Chapter Meeting
Meeting Minutes: Friday, August 20, 2010 10:00 am

Executive Committee Members:

Jim Potter        Alex Chen        Chris Wells
Keisha Ransome    Jacqui Rouse    Jenny Plummer-Welker
Steve Allan       Jeff Jackman    Sean O’Neil
Alan Feinberg     Kathleen Freeman Mary Logan

1) Welcome - Jim Potter convened the meeting at 10:00 AM.

2) Action on Proposed Agenda

   a) Review minutes of previous meeting – No report.

3) Reports

   a) Treasurer’s Report – A 1-day Southern Maryland training seminar was held at St. Mary’s College on Wednesday, July 14, 2010. Jeff reported that there were 94 attendees and they received excellent feedback. There were 2 keynote speakers and CM credits were offered. The URLs for the presentation are being collected to make the information readily available.

   b) Professional Development

      i) Maryland Mediation and Conflict Resolution Office (MACRO) – Jim reported that the Chapter requested $22,000 and was awarded $11,000 to sponsor a 1-day conference on mediation and conflict resolution in planning. As a result a revised budget must be developed, which Alan is working on. Jim reported that Helen Spinelli has agreed to serve on the committee to organize the event and will also present about her mediation during the Queen Anne’s County Comprehensive Plan process. The 1-day conference was slated for October; however may take place at a later date.

      ii) 2011 Regional Planning Conference: Cumberland, Maryland – Jim reported that 2 teleconferences have been held to discuss the 2011 Regional Planning Conference in Cumberland. The planning committee must issue a call for speakers for the conference.

   c) TDML and Smart Growth Summit – Jim reported that the Environmental Protection Agency (EPA) is developing a Total Maximum Daily Load (TMDL) for the Chesapeake Bay. Jim reported that the EPA is issuing a draft TDML in September 2010. The public meeting is also in September 2010. The public comment period is in October 2010.
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The Chapter is sponsoring an all-day meeting at Morgan State University (MSU), with a speaker from EPA and a possible speaker from the Maryland Department of the Environment. Jim wants to ensure that the event is well advertised. There will also be a public discussion. Kathleen recommends having speakers from Caroline and Anne Arundel Counties because they are addressing TDML versus Smart Growth challenges on a county level. Steve offers placing the event on the Maryland Department of Planning (MDP) website and utilize MDPs mailing list.

Jim says that he isn’t anticipating any cost; however arrangements for food still need to be made. Stuart Steinman is looking for a food sponsor. Jim is considering facilitating the event.

4) Outreach to Members
   a) Chapter Communication - Jim discusses National APA teleconference system and listserv problems, which has affected Maryland APA Chapter communications. Jim compliments Parag’s work with the newsletter and Mary’s work with the website. Jim wants to continue efforts with the Chapter’s social networking. Jim says that he attended a social networking session at the National APA conference and they recommended advertising events and notifications on all social networking sites. Keisha and Sean volunteered to brainstorm on how to improve communications. Jim proposes to send the listserv and invitation to the Chapter’s next meeting because of the poor turnout at the annual meeting.

   b) Newsletter – Jims states that Parag is gathering articles for the Winter newsletter.

   c) Website – Mary states that the last minutes on the website are from November 2009. Keisha says that more current minutes have been approved and she will send Mary the approved minutes.

   d) Social Networking - Sean proposes an Annapolis/ greenbelt tour. Jim says that he will solidify a date for the TDML event, to better coordinate other events. Jenny says that Prince George’s County has a new dinosaur/fossil park which may be an additional perk during the Greenbelt tour.

   e) Activities Committee

   i) Activities Committee – No report.

   ii) Chapter Awards Review Caucus (CARCus) – Jim states that the Awards ceremony is not during the same year as the conference. Alan is currently leading the planning effort for the Awards ceremony and would like volunteers to assist.
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iii) Legislative Committee - No report.

iv) Young Planners – Sean reported that DC YIPPS has a website and they are having a tour of the Navy Yard on September 11th. Jim recommended that Sean send information to Mary for the website.

5) Legislative Updates – No report.

6) Outreach to Other Organizations
   a) Maryland Department of Planning (MDP)
      i) PlanMaryland Update – A new PlanMaryland publication is coming out to summarize the public comments received at the PlanMaryland meetings. MDP expects to finalize the compilation in October/November 2010. Another round of public forums will take place in Fall 2010.

   b) Maryland Planning Programs
      i) University of Maryland College Park
         (1) Dean’s Reception (October) – Alex contacted National Capital Area Chapter APA (NCAC) to sponsor a reception for the University of Maryland’s new Dean and President. The reception may take place in October or November 2010. The event would include meeting with the executive board and having a reception. Jim recommended that Alex work with the Dean and President to set a date and pass that date on to the Chapter. Jacqui recommended having the Chapter “in-person” meeting in College Park.

      ii) Morgan State University – No report.

   c) Maryland planning Commissioners Association – Steve reported that the Maryland Planning Commissioners is having its Annual Conference on October 28-29, 2010 at the Holiday Inn in Cumberland. He will send Mary the information to add on the website. Seventy percent of those required to complete the Planning Commissioner’s Training have taken the training. And approximately 300-400 are remaining. Additionally, about 200 non-require people have taken the training.

7) New Business and Other Information for the Good of the Chapter
   a) Chris reported that she is planning for the next parks event. A meeting is scheduled next week and Tim Bourcier and Keisha have volunteered to assist. Sean also offered assistance. The event is a half day seminar similar to last year’s event. Tim served as a Chapter representative for the Chapter at the MRDP annual meeting.
b) Alex provided an update about his planning outreach to schools effort. Currently, he has touched bases with schools in Prince George’s County, Montgomery County, City of Annapolis, and Baltimore City. The school visits will take place in late October. The outreach effort includes a 90 minute presentation. The presentation will include material about what planners do and a planning exercise. Teachers at the school will be allowed to provide recommendations on the desired direction of the presentation. Volunteers are needed to help with the activities at each school. The presentation will also include use of video preference survey (VPS). The call for volunteers will be placed in the newsletter, website, and listserve. Steve and Peter are providing PlanMaryland material.

c) Jim reported that the committee of the Mid-Atlantic Regional Planning Conference is requesting a $100 contribution from the Chapter. Alan made a motion to contribute $100, Chris 2nd. All in favor, none opposed. Jim will send to Helen to write them a check.

d) Jacqui reported that NCAC would like to dual sponsor the AICP training, as the Chapter did last year. The associated costs are unknown. Jim made a motion to contribute an estimate $500 for the AICP training. Alex 2nd. All in favor, none opposed.

8) **Upcoming Executive Committee Meeting:** September 17, 2010 at 10:00am (Annapolis Planning and Zoning)

9) **Adjourn Meeting**

Respectfully Submitted

Keisha Ransome
Secretary