American Planning Association
Maryland Chapter

APA MARYLAND EXECUTIVE COMMITTEE MEETING

Minutes

Date: March 30, 2011

Location: Sheraton Columbia Town Center - 10207 Wicopy Circle Columbia, MD 21044
Caucus Room

Present: Sharon Suarez, James Noonan, Ann Stanley, Rick Brace and David Whitaker

Calling-in: Helen Spinelli, Chris Wells, and Andrew Bernish

Absent:

Kathleen Freeman	Jim Potter	Jacqui Rouse
Jeff Jackman	Holly Storck	Parag Agrawal
Alex Chen	Dionne Hines,	
Paivi Spoon	Regina Watson,	

Others Present: None

Meeting called to order at 10:55 by Sharon Suarez, President. There was a quorum of the Executive Committee.

1) Action on Proposed Agenda:

2) Approval of Previous Minutes:

It was noted that Helen Spinelli was in attendance at the February meeting.
Rick Brace moved the February 2012 Minutes be adopt as corrected. Jim Noonan seconded. Motion approved

3) **Treasurer's Report:** Helen Spinelli

Current Balance in Checking account:	$66,951.00
Quarterly check from APA	$ 3,316.73

Helen signed up for Pay Pal – The cost is 2.2% + 30 cents/transaction for non-profits
She is looking into Constant Contact – for conference registration

Ann Stanley asked how the Chapter tracks members who join separate from APA. She was contacted by a planner who sent in an application to join the Maryland Chapter but had not received an acknowledgement.
Action Item: Helen will review list and forward to Sharon

1. **Old Business**
   a) Email Motion sent by Sharon Suarez: 3/19/2012
      - David Whitaker requested a motion for the MD APA to provide support to the 8th Mid-Atlantic Regional Planning Roundtable, held on March 30th in Arlington, VA, in the amount of $200.
      - Helen seconded the motion via phone
      - Voting in favor: Ann Stanley, Jim Noonan, Helen Spinelli, Rick Brace, Jeff Jackman, Kathleen Freeman, Sidney Wong, Alex Chen

   b) Strategic Plan – Parag Agrawal
      A draft of the Strategic Plan is posted on the ftp site.
      Action Item: Sharon has asked the Board to review the strategic plan and comment by the April 27 meeting. She would like for the plan to relate to the budget. For those who cannot access the ftp site contact Sharon and she will forward a copy.

   c) Update Mini Grants – Sharon Suarez reported that she had received signed copies of the grant applications from Frostburg University and Salisbury. Morgan State and Salisbury requested letters of approval, which Sharon prepared and delivered.

   d) 2012 Conference: Jim Noonan provided an update on the 2012 Conference. Jackie Seneschal is moving ahead as chair of the Session Committee. The committee has a draft schedule and has released a request for sessions.

      Chris Wells will be participating in the selection of the Transportation Infrastructure Track. She will be reaching out to colleagues at MDOT, and BMC and the MD SHA to encourage submittals.

      The Conference Committee will meet again on April 4 at the Sheraton.

2. **New Business**
   a) President's Report: Sharon Suarez reported that she judged the ethics skits for the students in the Planning and Architecture course at Catholic University. Sharon reported she delivered the ethics webinar for the AICP Exam Prep Webinar series.

      Affordable Housing Conference of Montgomery County - Sharon asked for recommendation for people to send to the conference. It was suggested that John Papagni with MDDHCD or Peter Conrad with MDP should attend.
      Action Item: David Whitaker will follow up with John and Peter

Last Minute Request: Sharon raised the issue of request for letters of support or funds, which are received at the last minute. This item was briefly discussed. Some of the request received are for regular events and will be added to the budget to help in future planning. No action was recommended.

Annual Meeting: Frederick County was suggested as the location for this year's annual meeting. Rick Brace agreed to look into some venues and will report back to the Board at the April 20th meeting.
Action Item: Rick Brace will look for venue in Frederick County for annual meeting

b) Members At Large Reports:
   i) Western Region: Rick Brace reported the Western Maryland Local Government Exchange is set for May 5. He will be seeking CM certification for some of the sessions
   ii) Eastern Shore Region: Kathleen Freeman - no report
   iii) Southern Region: Jeff Jackman – no report
   iv) Metro Region: - Chris Wells reported on activities related to the 2012 Conference noted above.

c) COMMITTEE REPORTS
Professional Development Committee: Jacqui Rouse reported on the successful webinar series for the ACIP Exam Prep and the Planning Webcast Series sponsored by several chapters nationwide.
Kudos goes to Jacqui for her hard work in putting together both opportunities for planners.

Professional Development Committee AICP Certification: No report

Awards Committee: Rick Brace will be working with Allan Feinberg on ideas for awards and recognition event.

Regional Conference Committee: (under Old Business)

Newsletter: Parag Agrawal announced the next Newsletter should be out in May. The articles received for the Winter Newsletter will be updated and used in the next publication. Please as always send any articles or news worthy items to Parag.

Web Master: Ann Stanley (Interim) reported that she has received a few inquiries from individuals interested in the Web Master position. She encouraged Board members to find an agency to house this activity such as the Baltimore Metro Council where it was in the past.

a) Student Representatives:
   i) Student Rep UMD: Andrew Bernish reported on a walking tour set for April 28th in Baltimore that he will be conducting with Steve Allan of MDP.
   The Student Planning Association held a successful Alumni Career Panel on March 8th.
   Andrew represented the Student Planning Association at the March 30th open house for prospective students at the University of Maryland

3. **Meeting Calendar:** Date: April 20, 2012
Location: Sharon Suarez's house in Frederick Maryland

4. **Adjourn:** Ann Stanley made a motion to adjourn. Rick Brace seconded. Motion to adjourned passed