Executive Committee Meeting
Duesenberg’s Café and Grill, 10 Mellor Avenue, Catonsville, MD

Meeting Minutes: Friday, July 29, 2011, 10:00 a.m. to 12:30 p.m.

Executive Committee Members:

Sharon Suarez  Jeff Jackman  Chuck Kines
Keisha Ransome  Andrew Bernish  Jim Noonan
Chris Wells  Jacqui Rouse

1) Welcome and Sign-In

2) Old Business - Sharon noted that the agenda was aggressive and that the purpose of this meeting was primarily to go over old business, so that the new Board was aware of any legacy items.

a) Annual Meeting – Review and Approval of Minutes – Keisha passed out the minutes from the Annual Meeting, which was the last meeting of the Executive Board. Problems with speakers. Keisha mentioned that we could require speakers to send us their presentations – even if they change the presentations later. Jacqui pointed out that it is not likely that the presentations would not change much. Sharon brought up that after the luncheon presentation by Dr. Hazel Edwards of Catholic University, the board members in present voted to give Catholic University a one-time grant of $1,500 to property video the skits so that they could be used at upcoming training and conference events. Because not everyone was at the annual meeting Sharon asked those present to affirm that vote. A motion was made, seconded and unanimously approved to provide Catholic University’s planning program $1,500 to go toward high quality video taping of the ethics skits. The motion to adopt the minutes as amended was made and seconded, and after brief discussion the old minutes were unanimously adopted as amended.

b) Strategic Plan Draft – Sharon has notes for four of the sections of the Strategic Plan. Jim Potter was going to add his overview. Sharon will talk with Jim to get any outstanding notes. Her notes will be included in the agenda packet for the August meeting. Keisha can add her notes as well. Some of the notable ideas from the retreat included providing $1000 for equipment or materials for each of the planning programs at the University of Maryland, Morgan State University, and Towson University, and $500 for Salisbury’s undergraduate program.

c) Professional Development - Jacqui reported that the deadline for the fall AICP exam passed the previous week. Only 19 planners signed up for the fall exam, which is very low. Jacqui said that we sell the Chapter president’s manual for $20 and we do have CDs that we loan out.

Alan Feinberg reported on the May 20, 2011 Planners as Communicators workshop during the Annual Meeting. Jacqui stated that she would like to see the grant agreement. Others agreed. Alan Feinberg and Jenny should be able to provide the grant agreement.

d) Newsletter – Sharon will speak with Parag about the newsletter. Sharon will submit a write-up about her visits with the Board members in the Fall 2011 newsletter.

e) Website – The Board discussed the Chapter’s website. Chuck asked if anyone new about the amount of traffic on the site. Jim asked about linking the Google blog to the website. Sharon recommended writing about the Google blog for the Fall 2011 newsletter.
Executive Committee Meeting
Duesenberg’s Café and Grill, 10 Mellor Avenue, Catonsville, MD

Meeting Minutes: Friday, July 29, 2011, 10:00 a.m. to 12:30 p.m.

f) **Verification of Contact Information** – Keisha stated that Jim Potter, Chapter Past President, provided her with the latest version of the Chapter’s Executive Board contact information. Keisha stated that she would send out the latest version and have the Board update the list.

g) **Past President’s Report to National APA** – Sharon discussed the confusion in the Chapter President’s report that Jim sent to APA regarding the issue of “development” planning. He indicated in his response that he did not know we needed to have a development plan. Sharon asked Lynn Jorgenson what APA was looking for and Lynn explained that what APA meant by “development plan” was actually evidence of strategic planning to support the budget. Sharon assured her that we do strategic planning as a basis for our budget. So, we will update that response.

h) **Status of Sharon’s One-on-One Meetings** – Sharon scheduled meetings and met with the majority of the Board members, but still needs to meet with Keisha, Kathleen, and Mary.

i) **Other** – Discussion followed about the scheduling of the strategic planning workshop, the communication workshop, and the Cumberland conference – all on the heels of the National Conference. The consensus was that the Board overscheduled a bit and that attendance, especially at the annual meeting, suffered because of it. All agreed that we need to be more aware of the impact of the timing of our events in the future.

3) **New Business**

a) **2012 Conference Status Reports** – The Chapter discussed potential locations for the Chapter’s 2012 Conference. Sharon recommended the Baltimore area, possible the Civil Engineer’s Club or Turf Valley. The Board discussed uncertainty about partnering with the Delaware Chapter. Previously the contact list and the reconciliation of the money has been an issue. Maryland Department of Planning had agreed that to do registration for events for free. Jacqui asked about the date of the conference. Sharon stated October/ November 2012. Sharon will look at events that are occurring during that time. Sharon is meeting with the President of the National Capital Area Chapter about possible future collaboration. Jacqui asked about the report from the last conference in Dover in 2010 and the breakdown for Spring 2010. It was reported that Jim has the information. **Jacqui motions to an exclusive Maryland Chapter only conference for 2012, with possible partnership with the National Capital Area Chapter. Seconded by Jim. All in favor.**

**Jacqui motions for Eastern Shore Member-at-Large to organize an event to partner with the Delaware Chapter in the near future. Seconded by Jeff. All in favor.** Chuck stated that the Maryland Chapter struggled to identify planning commonalities with the Delaware Chapter for joint events and that a one-day event is reasonable. Jacqui volunteers to work with Sharon if Kathleen cannot organize a one-day event.

b) **Organizational Items** -

i) Roles of officers on the Executive Board - The board discussed the increasingly important role of the regional reps. Through informational and training events, regional reps can do a great deal to further the roles and reputations of planners, while providing local leaders and citizens with needed information. For the August meeting. Sharon discussed that the regional reps need to prepare a budget – a general list of the types of activities they would do within their regions—and indicate how much each would spend the $1,000 allowance from the Chapter. The chapter would not dictate what kind of activities, specifically, should be done. Ideas should be ready for the August meeting. Change in roles in Western Maryland. Nick Colonna, the Western
Executive Committee Meeting
Duesenberg’s Café and Grill, 10 Mellor Avenue, Catonsville, MD

Meeting Minutes: Friday, July 29, 2011, 10:00 a.m. to 12:30 p.m.

Maryland Rep, informed Sharon that he wants to stay involved with the Chapter, but not as regional rep. He would like to be the liaison to the Pennsylvania Chapter and will serve as a backup for Rick Brace, who will complete Nick’s term. Rick, who is retiring from the Frederick County Planning Department on this day, has been the Western Maryland Rep in the past and is excited about joining the board. He will be at the August meeting and already has a long list of ideas for ways to put Western Maryland’s $1,000 to work. Sharon will send out a tickler regarding this topic and the Board will clarify roles in the August meeting.

ii) Committees
(1) Presidents Emeritae Committee – No report.
   (a) Honors
   (b) Strategic Planning Committee

iii) Education - No report.
(1) AICP CM
(2) AICP Prep Courses
(3) Citizen Planning

iv) Legislative/ Lobbyist - No report.

v) Conference - The planning for the next conference is just beginning. Delaware wants to be involved but the consensus of Sharon’s one-on-one meetings with individual board members has been that we should do the conference ourselves, without Delaware as a financial partner. Otherwise, the conference will be in the Baltimore area in 2012. Sharon has several sites to visit. Jim Noonan will visit some sites as well. We will report out in August. By fall we should have the site selected. She has “soft” commitments from presenters. So far, there is increasing interest in having a 2-day conference with the possibility of achieving about 16-hours of CM credits. The conference is likely to get a Los Angeles “bump,” because so few planners will be able to make it and it will rely more than usually on the regional conference. The location will also be attractive to Maryland, Pennsylvania, Northern Virginia, West Virginia, as well as Delaware. Sharon gave Paul Farmer a head’s up that she will be asking him to keynote the conference, and she will contact Mitch Silver, as well.

vi) Other - Jacqui brought two events to the attention of the board. The Board made a commitment to participate in the “Shrinking Cities” event scheduled for October 12, 2011, (with AIA-UDC). The board made a commitment to this event. The question is whether we can provide CM credits. If we are involved in the organization of the event then we can do CM credits for it. We are committed to support it and Jim Potter did report on this item during the Annual Meeting, but no one seemed to know how much money was involved. Jacqui reminded the group that to provide CM credits the chapter has to be involved in the planning of the event. Sharon remembered emails from Jim about the event since May, but she was not sure about the whether Jim had actually been involved in the organization/planning of the event. Stated she would find out to what extent Jim (or anyone else) has been involved in organizing/planning the Shrinking Cities program. Jacqui passed out the info sheet on the Planning History event being held on November 17-20, 2011. The board agreed that the event looks like a very good one.
Executive Committee Meeting
Duesenberg’s Café and Grill, 10 Mellor Avenue, Catonsville, MD

Meeting Minutes: Friday, July 29, 2011, 10:00 a.m. to 12:30 p.m.

c) Regular Meeting Schedule and Venue – Motion was made to move the in-person meeting to various places across the state with a $25.00 budget for refreshments. Jim seconded. All in favor. Chuck recommended that every other Board meeting be in-person. Additionally Chuck recommended that agenda include a guest to discuss an issue affecting the selected area the meeting is held in. Keisha recommended that the idea be held for future meetings, not upcoming meetings. Motion made for regular meetings to be held on the third Friday of the third full week of the month. Motion tabled.

d) Budget – No report.

e) Other – No report.

4) Action Items

Sharon made motion to adjourn.

Next Board meeting will be held in August 2011, date and location to be determined.