Executive Committee  
Friday September 12, 2008 Meeting Minutes  
Conference Call

Executive Committee:  
Jacqui Rouse  
Members:  
Dirk Geratz  
Jenny Plummer-Welker:  
Steve Allan  
Chris Finamore:  
Mary Logan  
Tim Bourcier

1) Welcome – Jenny Plummer-Welker convened the conference call at 10:00 AM.

2) Action on Proposed Agenda – There were no changed proposed.

3) Old Business  
a. Insurance. (Reported by Jenny) Helen has been in contact with MD Association of Non-Profits, will update XC.

b. Involving Youth in Planning. (Reported by Jenny) Alex working on set up of teacher in-services for Prince George’s County schools/teachers.

4) New Business  
a. APA National Awards. - MDP BRAC Zone and Hagerstown Gateway Crossing are looking for support letters from MD APA, draft copies were sent to XC, and final copies were sent to APA signed by Jenny.

b. Chapter Awards Timeline – Suggestion to do next awards in spring 2009, to better coordinate with National APA’s deadline for national planning awards.

c. Chapter Spring Conference (one-day) –

d. National Community Planning Month – Jenny to get with Shiva on PSAs for October.

e. Chapter Presidents Council Competitive Grant – Notice of 2nd round of grant requests sent by APA (Jenny emailed) deadline is 9/30/08.

5) Chapter Activities  
a. Regional Conference. (Jim) Mailers being worked on with schedule, costs, mobile workshops. The updated schedule is on DE Chapter website. Dirk is helping with catering details for offsite event. Mary mentioned that APA is updating their website so we can’t send any updates for MD Chapter website until after 10/1. ‘Green Alphabet Soup’ session, Steve Allan to email to DE webmaster. Jenny updated that she is still trying to coordinate with Rich, his secretary has told Jenny that the communications staff (Marco Merrick) working on coordination with Governor’s office. Chuck mentioned that sponsorships have exceeded his expectations.

b. Workshops for 2008-2009  
i. National Building Museum tour. Jacqui to coordinate, day rescheduled to November 8th (asking XC) but not confirmed yet, would probably be an AM tour; non-Chapter members would pay a fee, Chapter members free. Jacqui to put information in the newsletter and email to listserv.

c. CPC Grant awarded for Comprehensive Planning in MD. – (Jenny) Conference call four forums in four regions of State. Tim reported Alan has Ron Thomas that he wants to work with; timeline is between now and end of October 2008. Spoke to Nicole Lacoste and she is interested in helping out and offered her office/conference room space. Audiences to include the general public, planning commission members, planners. The proposed format is to have input from everyone on why comprehensive planning is important (Jenny, Jim, Joyce-Ann, Steve/Rich, Alan, Jacqui, Tim, Jeff, and Shiva). Report to be done and available for 2009 legislative session.

d. MD Task Force HB 773 – Jacqui attending meetings for XC, could not make the last meeting but will make the next one. Steve reminded XC of the upcoming listening sessions around the state [www.mdp.state.us\listeningsessions](http://www.mdp.state.us\listeningsessions)

6) Professional Development  
a. AICP Exam Prep. (Jacqui)  
i. Spring 2008 Exam – 9 members took the exam, 2 passed. Jacqui to follow-up with registered people with what issues they had, etc. Noted that the national pass rate for exam was 65%.

ii. Fall Exam Prep. Sharon Suarez is putting together training session on October 18th at MNCPCC auditorium, $20 fee for attendees, to cover costs of training. 35 people have applied for fall exam, not all approved yet. Jacqui working on getting feedback from May exam takers. Motion by Dirk,
for MD Chapter to co-sponsor AICP exam preparation course/training by Sharon Suarez at MNCPPC (Jacqui to use budgeted monies as needed up to $500), 2\textsuperscript{nd} by Chris, discussion – just that $500 line item in budget, motion passed.

b. AICP Certification Maintenance
   i. Smart Growth @ 10 – No progress report from Holly on status of CM application.
   ii. CD ROM purchase – Jenny to finish research and purchase.
   iii. CD Presentations sponsored by the Chapter – LEED for Neighborhood Design – Calvert County purchased presentation and will donate CD ROM to Chapter. Jacqui hosted presentation on 9/10/08 at City of Annapolis P&Z and will do article to newsletter. Several sessions have happened already and are being planned around the state. Feedback is that people like these sessions, and CM credits are instant. Jacqui to track where and when sessions held for follow-up summary.
   iv. Presentations by Member who Presented at the 2008 National Planning Conference – Jacqui reported that she sent list to regional representatives but no has organized anything, may want to focus on for spring.
   v. University of MD, Planning and Urban Studies 3 educational sessions in spring 2009 – Alex is setting up.

7) Communications
   a. Newsletter. Jenny reported that Chuck sent out call for articles and working on draft newsletter
   b. Website. Site is static until after 10/1 since APA is updating their website. Jenny asked Julie Coster (NCAC) how do they do their website. Is this what we want to do? MD Chapter could hire a webmaster for setup, and have Mary maintain and update. Jenny to send XC link to NCAC site, Mary to look at other Chapters’ websites and get ideas from other Chapters, and report back to XC. Chris, Steve, Jenny, and Mary all volunteered to look through other websites and gather information and report back to XC at next meeting.
   c. Listserv. Occasional messages from members to remove, but generally listserv is going well.
   d. Maryland Planners Forum. Jacqui and Mary signed up, not much activity so far. Jenny to send link to membership and instructions on signing up.

8) Coordination with Other Organizations
   a. National APA. Jenny is attending the APA fall leadership meeting in October at the Omni Shoreham Hotel in DC.
   b. (No item)
   c. National Capital Area Chapter. Website questions and feedback
   d. Maryland Planning Commissioners Association. Steve reported the 25\textsuperscript{th} anniversary conference is coming up in October 10/30-10/31 on Kent Island. They are behind schedule on conference planning and could use some help. Jenny suggested that Steve send information to the Listserve, and also Chuck for newsletter inclusion and call for volunteers.
   e. Maryland Department of Planning. Listening sessions are being held around state. Steve mentioned also new model on public school construction and will email link to everyone.
   f. Planning Programs at UMCP and MSU.
      i. UMCP: John A. Powell is doing presentation in October at the LeFrak Lecture series. Information will be in the newsletter. Jenny attended the new student dinner at UMCP student union.

9) Upcoming Executive Committee Meeting dates: October 10\textsuperscript{th} Conference Call, November – move to 7\textsuperscript{th} or 14\textsuperscript{th} ? Chris to send an email to XC for scheduling meeting.

10) Member Matters and Other Information for the Good of the Chapter. None.

11) Adjourn Meeting. 11:19am

Respectfully Submitted

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Christine K. Finamore
Secretary