American Planning Association
Maryland Chapter

MINUTES – APAMD EXECUTIVE COMMITTEE MEETING

Date: October 28, 2011
Time: 10:00 am – 12:00 pm
Location: Caroline County Department of Planning & Codes
403 South 7th St. Suite 210
Denton, MD 21629

Call-in #: 1-888-583-8344 and the access code is 0116132#

1. **Call to Order**: Sharon Suarez convened the meeting and conference call at 10:15 am.
2. **Attending:**

Officers:

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

Members At Large:

Rick Brace
Kathleen Freeman
Chris Wells – call-in

Planning School Representatives:

Sidney Wong – Morgan State

Non-Voting

Steve Allan – MDP
James Potter – Past-President call-in
Dionne Hines, Student Morgan State – call-in
Andrew Bernish, Student –UMD – call-in

Committee/Membership:

Sandy Coyman – Guest Speaker

Absent:

Chuck Kines – President Elect
Alex Chen – UMD
Parag Agrawal – Member-at-Large
Jeff Jackman – Member-at-Large
Jay Morgan – Towson University

Guest Speaker

Following a new format for regional Board meetings, Jim Noonan invited Sandy Coyman Planning Director for Talbot County to speak to the Board about TMDL and Phase II of the State's Watershed Implementation Planning process. Sandy commented there is no longer an expectation that local plans would be submitted before the November deadline and that the State will move forward with submitting its WIP to EPA in December. Local governments will be able to comment and continue to develop their plans to July of 2012. Sandy presented BMPs scenarios for Talbot County used to reduce TMDLs as a method to draw important conclusions about how to prioritize actions. The presentation ended with a brief discussion of proposals to State's Septic Task force.

3. Action on Proposed Agenda:

Chris Wells asked that her Metro Region report be dealt with at the beginning of the meeting.

4. Approval of Previous Minutes:

Jim Noonan moved that the September 23, 2011 minutes be adopted. Rick Brace seconded. Motion passed. Katheleen Freeman abstained.

5. Treasure's Report: Helen Spinelli

- Chapter's form 990 filed with IRS and with APA National.
- Quarterly report for July – Sept. 2011 was sent to APA National.
- Current Account Balances:
    - Checking account $69,777.13
    - Savings $3014.52
    - Total Revenues: $72,791.46
- Checks written for October
    - Checks written for $1,000 to sponsor MPCA conference
    - Check written to Ron Thomas for $7,676.62 for Planner's as Communicators Conference
- Revenue:
    - $940 collected from AICP exam prep

6. Old Business:

6.1. Grant program to Universities: There was a discussion regarding the use of grant funds by Universities. The funds were intended to be used for AV supplies but Universities have expressed an interest in using the funds in other program areas. It was suggested that a grant application document be created and filled in by the Universities to track the use of funds.

Action Item: Sharon Suarez volunteered to develop an application for the grant program.

6.2. Web Master:

Ann Stanley met with Mary Logan at the Baltimore Regional Council offices to learn how to update the Chapter web pages. Ann stated she will manage the web on a temporary basis and recommended the Chapter advertise to find someone to fill the position. It was suggested the

Chapter find a public sector agency for hosting the web to ensure adequate security, data storage and tech support.
Action Item: Advertise for Web Master position

6.3. 2012 Conference:

Jim Noonan and Sharon Suarez gave a PP presentation on the site selection for the 2012 Conference. The proposed conference date is October 17-19, 2012. The two sites investigate are the Sheraton, Columbia MD and the Tremont Hotel in Baltimore. The PP provided a comparison of room rates, amenities, capacity for sessions and catering estimates. After reviewing the information on the venues it was suggested that the Board consider the theme for the conference in determining the final location. Baltimore presented an urban theme and Columbia a theme centered on urban/suburban growth issues. The Board considered the pros and cons of a suburban vs. urban venues. Student representatives voiced and interest in a City centric venue. Rick Brace moved that Columbia be accepted as the 2012 location. Helen Spinelli seconded. The motion was approved. Jacqui suggested student transportation issues be factored into planning the conference in Columbia.

Action Item: Jim Noonan will solicit input on the tracks for the conference.

7. New Business:

Members At Large Reports:

7.1. Western Region: Rick Brace

The Exit Survey from the April 2011 Western Maryland Local Government Exchange – "Building a Business Friendly Government" are posted on the ftp site.

7.2. Metro Region: Chris Wells

The Metro Region is host the webinar Social Media and Ethics on November 9 at Loyola University. The webinar fee from APA is $195. Chris is able to get a break in the room rental and the fee is $100. The University requires insurance and Chris obtained an estimate through Gorges for event insurance $246.00. Jacqui Rouse made a motion to approve the expenditure for the webinar. Helen Spinelli seconded. Motion approved.
Action Item: Investigate purchasing an umbrella policy for event insurance on a yearly basis.

Committee Reports

7.3. Professional Development Committee:

2012 Planning Webcast Series:

Jacqui Rouse announced Dave Ager of Townscape Design has agreed to conduct a webcast for the Chapter's on November 11, 2011. Jacqui discussed having the Chapter continue its

participation in the Webcast Series for 2012. The cost to participate is $150 per year. The Chapter will have access to all of the offerings in the series and members can register for every available webcast our series offers. Participating Chapters are asked to host a minimum of one webcast. Jim Noonan moved the Chapter continue to participate in the Webcast. Katheleen Freeman seconded. Motion passed

Action Item: Jacqui Rouse will follow up and schedule presenters for Maryland's webinars

AICP Nominating Committee Notice:

There was a brief discussion of email from Ralph Wilmer representing the AICP Nominating Committee. The Committee is looking for candidates for AICP President Elect or Region II Commissioner. The deadline for submitting is November 10. Due to short notice Board decided not to submit participate. Motion made … Sidney Wong Seconded. Motion approved.

FAICP 2012 Nominations:

There was a brief discussion about nominations for FAICP from the Maryland Chapter. The Chapter is not putting forward any names this year but it was suggested that this could be a role for the President emeriti.

Action Item: Sharon to discuss with President Emeriti committee mentoring candidates to nominate to FAICP next year.

7.4. Newsletter: Parag Agrawal – (emailed)

1. The fall 2011 Newsletter went out on October 20, 2011
2. Overall we have received very good feedback. Planners greatly appreciated the section of the 'News from around the Region'. Presidents Message got good reviews.
3. The fall publication and business cards from 3 planning consultants who paid a $25 annual fee. Four more consultants have expressed interest.
4. The winter 2012 publication will come out in February and the deadline for submission is December 15, 2011.
5. Regional representative are encouraged to submit small news stories from their specific regions.

8. Liaison Reports

8.1. Maryland Planning Commissioners Association:

Rick Brace, Jeff Jackman, Katheleen Freeman, and Jim Noonan were asked to represent the Chapter at the 2011 Maryland Planning Commissioners Association Conference on November 9 – 10 in Easton.

8.2. University Representatives:

8.2.1. Morgan State: Sidney Wong

- Morgan MILE – College Park and Morgan State got a half million dollar grant part of which is for the Morgan MILE (Male Initiative Leadership & Excellence)

- SACRPH (Society for American City and Regional Planning History) National Conference – Nov 17- 20 Baltimore, Tremont Hotel – conference overview: http://dcp.ufl.edu/sacrph/conference/about.html

- Morgan State's New Building – Center for the Built Environment and Infrastructure Studies – Scheduled move in date is January 2012 and fully operational by fall term 2012. School is happy to host APA related functions in this wonderful building.

  http://www.morgan.edu/School_of_Architecture_and_Planning/Center_for_the_Built_Environment_and_Infrastructure_Studies_(CBEIS).html

- Invitation to visit the Morgan Planning Program – Department invites the Executive Committee to visit the new facility and talk to students.

9. New Business:

10. Meeting Calendar: Next meeting Call-in - Friday November 18 – Call in same as September:

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11. Adjourn: Moved by Jim Noonan. Ann Stanley seconded. Approved at 12:50