Executive Committee
Meeting Minutes: Friday, November 20, 2009 10:00 am
Conference Call

Executive Committee Members:

Jim Potter       Jenny Plummer-Welker       Mary Logan       Raymond Hayhurst
Nick Colonna    Sean O’Neil                  Alan Feinberg    Jacqui Rouse
Alex Chen       Chris Wells                 Mike Phipps      Sidney Wong
Helen Spinelli  Keisha Ransome

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

2) Action on Proposed Agenda
   a) Review minutes of previous meeting – Postponed until December 18th meeting.

3) Reports
   a) Treasurer’s Report
      i) 2009/2010 Proposed Budget – Helen reported that the National Capital APA Chapter has not billed the MD APA Chapter for the AICP prep session. Bill must be reconciled to balance the Chapter’s budget. Mary stated that there is $0 line item for web expenses; however some changes to the website incur charges, such as the proposed resume posts, etc. The webmaster charges $80 per hour. Jim agrees to add $200 to the Web line item. Jenny recommends that the $0 budget for Office Supplies be changed to cover costs for a signature stamp, secretary needs, etc. Seven hundred dollars was added in the Graduate programs support line item for University of Maryland and Morgan State University. Jim reported that the $750 AICP rebate includes the proposed rebate from National APA for $5 per certified Chapter member. After changes to the proposed budget, the FY 2010 deficit is $3,830. Motion to approve revised budget. Sidney asked if there was a policy regarding idle cash. Jim explained that the revenue increased because of increase in activities, Chapter received savings for making the Newsletter electronic.
      ii) Annapolis Conference Resolution - Recommendation to finalize bill for the Conference held in Annapolis before the Chapter plans for the 2011 Conference. Chris recommended that the Chapter send Delaware APA Chapter a letter specifying resolution to the unresolved bill. Motion to send Delaware APA Chapter a letter; Helen 2nd, approved by Jim, Chris, and Alex. Opposed by Jacqui.
Executive Committee
Meeting Minutes: Friday, November 20, 2009 10:00 am

Conference Call

a) Professional Development
   i) CM-Fall: One-day Seminar: Delaplaine Arts Center, Frederick, October 21st – The One-day Seminar was well attended and considered a success.

   ii) 2010 Regional Planning Conference: Dover, Delaware – Jim reported that the DE/MD 2010 Regional Planning Conference will be held May 5-7, 2010. The conference planning committee is looking for volunteers to assist with exhibit coordination and marketing. They are also seeking to add additional sessions for the conference.

   iii) FAICP Support for Jim Prost – Jim Potter wrote a letter from to support Jim Prost’s nomination for FAICP. A complete nomination package is being prepared for submittal to the National APA.

2) Outreach to Members
   a) Awards Night – The event was well attended. Jim recommended that an Awards Ceremony Sub-committee be established for the next awards ceremony. Additionally, Jim recommended an out-of-state jury for judging submissions. Alan was concerned about the unevenness of the categories. Jacqui recommended that the Chapter broaden the categories and utilize the Members-At-Large for local project nominations. It was recommended that the Awards Ceremony also represent a celebration of planning and that the projects be reviewed in a group setting versus individually amongst the judges. Jenny recommended that the previous MD Chapter members who help with the Awards Ceremony assist the Awards Sub-Committee when it is established.

   b) Newsletter – No update.

   c) Website – Mary agrees to post the scheduled events on the MD Chapter’s website. She recommended that Sean write a summary of the social networks that the Chapter is affiliated with, for the Chapter’s website.

   d) Social Networking Updates - Jim would like to allow planners to post requests for jobs, possibly on the Chapter’s social networking websites. Sean recommended LinkedIn as a suitable social network for job requests and expressed concern on monitoring the posts. Keisha recommended placing job requests on the Chapter’s website, identical to the setup that National APA is using. Jim stated that he will look at National APA’s setup and contact Sean.
Executive Committee
Meeting Minutes: Friday, November 20, 2009 10:00 am
Conference Call

e) **Activities Committee and January Social** – Jim recommended that a committee be established for social events. Keisha and Sean volunteered to work on the committee. A recommendation was made to receive assistance from Members-At-Large, to assist with planning of social events in each region. An event featuring the National Parks event is planned for January 2010. Raymond, newly appoint student representative from the University of Maryland states that MD Chapter can host a social event after their Smart Growth event in February 2010.

Recommendation made for an event regarding historic preservation. The City of Fredrick has videos from a series of sessions on historic preservation. The speaker from that series was recommended as a possible presenter. Jim recommended including Morgan State University’s historic preservation staff. Sean recommended another tour of Annapolis in a few months, with possible CM credits.

3) **Outreach to Other Organizations**
   a) **Maryland Planning Programs**
      i) **University of Maryland College Park** – Raymond states that the University of Maryland is continuing to organize the Smart Growth panel for their February 2010 event. The exact date will be February 8th or 9th, from 6:30pm until 11:00pm.

      Alex stated that the University of Maryland is seeking 2 faculty positions, the application deadline is January 15, 2010, but may be extended until positions are filled.

      ii) **Morgan State University** – Morgan State University (MSU) has asked planners to serve as the jury for Studio projects, on December 15, 2009. A small reception will be held afterwards. Sidney stated that he would send an email with the details. Sidney also reported that MSU has received good participation from the newly offered online course, “Urban Planning and Health”. A Spring event is being developed and will possibly have CM credits. MSU’s Planning Advisory Committee needs money and is seeking fundraising ideas. MSU’s Regional Planning Program enrollment is rising and has approximately 60 students.

   b) **Maryland Planning Commissioners Association** – Mike reported that the Maryland Planning Commissioners Association conference had approximately 58 attendees. Board members and officers were elected at the conference and the association gained representatives from Charles, Carroll, and Harford Counties.
Executive Committee  
Meeting Minutes: Friday, November 20, 2009 10:00 am  
Conference Call  

C) National Parks: America’s Best Idea – Chris reported that the National Parks event will be held in Annapolis, MD on January 26th or 28th, 2010. Panelist will discuss park resources, opportunities, current needs, and the future. Chris wrote an article about the event for the Chapter’s newsletter. Various organizations will be solicited for to cover cost of providing food. Chris requested $333 towards food costs for the event. A motion to contribute $333 for food, motion 2nd by Chris. No opposes.  

D) Maryland Department of Planning -  

4) Legislative Updates – None.  

5) Other Information for the Good of the Chapter – None  

6) Upcoming Executive Committee Meeting: December 18th (In Person)  

7) Adjourn Meeting  

Respectfully Submitted  

Keisha Ransome  
Secretary