



*Maryland Chapter of the American Planning Association Executive Committee
Conference Call
Friday 14 December 2007 Meeting Minutes*

Executive Committee

Members attending:

Jenny Plummer-Welker
Christine Finamore
Jacqui Rouse
Chuck Kines

Shiva Sheathe

Dirk Geratz

Alan Feinberg

Kyle Nembhard

Other Committees:

Members attending:

Holly Storck, Prof. Dev.

- 1) **Welcome** – Jenny Plummer-Welker convened the meeting at 10:02 AM.
- 2) **Action on Proposed Agenda** – None.
- 3) **Approval of Meeting Minutes** – None.
- 4) **Treasurer's Report** – Helen Spinelli (Jenny reported for Helen, reading from Helen's email). Current Balance = \$41,500 (more or less, Helen reported to Jenny). Helen is working with Tim B. on separate account for Regional Conference monies.
- 5) **Old Business**
 - a. Terrapin Run Amicus Curiae Case. Oral arguments were heard in Court on November 29, 2007. The Court is to decide on case, no decision as of today. Rich Hall spoke of the case to Jenny. He was discouraged about the hearing.
 - b. Allegany County Chamber of Commerce – Request for Planning Assistance on Comprehensive Plan – Alan has not heard back from them after several phone calls and emails. He will continue to try to contact the Chamber representative.
 - c. Insurance for Chapter – Liability, Event, Directors and Officers. Helen is looking in to insurance need for Chapter. It is required before the Regional Conference; the hotel needs proof of Chapter's insurance.
- 6) **New Business**. None.
- 7) **Chapter Activities**
 - a. Regional conference, Fall 2008. A deposit of \$2300.00 was paid to Loews Annapolis Hotel on Dec. 14, 2007. Jim is working on tracks and theme(s). Committee can help with brainstorming ideas. The Conference Committee will meet in early January. Jim will set up meeting and site visit to Hotel. Tim B. is working on setting up a Conference bank account separate from the Chapter's account. Executive Committee members were asked to email ideas for sessions to Jim.
Conference planning responsibilities are as follows:
 - Chuck – Hotel logistics, contract, catering, etc.
 - Dirk – help with catering, local liaison with Jacqui
 - Jim – Programming
 - Tim – Finances on sponsors, hotel
 - b. Workshops for 2008-2009
 - i. Howard County bussing to and from schools is changing due to current development, sprawl, gas prices directly affected.
 - c. National Conference, Spring 2008. The Chapter is allowed 2 delegates to represent the Chapter. Jenny plans to attend the conference. The question asked 'how do we select delegates?' Typically, we have sought delegates from the Executive Committee to volunteer to attend. If none from the Committee, then we would request interested Chapter members.
- 8) **Professional Development**

- a. AICP Exam
 - i. We have not received the from APA the names of members who passed the Fall exam.
 - ii. May 2008 Exam Training Sessions. AICP Application Review (for NCAC) is 2nd week of January. Jacqui said she will organize and set up training session. She is waiting to hear from APA the number of members eligible to take the Spring exam.
 - iii. Training programs used in schools useful for AICP takers, difficult with CM requirements because school is putting on review sessions and courses, not APA. School needs to be approved as a sponsor by APA, or MD Chapter needs to 'sponsor' >50% of event costs.
 - iv. APA/AICP does not know (or realize) the amount of 'nitty-gritty' administrative work on CM Certifications by schools, outside organizations, etc.
 - v. Jacqui has not received the Fall 2007 pass list for the AICP exam, has sent contact information to National APA, will email Sharon S. if needed, maybe Sharon is still getting emails.
 - vi. Shiva – AICP Application Review (for NCAC) is 2nd week of January, Jacqui said she will organize and set up training session.
- b. AICP Certification Maintenance. Jacqui wrote an article on AICP-CM for the upcoming newsletter. Jacqui recommended that the Chapter purchase CD packages to use for training courses for AICP review and as part of a lending library for Chapter membership. AICP members need 32 credit hours every 2 years to meet the CM Requirement for AICP. There was discussion on CM credits coming from SHA and other training providers. Chuck suggested newsletter article be written on the AICP-CM new procedures. Jenny and Jacqui to help and write article(s).
 - i. Smart Growth at 10 – The MD Chapter sponsored even with \$5000 and Jenny has not heard from APA on CM credits. APA's guidelines for Chapter Sponsorship are 50% of sponsorship/cost. Holly to follow-up on CM qualification with National APA/AICP, there is still very much confusion regarding this. Holly asked about the Chapter's position on paying the provider fee of \$95.00 plus fees for Credit hours (\$50 each above and beyond 2 CEU's) for quasi or non-sponsored events. Our AICP Commissioner for Region 2 is Mr. Terry Harrington, AICP.
 - ii. Horn Point 2007 Climate Change and Land Use Planning Workshop. Jenny received question from MD Members "Is Horn Point Workshop going to receive approval for CM credit?" [No, it is not eligible since it occurred before the AICP-CM program was adopted by APA.]

9) Communications

- a. Newsletter. Alex is drafting December edition. Jenny will review next week. The next issue is scheduled for March 2008. Chuck mention that he would take over for Alex in the interim until a newsletter editor is found for the long-term. Chuck will talk to NCAC President Judy Daniels to see if NCAC is interested on sharing a newsletter editor, and if they would want to pay someone or be a volunteer position. Kyle mentioned that he has brought up the editorship to MSU Planning students. They are trying to figure out logistics of taking over, but no commitments from the school yet.
- b. Website. Mary Logan needs updated information for website updates. Members were asked to review the website and send her updates.
- c. Listserv. There have been no troubles with listserv lately and very few complaints from members wanting to be removed. Jacqui received positive feedback from members on her recent posts.
- d. Brochure. Jacqui is updating Executive Committee members and contact information for labels on brochures. The amount of information will not fit on the label. She is working on layout, information to include and not to include due to lack of space, etc. (name, position, email, phone number). **Chuck moved to authorize expenditure of up to \$100.00 on labels and printing. Dirk seconded, and the motion passed unanimously.**


10) Membership Statistics. The Chapter has 635 members as of December 10, 2007.

11) Coordination with Other Organizations

- a. National APA

- i. Climate Change Policy Committee Land Use Group – Helen will update the Committee at the next meeting.
 - ii. National Conference April 27 – May 1, 2008.
 - iii. Great Places in America Program 2008 – Conference call on 1/7/08 through National APA, Jacqui may be interested in participating in the call.
 - iv. APA/AICP Election – Consolidated Component Questionnaire. Jenny asked explained APA is seeking questions from the Chapters. If Executive Committee members have suggestions, please send them to Jenny.
- b. National Capital Area Chapter. Art Chambers retired. Judy Daniels will serve as President in the interim.
 - c. Maryland Citizen Planners Association. Jenny reported on her meeting with Paivi Spoon, MCPA President. Paivi discovered MCPA was no longer recognized by the State Assessment & Taxation Department. MCPA held an executive committee meeting earlier in December. Paivi looking at options to regroup the association. MCPA hosted an audio web-conference training for Planning Commission members in Prince Frederick the same date as their executive committee meeting.
 - d. Planning programs at UMCP and MSU. Kyle reported that finals are this week at MSU.
 - e. 1000 Friends of Maryland. Jenny attended the 10th Anniversary Gala in Baltimore. Governor O'Malley was the keynote speaker. Rich attended with four other department secretaries. There was a walking tour of the Harbor East project.
- 12) **Upcoming Executive Committee Meeting dates:** The meeting on January 18, 2008 will be at the City of Annapolis Planning & Zoning Conference Room. February 15, 2008 – location TBD. March 21st is third Friday but that is Good Friday and will need to be rescheduled.
- 13) **Member Matters and Other Information for the Good of the Chapter.** Alan said members are missing the point of what we are doing. We need to reach out to other organizations, people, and disciplines, as a Chapter and also as an Executive Committee. Jenny attended a lecture hosted by "Envision Annapolis," which is holding a series of lectures. About 300 people were in attendance. Jenny will send information to Jacqui and Executive Committee.
- 14) **Adjourn Meeting.** The meeting was adjourned at 11:20 AM.

Respectfully Submitted



 Christine K. Finamore
 Secretary