

FINAL Minutes – July 19, 2018, approved January 18, 2019

MD APA Executive Committee Meeting

Time: 9:00 am - 12 pm

Location: 3430 Court House Dr, Ellicott City

1 Call to Order

1.1 Meeting was called to order at 9:05 am with the following attendees:

Holly Tompkins

Peter Conrad

Jim Palma

Jacqui Rouse (at 9:30 am)

Joe Griffiths

Olivia Vidotto

1.3 February and March minutes approved

2 Housekeeping Issues

2.1.3 July meeting in Howard County, Peter will coordinate

2.1.4 Change the date to Friday

2.1.6 Hold meeting on a Friday in October

3 Old Business

 Need a postal address, get a PO Box – Jim will do that for $48 per 6 months

3.1 Helen – well attended, 47 people – but don’t have final numbers, 13 students, evaluations were very good, lots of people really traveled

3.2 Olivia – Econ. Dev. is doing a promotional bag, working on a packet, finalizing # of people w/ caterer, some issues reaching people in S. MD but will keep working on it / Jim – need to just keep on getting MDAPA out there everywhere / Jacqui offered to help

3.3 Rich Hall for vacant position? Jim is talking to him, he’s interested in Metro or Statewide possibly, Metro is probably more appropriate, leaving Statewide open for now

3.4 Jacqui has gotten a legal speaker, wants the agenda to send to him so he knows what the deal is, Jim will send out agenda later today, food will be catered by Naval Bagels again, Lauren would have receipt from last year to know what was done and do it again, what will be the agenda for the annual mtg part?, the center will set up based upon the floorplan we ask for, can set up like last year, need to bring own tech stuff like projector, also ice, water, tablecloths, etc., Jim – agenda would be 1st hour of meeting is annual business, Jacqui suggested Jim talk to Pat about previous year, need to have recognition of our new MD FAICP inductee, Jim working on scheduling that in agenda, Jacqui suggested a plaque or award, Helen suggested pictures from local photographer which may fit with her background, need decision soon so can order

3.5 discussion of terms and positions for VP, Pres Elec, and President, Jim will ask around to other Presidents regarding 6 year vs 3 year progression, how to change it, need a PE by end of year

3.6 on the blog use google for storing sheets, etc.

3.6.1 3 months for advertising for CMs, Jim wants planning done better for CMs, get description and who and get that to Jacqui to figure out CM and then schedule, look at the “coordinate an event” document of Jim’s, get CM stuff to Holly Stork, you have to show how your event is eligible, need to get up front from speakers, what about the communication guidelines for events asked Laura, Jim noted how we are trying to get more organized and so people know how to do this, Erin noted the point is to have it all in one place for knowing how to do CMs, Olivia said Steve Allen noted a book regarding Jane Jacobs and a walking tour and associated Jane’s birthday in Baltimore where the author lives and do this in the fall?, Erin knows someone at Lab space and discount to use space maybe, are scoping spaces to hold events/mtgs, similar to Impact Hub, Jim trying to get to 16 credits per year for CMs, what about scrolling view of calendar on the website, can you share the google calendar, it has all our stuff plus ASLA, National, etc.

Holly left 11:15 am – Olivia took minutes

4 New Business

4.2 changes to bylaws – 4.3 take out word not in change, 4.4 do not need time length in to limit participation, Jacqui thinks added for a reason but we can deal with issues as needed, add for duration of service be a member of APA in good standing with local chapter, 4.10 nothing against Jacqui – she can be this until 2024, get rid of 4.10.1, 5.3 change needed to meet quorum as vacant positions impact the number, makes sense, 6.2 and 6.3 change wording to centralize activities to activity committee, 6.7 change keeps up with our commitment, but what if we can’t meet?, need flexibility, we have Erin but if she quit we would be scrambling to do this, wordsmith flexible, change to more but leave the “out” for times we can’t hold to a specific timeframe, 11.3. 1 Lauren’s changes sent via email, Jan-Dec same as National, Statewide Rep – work with that person to define position, we vote and send it to National to review, if approved send to members by 27th and vote at meeting, need 30 day time for members to review, Jim recapped discussion, Jacqui motion to approve changes, Olivia second, approved

4.3 this is practice work plan but have to do for real for 2019 and give it to National, we are on track with monthly newsletter and social media updates, website unchanged and need to work on by end of year, Adam suggested that after events we get a video of a couple people and do Q&A and post, Jacqui said to get someone from Comm. Comm. to do, Erin noted the website is not set up for pictures and she can work on that, can post to our Youtube channel, Jim would we need releases from people?, announce and if get nothing copyrighted and OK, where we should be is more CM activities but much better so far this year, events in pipeline and working with other groups to co-sponsor, what should we have – another FAICP in 2019? Jacqui fall 2018 for AICP application and list is sent to her of eligibility, Legislation & Policy program – trying to do a planner roundtable, would like to be ready to prepare for January 2019 – Peter wants to be invited, Jacqui said to talk to Jenny PW on why we have not been invited and we take, Jim we inform and would like legislators to contact us and get input and support, Awards program – 2019 with conference start planning awards program, Helen changed over the years, make sure membership participate, need to work on, Helen is on the committee, need to outreach to students and new professionals – not much but will plan more – Laura, Jim wants more and do mentor match and prepare students for AICP, Jacqui there’s a PDO at New Orleans, Lauren will send summary on phone call on that information, contract for 2019 conference need to vote on that in early June, also work on fundraising and sponsors after the Annual Mtg, Erin and Jim doing a list of accomplishments, July will do a speech for Erin to approach for sponsoring and review possible questions, wants some volunteers and listen to speech before going out

8 May 16 Super Jury

Adjorn, motion, seconded, approved, 12:15 pm