



*Maryland Chapter of the American Planning Association Executive Committee
Chesapeake Exploration Center 425 Pine Narrows Road, Chester, MD
Friday 16 November 2007 Meeting Minutes*

Officers attending:

Jim Potter
Christine Finamore
Jacqui Rouse

Shiva Shrestha
Helen Spinelli
Alan Feinberg (via conference call)
Chuck Kines (via conference call)

1. **Welcome** – Jim Potter, 10:03 am
2. **Action on Proposed Agenda** None
3. **Approval of Minutes** – January 2007; April 2007; and June 2007, September 2007, October 2007
Chuck - Motion to approve the minutes as presented for the above referenced monthly meetings. Shiva seconded the motion. All in favor. The motion passed.
4. **Treasurer's Report** – Tabled until after #6
 - a. Current Balance - \$42,906.71
 - b. Quarterly payment from APA - \$2,822.00
 - c. Interest earned - \$1.55
 - d. Awards/Meeting - \$500 +/-
 - e. Awards Ceremony Catering (previously approved by the Executive Committee) - \$750.00
5. **Old Business**
 - a. Terrapin Run Amicus Curiae update. Oral arguments to be heard on November 29, 2007. Court of Appeals, on Rowe Blvd. (next to DNR) Annapolis, 3rd out of 4 cases on docket. Shelley Wasserman with MDP plans to attend
 - b. Item 11(e) Regional Planning Roundtable, hosted by APA Regional and Intergovernmental Planning Division on Nov. 9, 2007, discussed now (Alan needs to leave conference call) – Attended Regional Planning Roundtable, said that Ron Thomas was great.
6. **New Business**
 - a. Allegheny County Chamber of Commerce – Request for planning assistance on Comprehensive Plan. Should the Executive Committee establish a group for assistance to other groups? Alan will contact the Chamber to set up a meeting. Alan suggested looking at these one by one, feedback on each.
 - b. Insurance – Liability, Event, Directors & Officers Insurance. Chapter needs to get insurance for liability, workshops, etc. Discussion for future (conferences, workshops, etc. Chapter sponsored activities). Helen is looking in to for us. Jenny's notes – Lynn Jourgenson has advised that the Chapter needs to obtain these types of insurance. Chuck asked if this insurance will 'overlap' with employers' insurance.
7. **Chapter Activities**
 - a. Regional Conference update – Chuck. The site is Loews Annapolis Hotel. He is currently negotiating contract items – room rates and number of rooms blocked, exhibit space, food and beverage minimums, and deposit amount. Room Rates: \$123 for government employees, \$143 for private consultants, non-government. Block of rooms: 75 rooms per night (150 rooms total for 2 nights). Chapter will be responsible for 80% or 60 rooms per night. Food/Beverage minimums – Original from Hotel was \$23,000 (does not include tax, gratuity, service charges); negotiated amount is \$17,000 (no tax, gratuity, service

charges). Exhibit Space – No other groups are booked for these dates at the hotel, there is a ‘main’ conference center (Power House), lobby space, “A” room, and main ballroom. Breakout Rooms – can run 4 concurrent sessions in 3 separate rooms and partial ballroom space. Deposit of \$2,300.00 is due December 15, 2007. Opening Day lunch and registration - see Conference Contract attached (sent via email by Chuck for discussion at this EXECUTIVE COMMITTEE meeting). Chuck needs a decision from EXECUTIVE COMMITTEE on deposit amount expenditure and signing the contract with Loews. **Jim Potter moved to approve the Contract as presented and to submit the deposit of \$2,300.00 by December 15, 2007 to Loews Annapolis Hotel. Jacqui seconded the motion.** Discussion: Chuck suggested early bird rates on registration. Alan asked why \$20 more for non-government employees? Question on room block – if not filled what is the Chapter responsible for? 80% of rate = \$98.40 each room if not booked. **Vote: In-favor = 7, Opposed – 0. The motion passed.** Discussion on budget – Chuck. Attendance in Annapolis should not be a problem, sponsorship should be easy. APA-DE Chapter to be included on Conference planning and programming. PA, NCAC, and VA Chapters are interested in involvement, Jim and Chuck and Committee said Chapter to decide participation level (PA to sponsor event?) Registration fee – 275 net paying attendees anticipated. Chuck will look into student registration fees, other discounts, etc. Attendance numbers: Rocky Gap = 120 +/-, Rehoboth = 180 +/-, Wilmington = 300+. Looking at March for hard budget to be approved, in the meantime talk to DE on involvement, also sponsorship from neighboring chapters.

b. Workshops 2008

1. Howard County Schools – possible workshop centered on sprawl and bussing issues and how schools are affected. Holly will work with Joel Gallihue on logistics
2. Critical Area Commission (Helen) questioned climate change workshop every year? Every other year? Spring 2009 possible repeat for workshop.
3. Chuck mentioned to talk to Rich on ‘Heritage Walk’ including a “Talk with the MD Planning Secretary” Rich Hall, to include MD Beer of course! Lead up to a Regional Conference.
4. Jacqui – Has looked at APA website, it says that they will put together workshop, Chapter pays for travel expenses of consultant from APA, and they provide workshop.
5. CA Chapter – does a legislative update annually after legislative session.

c. Special meeting/Awards/Bylaws – Jim to turn draft Bylaws into Final version for distribution to Chapter membership.

d. Awards

8. Professional Development – Jacqui

- a. The window for the Fall Exam will be November 5th – 30th. May Exam – Jacqui to start fresh on planning for, along with statistics on Fall exam. Helen postponed taking exam until spring, Tim Bourcier taking exam tomorrow. Jacqui will put card together for those that passed exam. Newsletter should include AICP exam deadlines for the spring. Jacqui to organize training for Spring Exam. She asked about a budget for this; Helen will provide the budget to Jacqui for PDO (including exam prep, CM, etc.).
- b. AICP Certification Maintenance – Jacqui discussed communication with Holly and Shiva on setting up a PDO Committee meeting.

9. Communications

- a. Newsletter. Alex Chen will do December issue, but looking to give it to MSU or an editor to be named. The deadline for submissions is December 5th. Topics to include: a call for conference committee members, AICP exam dates for 2008 and announcement of those who passed the Fall 2007 Exam. Chuck is willing to help with publishing newsletter after the December issue.
- b. Website. Mary Logan needs updates for website (minutes, contact information, etc.).
- c. Listserve. There are 890 email addresses.
- d. Public Service Announcements. Have had no negative feedback on radio announcements. Next year start planning 1-2 months in advance of PSA’s.
- e. Brochure – Jacqui offered to update labels on the brochure, she will contact Dirk and Jenny on this.

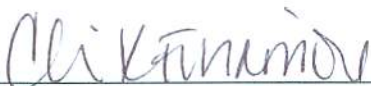
10. Membership Statistics

There are currently 627 Chapter members; 30 members have provided no email addresses (6 life members, retired, 4 planning board members, 18 regular members). Jenny and Jim will try to get more and more email addresses to reduce on the number of paper mailings.

11. Coordination with Other Organizations

- a. National APA
 1. Climate change Policy Committee Land Use Group – Helen is on committee, next policy paper to APA on this, Helen has conference call with planners nationally on this. February 9, 2008 – Committee to report findings at a National Conference presentation. Jim proposed Helen write an article for newsletter (coming up) and for Spring edition as well.
 2. National Conference. The National Planning Conference will be held April 27 – May 1, 2008 in 'Clarke County' Nevada.
 - b. National Capital Area Chapter. Alan, Sharon and Jim went to Gala. Jim reported on presentation. Alan mentioned that Montgomery and Prince George's Counties have most of MD membership, yet are not considered part of the Maryland Chapter's geography.
 - c. Maryland Citizen Planners Association – Jenny met with Paivi Spoon (President MCPA) on 10/22. Paivi is exploring options for the organization, including merging with MD APA.
 - d. University of Maryland College Park and Morgan State University Planning programs. Jenny and Rich attended MSU Planning Advisory Committee on 10/29. MSU is seeking donations for LCD projectors (cash or equipment). Jenny will inform members of the request via the listserv and newsletter. Per Joyce Ann, books, reports, plans, etc. are needed for the planning library. She will gladly accept 2007 Award submissions.
 - e. See discussion above New Business, 5.b.
 - f. 1000 Friends of MD. The 10th Anniversary Gala in Baltimore will be held on Thursday 11/29 at Harbor East. Tickets are \$100 per person. Chapter should have EXECUTIVE COMMITTEE representative there. Recommendation for EXECUTIVE COMMITTEE to authorize \$100. Jenny can go, or someone else on EXECUTIVE COMMITTEE can if they would like to attend. **Jim moved to approve \$100 to 1000 Friends of MD towards an Executive Committee member to attend 10th Anniversary Gala. Helen seconded the motion. All in favor. The motion passed.**
12. Upcoming Executive Committee Meeting Dates: 12/14/07 – conference call, and 1/18/08 – City of Annapolis Planning & Zoning Conference Room
13. Member Matters/Other Information for the Good of the Chapter. Jacqui suggested recyclable shopping bags as a 'favor' at the Regional Conference.
14. The meeting was adjourned at 12:01 PM.

Respectfully submitted:



Christine K. Finamore
Chapter Secretary