonan moved to accept the nomination.
Second: Rick Brace
Discussion: Sharon Suarez wanted to make clear that Jackie Seneschal was not precluded from being put on the slate for President but that there was not to be a presumption that she would be put on the slate for President.
Motion passed - Sharon Suarez and Helen Spinelli abstained from voting.

Jim Noonan thanked Helen Spinelli for opening up the pathway for allowing this to happen and thanked Jackie Seneschal for being patient in this process.
4 NEW BUSINESS (reports, requests, calendar items):

4.1 President’s Report, Sharon Suarez

4.1.1 Bylaws committee Status report. Currently the Bylaws Committee has Jenny Plummer Welker, Helen Spinelli, and Jackie Seneschal willing to work on the committee. Dirk Geratz and Jim Potter have agreed to review the draft final and to provide other help as needed. Jenny is preparing a timetable. Sharon Suarez has asked her to serve as the chair, and is waiting for her response. She has no word on the Model governance review and suggests that we put that aside for now. She also suggests future administrations look into this if they so desire. Members: Dave Whitaker, Helen Spinelli, Jim Potter

4.1.2 Salisbury Mini-Grant Request for Reimbursement. Recommend approval. (Attachment 2)

Motion: Jacqui Rouse moved to approve the request for reimbursement.
Second: Jim Noonan seconded

Motion passed

4.1.3 Please note the passing of several Maryland Planners: William R. (Bill) Barron, MNCPPC, and Richard Floyd, Planning Commissioner, Frederick County, January 2013.

4.1.4 Reminders about the National APA Conference.

Leadership meetings will take place on April 12 along with the PDO Exchange. The conference will begin on April 13 and last through a 1/2 day on Wednesday.

Jackie Seneschal said that she wanted to make sure that Helen Spinelli was able to attend the national conference. Sharon Suarez asked that in the next one to two weeks, that Jackie Seneschal, Jim Noonan, Jacqui Rouse, and Helen Spinelli provide potential expenses and savings.

Jacqui Rouse suggested connecting with the Delaware chapter for a regional reception at the conference. Sharon Suarez will follow up and report back in February. Helen Spinelli suggested promoting the reception through Facebook and Twitter and Sharon Suarez added listservs and posters.

4.2 Vice President’s Report, Jim Noonan. Nominating Committee and Teller Committee

Report Accepted as received:

Jackie Seneschal was added to the nominating committee

Jim reported on attending the MACO and MML conferences

- MACO sponsoring legislation to change the State requirement to update comp plans from every six years to every ten.
- MML was proposing changes to the Forest Conservation Act
- Jackie Seneschal volunteered to review upcoming legislation and report to Board at February meeting.
- The idea was floated that the Chapter put together a legislative sheet with Pros and Cons
Jim reported that ULI is looking at development in priority funding areas. Information on FTP site and Jim will update Board at February meeting.

4.3 Treasurer’s Report, Helen Spinelli (Emailed separately by Helen)
Motion: Rick Brace moved to adopt Treasurer’s report
Second: Jackie Seneschal
Motion Passes

4.4 Professional Development Officer’s Report, Jacqui Rouse.
4.4.1 a) Discussion of webinar series. Jacqui is looking for submissions from the Fall conference for webinars
b) Discussion of update of AICP exam update. Jacqui has been asked by APA National to serve on a committee to put together an exam prep comparable to the one offered by Planetizen.
c) Jacqui suggested Lauren Good to work with the Young Planners

4.5 Regional Reports.
Jeff Jackman, Southern Maryland, Annual Meeting and Southern Maryland Information Exchange proposal
Jeff mentioned some problems in trying to coordinate the SMD Information Exchange and the Annual meeting for the same date in June.
Motion: Ann Stanley Moved that the SMD Information Exchange and the Annual meeting be held as spate events in June.
Second: Jacqui Rouse
Motion Passed

4.2.1 Chris Wells, Metro Area
4.2.2 Rick Brace, Western Maryland, Western Maryland Exchange
Motion: Rick Brace moved to subsidize the attendance of up to 4 students ($25 ea.) to attend the Western MD Information Exchange
Second: Helen
Motion Passed

4.2.3 Kathleen Freeman, Eastern Shore
Kathleen announced she would not run again for another term on the Board

4.2.4 Parag Agrawal, At Large – Newsletter postponed till February

4.3 Other Committee Reports
4.3.1 Web Committee, Andrew Bernish
4.3.2 Young Planners

11:15 AM

4.4 LIAISON REPORTS (reports, requests, calendar items)
4.4.1 Maryland Department of Planning, Dave Whittaker. Legislation, activities, etc.
Dave reported that there is legislation to amend Senate Bill 236 (the Septic Bill)
As of the Board meeting not other new legislation coming out of MDP
Dave also asked for support for an APA grant funded studio course at Morgan State University that would be a collaboration with the City of Baltimore Street to examine proposed streetcar routes. The Grant is for $4,000 - $8,000 and the proposal is due Jan. 29, 2013.

Motion: Dave Whitaker moved that the Board approve the grant proposal in concept with the President to give final approval when the grant application is completed. Second: Jim Noonan
Motion approved

4.4.2 University Liaisons (news, events, requests, calendar items):
4.4.2.1 University of Maryland (UM), Alexander Chen.
4.4.2.2 Morgan State University (MSU), Sydney Wong (Emailed separately by Sydney)

2:00 PM
ADJOURN

Motion to Adjourn – Jim Noonan
Second – Ann Stanley
Motion approved