American Planning Association
**Maryland Chapter**

FINAL Minutes – February 17, 2017
MD APA Executive Committee Meeting

Time: 10 am- 12 pm, Lunch at 12 pm until 1 pm
Location: City of Annapolis P&Z

1 Call to Order

1.1 Meeting was called to order at 10:10 with the following attendees:
Pat Haddon
Holly Tompkins
Peter Conrad
Jacqui Rouse
Jim Palma
Sandy Coyman
Raj Williams via phone (left at 11:15)
Dr. Sen via phone
David Whitaker via phone

1.2 No action on agenda

1.3 November minutes approved, January minutes approved with amendment per Raj

3 Old Business

3.1 Raj expressed concern about giving one person all of the scholarship money and then that person moving on to another profession so instead spread it to more people, Jacqui indicated that we get one scholarship prescribed by APA and we also decided to offer a Chapter scholarship in the same way and we have asked those who get the award to follow up with mentoring and Aviva is doing this – we have 2 applications with 1 from National Chapter and another is not a member, Pat preferred to hold the money for a chapter member, Dr. Sen asked about extending the deadline, Sandy motioned to make the criteria for award that an applicant must be a member and all agreed, the Chapter will not award any scholarships at this time and wait until the fall window, Peter indicated that MailChimp had a 30% open rate for information about the scholarship and is a good chapter building tool and will keep using it that way, Jacqui will put the details of the scholarship in writing for the next go around

3.2 Jim discussed getting some new people on the Activities Comm and that Aviva had mentioned some happy hours etc. and those versus CMs and perhaps have committee for CMs and committee for fun as it is harder to pull together CM events whereas a networking committeecan get people together and talk about CMs and ASLA has had good results connecting with private sector as we are usually the same people but we aren't out trying to get contracts/business so it's very different so perhaps we connect this issue to what can be offered for the dues increase. Peter indicated we've done an event with ASLA a few years ago and got CMs, Jacqui said she'd already talked to Megan about a fall event in Baltimore with AIA and looking at planning further ahead, Raj suggested a meeting with the policy people in the state, Jim noted that if we do a CM we have to have a role in creating the event and think about sponsors, Jacqui asked what firms in the regional representatives areas could partner with us and look into doing that

3.3 Pat discussed the annual meeting scheduling and that the Emerging planners will have a prominent role as well as doing the Dues and Bylaws during the meeting which we will need to advertise at least a month in advance as have to have a majority to adopt at the meeting so hold it June 2 or 9 and need to start the agenda planning try to get 4 CMs in for the meeting, Jacqui wrote up an on-the-fly agenda (gave us a copy during the meeting), Pat – Aviva – Jacqui – Lauren are on the committee for the annual meeting, Pat indicated serving breakfast getting sponsors, Jacqui said could hold it at the Pip Moyer center and would be free be a day long event and maybe do some awards with the theme of "future of planning", Jacqui and Lauren would talk about circuit planning, James

Hall had mentioned PALS and need a third topic maybe redo something from the fall conference, Sandy was going to send out a doodle calendar poll for June 2 or 9 and if any other major conflicts like commissioning week

3.4 Pat said that the most important people are our regional representatives for their outreach so need regional people who are energized and is calling people to get in touch and encourage, Peter suggested a 1 pager that describes the duties and things to do, Jim indicated the mail list could segment for the regions, Pat said David W had made his personal on his own email so people knew it was their regional representative but that raises the issue of spam and people who opt-out from direct contact or too many emails

3.6 Lauren/Jim/Peter if use June time line for annual meeting then need to give a month notice via Mailchimp by or before May 2 that dues item will be on the agenda with a summary of dues increase issues and details and 1 page also post on the website and talk to Lynn at National which Peter will do, need to survey what people want to explain what they will get for an increase, Sandy said that National is driving this and perhaps look into constant yield numbers? Peter indicated intent is to raise to help Chapters out, Pat indicated pointing to National Cap Chapter and what they're doing with similar numbers to us, Jim read 10.2 in the bylaws regarding who need to vote to make a quorum, Jacqui booked the room for June 2!, time to send out a save the date and include the topics dues etc, Jacqui will get prices on catering, Lauren's company might be willing to sponsor, David mentioned 3 sponsor ideas Rogers & Assoc – Townscape Design – Seth Harry & Assoc, Peter Jim Pat David James Lauren Jacqui on the committee and will set up a conference call regarding annual meeting, Sandy offered to design a flyer

4 New Business

4.1 Pat discussed a replacement for David Jenkins who did a great job but has changed jobs and can't do it anymore so have an empty position and proposed Olivia who worked on the conference and did a great job and she sent an email with some background and she wants to see Southern MD planners do well and is energized, Sandy motion, Peter 2nd, approved for Olivia

4.2 National can run the election for us and Holly and Lauren will stay on 1 more year to be first people who start the staggered offices, Sandy is working on the update to the bylaws for Pat, VP/T/S 2018 and P/PE 2017 ending, Pat noted that Jackie Seneschal is doing her role as liaison with Morgan St even though not able to make it to meetings so Pat is going to ask people who aren't doing their job if they want to continue their role and wants to send out email to ask for those to come to meetings

4.3 Pat asked Jacqui David Peter to please present work from nominating committee for Pres Elect position and they'd talked to Jim Palma and all felt Jim would be a good person for the position as he knows the chapter and issues and without Jim conference might not have happened so the process is if approved will send out to the members and follow Roberts Rules with votes from the floor and can probably do via survey monkey or Mailchimp Jacqui motioned Peter 2nd approved for Jim to be nominated as the Pres Elect so will check with Lynn on balloting

5 Officers and Committee Reports

5.1 Pat moved to remove the old URL for the website, approved, Jim discussed that should keep address in case someone tried to use it and cause problems so amended approval, Holly will contact Andrew and follow up

5.2 David talked about healthy eating and living in towns/city campaign and will send a link to the information, Jacqui asked about the health grant and getting updated on the progress perhaps during the annual meeting so will put on March agenda to ask them to come on June 2

5.4 Lauren submitted her report via email to Pat and Holly 2/14

6 Statewide

6.3 Sandy is still working on a CM event which looks like summer to happen

8 motion to adjourn, seconded, approved. Meeting adjourned at 12:30