American Planning Association
Maryland Chapter
Making Great Communities Happen

MINUTES

Executive Meeting
September 23, 2011
Conference Call

1. **Welcome and sign in:** Sharon Suarez convened the conference call at 10:02 A.M.
   Voting
   Officers:

   Sharon Suarez –President | Jim Noonan – Vice President | Helen Spinelli - Treasurer
   Chuck Kines – President Elect | Ann Stanley – Secretary | Jacqui Rouse – PDO

   Regional Representatives At Large:

   Rick Brace – Western Region | Chris Wells – Metro Region | Jeff Jackman – Southern Region

   Planning School Representatives:

   Alex Chen – UMD

   Non-Voting

   Steve Allan – MDP

   Student Representatives:

   Andrew Bernish – UMD | Dionne Hines – Morgan State

   Standing Committees:

   Jenny Plummer-Welker | Alan Feinberg - Awards | Mary Logan – Web Master

2. **Action on Proposed Agenda:** Jenny Plummer- Welker and Mary Logan asked to present their reports first under old business after the adoption of the August minutes.

3. **Old Business:**

   3.1. Review and Approval of Minutes: Rick Brace and Sharon Suarez requested the minutes be changed to reflect that they attended in person. Jim Noonan noted the author of the letter of recommendation was misspelled and could be removed from minutes.
   Jim Noonan moved that the minutes be adopted and amended. Rick Brace seconded. The motion passed.

   3.2. APA Chapter Presidents Council Grant Report: Jenny completed the report "Considering the Future of Comprehensive Planning in Maryland" funded through a grant from the APA Chapters Presidents Council. The report and supplemental information is posted on the Chapter web site for review. She will submit the final report to the APA Chapter Presidents Council by October 1. Invoices for the final $1,300

disbursement have been submitted. The Board applauded Jenny's commitment to lead this effort.

3.3. Web Report: Mary Logan announced that she will be leaving the Board in November. Ann Stanley will meet with Mary to learn some of the web basics to maintain the website on a temporary basis until a new web volunteer and can be found

3.4. O'Malley Letter of Support:
- Letter to support the nomination of Governor O'Malley for the 2012 APA National Excellence in Planning Award for Planning Advocate, has been signed and is posted on ftp site
- A request for a copy of the packet sent to APA has been made to the State

3.5. Analysis of Cumberland Conference Registration:
- Sharon prepared a table and map that provides a snapshot of geographic distribution of conference attendees
- Goal is to use information in future conference planning and to conduct an analysis after every conference.
- Analysis is posted to the ftp site in Presidents Report folder

Action Item: Steve Allan will provide Sharon conference attendee spreadsheet

3.6. Honor/Award Committee:
- Chuck Kines moved to have the Awards Ceremony in the spring of 2012. Jacqui Rouse seconded.
- Discussion: It was felt that the spring date might conflict with the Western Maryland's Regional Conference in May of 2012. A suggestion was made to have the awards ceremony during the October 2012 conference.
- Helen clarified that Jim Potter is not on the awards committee
- Chuck rescinded his motion. Helen moved to hold the awards ceremony at the October 2012 Conference. Alan seconded.
- Discussion: Conference organizers stipulated that a separate committee be set up to organize the awards during the conference.
- Motion passed
- Committee notes on the format for the Awards program is posted to the ftp site

Action Item: Post announcement for volunteers to serve on Awards Committee for 2012 Conference

3.7. President Emeriti Committee :
- Jenny reported that she cannot Chair the committee but will participate
- Sharon is working on the organizational structure for the committee and will report present a progress report at a future board meeting.

3.8. Roster for Regional Reps:
- Sharon announced that the roster for the Regional Reps is located in the Presidents folder on the ftp site

3.9. Other:
- Shrinking Cities / Growing City event is October 12. Joint event of AIA Baltimore Chapter and the APAMD Chapter. Jacqui will be coordinating with the AIA as Jim Potter will be on vacation. Thanks to **Jim** for his efforts in putting this together with the group in Baltimore. Details are posted to the Chapter website

4. New Business

4.1. President's Report:

- Sharon reported from Chapter Presidents Council (CPC) meeting that consensus is that planning is under attack. APA has launched new marketing campaign developed by Robin Rather (Presidents folder ftp site). One tactic is to use less planning laden jargon in communicating with public. Meeting note are posted on the ftp site
- Paul Farmer and Mitch Silver have committed to attend 2012 Maryland Conference.

4.2. Vice Presidents Report : 2012 Conference Planning Update was presented by Jim Noonan

- Venue selection –waiting for proposals from Baltimore locations - end of October 2011. Key variables
  - Room block requirements
  - Catering requirements
- Hope to have formal vote at next Board meeting on venue selection
- Tracks Selection in preliminary stages
- National Capital – wants to wrap in fall 2012 AICP prep session into conference

4.3. President Elect Report: Strategic Plan

- Chuck uploaded Strategic Plan information to ftp site
- Jim Noonan and Helen volunteered to serve as advisors to Chuck in working on plan

4.4. Secretary's Report:

- Ann asked Board to review contact information and send Ann any changes
- Ann will circulate a updated list before next Board meeting
- Discussed working with Sharon to develop communication protocol for committees, emails and ftp site

Action Item: update Board contact list

4.5. Treasures Report:

- Helen reported that the FY 2011- 2012 is posted to the ftp site
- Current Balance is $61,066.37. Revenue from dues is $1,132. Overall last year revenues from dues were down.
- Chuck moved to approve minutes. Alan seconded. Motion passed

4.6. Professional Development Officer Report:

- Jacqui announced the AICP exam training session with the National Capital Chapter for October 1,2011
  - A total of 28 people have registered so far – 3 from PA
  - Lower sign up from Maryland this year
- Dave Ager with Townscape Design LLC will be doing the presentation he gave in Cumberland for the APA Webcast series. Holly Storck is coordinating the webcast.

4.7. Member-At-Large Reports

- Western Maryland – Rick Brace
  - Rick has contacted Center for Agro-ecology regarding regional conference for May 2012. He will upload evaluations from past conference to ftp site. Steve Allan will provide Rick list of

WVA attendees to Cumberland conference

- Southern Maryland: – Jeff Jackman
  - Nothing new to report
- Metro Region: – Chris Wells (emailed following report)
  - Chris will participate in the UMD panel discussion for students organized by Alex Chen on Sept 29th.
  - Chris will not host the Social Media and Ethic Webinar on November 9th but look for an opportunity to host another webinar. After feedback from Ann Stanley- Chris decided to assess interest level in Webinar by members in Metro region before deciding whether or not to sponsor on same day as MPCA conference.
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  - Chris announced Dewberry will host a CD session on: Design Standards that Shape Urban Form".

    The free event is open to all APA members, and is worth 1.25 CM hours.

    Date: October 19, 2011 Time: 12:00 – 1:30 pm

    Location: 3106 Lord Baltimore Drive, Suite 110, Baltimore, MD 21244-2662, Large Conference Room.

    Bring a brown bag lunch, or pick up a quick bite on the way in at the Festival Eatery http://festivaleatery.com/ in our building complex.

- At-Large Rep – Parag Agarwal
  - No update

4.8. Newsletter:
  - Parag plans to get the Newsletter out the week of September 26

4.9. Web Report (provided above)

4.10. Liaison Reports:

- Maryland Department of Planning:
  - Steve Allan reported the new Plan Maryland draft was released September 9th. The review period is 60 days. Chapter members are encouraged to review and send comments to the MDP website.

- Maryland Planning Commissioners Association (MPCA):
  - Steve and Ann reported the online registration for the MPCA conference is up and running.
  - Of special note for AICP planners is a free audio webinar for November 9th on Social Media and Ethics that is approved for CM 1.5 in ethics.
  - Benefits of the Chapter $1,000 sponsorship include 4 one day conference passes. The passes will be available to the At-Large Regional representatives

- University Planning School Reports:
  - Alex Chen - UMD
    - Planners will talk to student about planning profession – Helen, Jim, Sharon and Chris.
    - Follow up on ethics skit project Hazel, Sharon

- First year planning students are working with MPCA on updating Manual – Targeted 8 counties. Format will be Wiki type
- UMD planning program is up for accreditation review

Planning Student Reports:

- UMD – Andrew Bernish
  - Jeff Faux will present the Annual Samuel J. LeFrak Lecture at UMD September 27
  - Annual photo scavenger hunt in DC on September 24, 2011. Prizes included free passes were prizes for Capital bike share for the winter.
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  - Ed Glaeser (*Triumph of the City*) will be speaking at the Downtown Partnership of Baltimore on October 26
  - Andrews report in full is posted to the ftp site
- Morgan State University – Dionne Hines
  - 14th Annual Conference for the Society of American City and Regional Planning History (SACRPH) will be held in Baltimore November 17 -20, 2011. Conference venue is the Tremont
  - Morgan State will be adding a second student rep
  - AICP CM credits are approved for the Shrinking Cities/Growing Cities conference

4.11. Neighboring State Chapters:

- Delaware: Sharon reported that Ben Gurwitz will attend future conference calls
- National Capital Area Chapter: Sharon will be attend next Chapter meeting

4.12. October Board Meeting:

- Due to scheduling conflicts, the October meeting will be held on the 28th
- Jim Noonan has arranged for Jack Lenox to present at the October meeting
- Meeting will be held on the Eastern Shore. Jim will poll Board to see who can attend in person

Action Item: Select meeting venue and send announcement to Board members

5. Adjourn

Helen moved that the meeting be adjourned. Jim Noonan seconded. Motion passed.
Meeting adjourned at 12:00 p.m.

Respectfully Submitted

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Ann Stanley
Secretary