MINUTES – APA Maryland Executive Committee Meeting

Date: November 18, 2011  
Time: 10:00 am – 12:00 pm  
Conference Call

Call to Order: Sharon Suarez convened the meeting at 10:35 am.

Attending:

Officers:
Sharon Suarez – President  
Chuck Kines – President Elect  
James Noonan – Vice President  
Ann Stanley – Secretary  
Helen Spinelli – Treasure  
Jacqui Rouse – PDO

Members At Large:
Rick Brace  
Jeff Jackman  
Chris Wells

Non-Voting:
James Potter – Past-President  
Dave Whitaker – MDP

Absent:
Parag Agrawal  
Kathleen Freeman  
Alex Chen  
Sidney Wong  
Andrew Bernish  
Paivi Spoon  
Dionne Hines  
Holly Storck

1. Action on Proposed Agenda:  
No Action was proposed.

2. Approval of Previous Minutes:  
Jim Noonan moved minutes be adopted, seconded by Jim Potter. Motion Approved

Ann Stanley noted correction to August 26 minutes to change grant amounts to Universities graduate programs from $100 to $1,000 and for undergrad programs $100 to $500. Sharon Suarez made motion to accept changes and Jim Potter seconded. Motion approved.

3. Treasurer’s Report:  
Checking:  
Savings:  
Total:
4. **Old Business:**

A. Approval of Web Manager ad
   
a. Chuck Kines suggested including a stipulation that the position is considered full time. It could be phrased to run the same as a Board member term.
   
   Rick Brace moved to accept ad for posting to Chapter website, second Jim Noonan. Motion approved

   **Action Item:** Ann Stanley will post ad for Web Manager to Chapter website

B. Presidents Report:
   
a. **2012 Conference:** Sharon has a commitment from Paul Farmer to be a keynote speaker at the 2012 conference on October 18 and ethics session. She is waiting to hear from Mitch Silver. Sharon confirmed after the Board meeting that Mitch will speak at the conference.
   
b. **President Emeriti Committee:** Sharon announced that Secretary of MDP, Rich Hall has agreed to serve as chair of President Emeriti Committee. He will be putting together a list of planners to consider for awards who have made contribution to planning statewide.

   **Action Item:** Rich Hall will begin putting together list of planners to consider for achievement award.

   c. **Grant application for Universities:** Sharon has researched grant applications and found a one-pager example. She will put together a draft to send to Board next week for comment. She plans to have a final version to bring to the December Board meeting.

   **Action Item:** Sharon will prepare one pager grant application from example and send out to Board week of November 21 for comments.

5. **New Business:**

C. **New Board Member:** Sharon Suarez introduced David Whitaker as the new MDP representative to the Board. Steve Allan will remain as the Citizen Planner representative for MDP.

D. **Vice President Report:**

   Jim Noonan sent out an email with a list of proposed conference tracks and theme to Board and received responses. Next month he will ask for input on putting together tracks. Jacqui Rouse offered that she has a commitment from two potential sponsors, the Brick Institute Association and Jakubiak & Associates. Chuck Kines requested that APA Boot Camp included as a conference track.

   Jacqui made a motion that a ‘Save the Date’ be sent out for the 2012 Conference. Chuck Kines seconded. Motion approved
**Action Item:** Sharon and Jim will put together a “Save the Date” announcement to post to website.

E. **Committee Reports**
   a. **Past President:** Jim Potter
      Reported received request from Gary Anderson for letter of support for FAICP application – approved by Sharon Suarez and Jacqui Rouse.

      Jim proposed this as a start for a library of sample applications for the use of future candidates. Gary Anderson’s will be first example in library.

      Jacqui will investigate how other Chapters are handing applications for FAICP candidates and Jim Potter will reach out to Anna Breinich AICP President for input.

      **Action Item:** Jacqui will investigate and report back to Board about policies other Chapters have in place for working with FAICP candidates.

      **Action Item:** Jim Potter will reach out to Anna Breinich, AICP President for recommendations for working with FAICP candidates and report will report back to Board.

   b. **Members-at-Large Reports:**
      o **Western Region Report:** Rick Brace
         - Attended MCPA Conference in Easton Nov. 10, 2011 – congrats to Ann for her organizational skills and Dave Ager, AICP for his presentation
         - Contacted Berkley County WV Planning Director [Mike Thompson] in support of planning efforts in adjacent state
         - Joined the Journey through Hallowed Ground Partnership, a 4-state historic and scenic organization.

      **Action Item:** Sharon will share with Rick contact info for planners from WV who attended Cumberland Conference. She will send out announcement about 2012 conference to West Virginia contacts.

   c. **Professional Development Committee Report:** Jacqui Rouse
      **Webinar Series:** Jacqui has booked Rollin Stanley and Vicky Carrasco for next year’s webinar. As participant in Webinar series, Chapter has access to go-to-meeting service.

      **CD-ROM:** Jacqui announced she discovered that CDROMs have an expiration date for CM credits.

      **Action Item:** Jacqui will review Chapter CD_ROMs to see which ones are out of date. She recommends Board evaluate the value of continuing to the program.

   d. **Newsletter report:** Parag Agrawal
The winter 2012 publication will come out in February and the deadline for submission is December 15, 2011.

An email reminding the members of the newsletter deadline will be sending out after thanksgiving.

As per the feedback, members want to see more small news items from various counties in the state.

Regional representative are encouraged to submit news stories from their specific regions.

a. **Web Manager report:** Ann Stanley
   Ann has taken over web manager responsibilities on a temporary basis as of November 15. Information request to be posted on the website can be sent to her at: annstanley.apamd@gmail.com

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**F. Liaison Reports:**

a. **Maryland Planning Commissioners Association report:**
   Ann Stanley submitted a report on the MPCA conference. Paivi Spoon was elected to serve as the new President of the MPCA and will be the new representative to the Board.

b. **Student Representatives report:**
   o **UMD:** Andrew Bernish submitted a report that the Student Planning Association at UMD met and discussed topics of interest for 2012 Conference. Member’s echoed need to secure transportation for students to event.

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**6. Meeting Calendar:**

- December 16 next Board meeting

**Action Item:** Sharon Suarez will arrange for December 16 meeting to be at Sheraton in Columbia.

**Action Item:** Jim Noonan will extend invitation to Columbia’s Planning Director to attend meeting.

- January’s Board meeting will be a conference call.

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**7. Adjournment:** 12:10 PM

Helen moved meeting be adjourned, seconded by Chuck Kines. Motion approved