American Planning Association
Maryland Chapter

Minutes – May 20, 2016
MD APA Executive Committee Meeting

Time: 10 am- 12 pm
Location: Frederick County Public Schools, Frederick MD

1

1.1 Meeting was called to order at 10:10 with the following attendees:
Beth Pasierb
Pat Haddon (arrived approximately 10:30)

Attending by conference call:
Siddhartha Sen
Aviva Brown
Holly Stork
Jim Palma
Peter Conrad
Sandy Coyman
Raj Williams
Megan Griffith

1.2 Sandy moved approval of agenda, Beth second. Approved

1.3 Raj moved approval of minutes from April 21, 2016, Sandy second. Approved

2

2.1 Raj reported that the conference a success with 11 in attendance, 7 attending for CM credit. Presenter was very good and she would suggest that he present at the regional conference as well

2.2 Congratulations was extending to Aviva Brown for passing the AICP test.

3

3.1 Plan 4 Health Grant Update - Peter Conrad reported that a meeting was recently held to discuss work to be done under the Plan 4 Health Grant. Project will look at creating interconnecting trails through Baltimore and will begin with amending the vision and creating a work plan. Many neighborhood leaders from underserved areas attended the meeting.

3.2 Treasurer's Report – Several members questioned the 2 year budget and suggested that we should consider a 1 year budget with the second year as a planning budget. Suggestion was made that we go back to a FY budget. It was noted that the 2 year budget is confusing. Question also arose about appropriateness of approving a budget that isn't balanced. Pat stated that discussion regarding the budget is planned for the June meeting. Dr. Sen asked about disbursement of funds to Morgan State. Morgan State will receive $1,300/ year.

3.3 Regional Conference Update – Pat stated that Sandy Sponaugle is on board as facilitator for the conference. Sandy's contract will include negotiating with hotel and other vendors, preparing written materials and printing, coordinating sponsors, and day of event coordination. Contract is $2,400/month for 30hrs/day to coordinate conference and then $500/day for day of event work. Total cost of contract should be about $20,000. Dr. Sen stated that he will encourage students to attend conference and volunteer for day of the event. APA national will do the registration. Delaware Chapter has stated that they do not have confidence in the planning of the conference and may not participate. They are also concerned about making money on conference. Committee

suggests that the sponsorship proceeds be shared consistent with % of sponsors that MD v. DE secures. Sandy is currently organizing Call for Papers announcements and Save the Date notices.

3.4 CM write-ups and certification can be improved if regional representatives and committee members talk to each other and help each other prepare the CM documents to secure CM prior to the event. Holly Stork, Pat Haddon and Jacqui Rouse can assist.

4

4.1. Pat complete chapter survey with assistance of those in attendance

4.2 Regional Conference Budget – Beth moved approval, Sandy second. Approved

4.3 Events Outreach – Jim Palma stated that the next event, Baltimore Impact Hub, will be on May 24, 2016. There are 20+ registered and there will be 1 CM available. The following event will occur on June 22, 2016, 6 pm -8 pm, at the Arbutus Library and will be on bicycle planning. 1 CM credit will be available. The July/August event will be a fun event without CM credits. The group has decided to join MEETUP to publicize events and to partner with other groups

4.4 Annual Meeting – Suggestions for annual meeting were to have it in concert with the regional conference (Friday night before start of conference) or hold it in January. Pat will speak with Sandy regarding her experience combining an annual meeting and conference for MEDA.

5

Committee Reports –

5.6 Emerging Planners – bylaws are ready for approval, budget is approved. Hoping to have a session at the regional conference as well as a social event. Information about the group will be included in the upcoming newsletter as well as social media.

6

Regional representative reports –

6.1 Statewide (Aviva) – Aviva is working with Jim and the activities committee

6.2 Western MD (Beth) – Beth noted that the western Maryland LGE is struggling and may be postponed. There will be no CM credits available for this event.

6.3 Eastern Shore (Sandy) – Sandy is working with the Agro-ecology Center to organize the Local Government Exchange (LGE) and will help with the CM credits. Looking for email suggestions for the LGE conference. Noted that the MDP planning guidelines have been removed from the website.

6.5 Metro area (Raj) – Recent event was successful and she would like to help with the conference and securing sponsors

7

Liaison Reports –

7.2 Morgan State University – Dr. Sen stated that the student project presentations was very successful and he thanked MD APA for sponsoring the event.

Sandy moved to adjourn, Beth second. Approved. Meeting adjourned at 12:05 pm