



FINAL Minutes – April 17, 2020

**Approved – May 15, 2020**

MD APA Executive Committee Meeting

Time: 10:00 am- 12:00 pm

Location: Skype Call

**1 Call to Order:** Helen Spinelli

1.1 Meeting was called to order at 10:10 AM with the following attendees:

Helen Spinelli	Dr. Siddhartha Sen
Chuck Kines	Jasmine Forbes
Stephen O'Connor	Casey Dawkins
Sarah Diehl	Luke Benson
Angie Hernandez	Olivia Vidotto
Jacqui Rouse	Lynda Eisenberg
Alan Feinberg	

**1.2 Action on proposed agenda:**

- Dr. Sen has an item he would like to bring up during new business
- Discussion of platforms used for virtual meetings to be added to new business

**1.3 Minutes Approval from March 13, 2020 meeting**

- Moved to the end of the meeting.

**2 Housekeeping Issues**

**2.1 Schedule and location of ExCom meetings for 2020**

- Note that in-person meetings still on hold for next few months
- Next Meeting: Friday, May 15, 2020: TENTATIVE

**3 Chapter Administration Issues: Action Items**

**3.1 Nominating Committee recommends the following for vote of approval by the Executive Committee:**

David Levy for Vice President and Chris Jakubiak for Treasurer

- Discussion: David Levy is a member of both chapters, knows Peter Conrad, and has lots of experience in the Baltimore area. In regard to the Treasurer position, the nominating committee chose to move forward with Chris, as he lives in Maryland. This is important particularly to the treasurer position to ensure easy access to banks, etc. The positions will be voted on separately.
- Motion made by Lynda for David Levy as Vice President: Chuck seconded, unanimously approved.
- Motion made by Lynda for Chris Jakubiak for Treasurer: Chuck seconded, unanimously approved.
- These (along with Sarah for Secretary – already voted on) will go to National and get posted in July for a vote in August. The term will start January 1, 2021.

### 3.2 **Budget Amendment for UMD to increase allocation from \$300.00 to \$1,300.00**

- Discussion: Luke has reached out regarding fund allocation – he was not aware that the money was there. Casey noted that in the past, funding has been used for travel (several years ago) and there are now plans in the work to utilize for travel funding pending upcoming conferences. They would also like to use the funds for continuing education events that serve to expand skill sets, networking opportunities, and covering student fees for NPC at Home (online conference).
  - We need to make sure that we are really engaging the students and meeting their needs regarding what they are looking for within the planning profession and the professional organization. Let Casey know of any ideas (guest speakers, look at alumni network, etc.)
- Motion made by Sarah to amend the budget: Alan seconded. Vote YES: Helen, Sarah, Jacqui, Angie, Lynda, Chuck. Vote NO: Alan.
  - Allocation will be increased.

## 4 **New Business**

### 4.1 **Annual Meeting: time, location, and presentations**

- Looking for a more central location, in particular Howard County since it is easily accessible.
- Helen to work with Peter to finalize location and see dates available.
  - Date discussion: looking at Sept/October – Friday, October 16<sup>th</sup>. Need to set a date to have something to work towards. We should send out a save the date notice to membership (similar to what the Planning Commission has just done)
- Motion made by Jacqui to move forward with October 16<sup>th</sup> date: Chuck seconded, unanimously approved.
  - AMENDMENT MADE: Helen to send out alternative date via email to the board to vote on if 10/16/2020 is not available.

### 4.2 **Other Issues**

- Dr. Sen spoke on behalf of the Morgan State program and would like MD APA to help spread the word about the program, as enrollment trends are dropping (students can't visit campus in person, etc.)
  - He will provide any information that APA might need to help promote
  - Jacqui reiterated that it is important to include all of the different planning programs that MD APA supports and their students
    - Faculty representatives from all schools will be getting together to form a proposal on how APA can help the schools – student representatives and Jasmine from the Emerging Planners Group will also be a part of the discussion.
  - Helen to reach out to Andrew about the possibility of creating a tab on the webpage for these programs (could include info about each program, contact information, student work, etc.)
  - While discussing the website, Jacqui suggested that the current COVID-19 message on the website is changed to alert membership that there are still virtual programs taking place.
- Virtual Conferencing Program Use:
  - Helen is still looking into possible programs to use. Google Hangouts is not the best because it requires all users to have a google account to join
  - FCC.com has a good record (what is being used for this call)
  - Helen to reach out to Andrew/Justin – if anyone has any ideas, let her know. The Chapter has funds that we can use for subscription services (Zoom, etc.) Need to have this figured out in the next month or so.
  - If the Chapter were to go for a paid service, it needs to be better defined what types of meetings are looking to be accomplished. Ex Comm meetings are a good start, but would have the capability to expand to chapter-wide virtual events.
    - Steve offered to host the next Board meeting on his Zoom Enterprise account. Everyone agreed that would be a great way to test the program.

## 5 **Regional Representative Reports (if available)**

- **Statewide:** Angie
  - Angie discussed the work she has been doing to pull together a program regarding cannabis and zoning in Maryland. The focus of the program would be to look at how different jurisdictions are handling it in regard to zoning, etc. She mentioned that there is a wellness clinic on York Rd. that hosts classes, but all of this is on hold at the moment due to COVID.
    - Chuck offered that he knows a contact who is a pharmacist with knowledge of the industry. Angie to reach out to Chuck for information.
    - Dr. Sen suggested that it would be a good way to get students engaged by having them help out with some of the background research.
- **Western MD:** Alan
  - Alan discussed conversations that he has had with his contacts in West Virginia and offered to pass along some of the information that planners are talking about. He stressed the importance of planners continuing to meet up virtually, as now is a important time for the profession.
- **Baltimore:** No update, Lynda had to get off of the call.
- **Eastern Shore:** Steve
  - Steve discussed how he is looking at how we as planners can get public input back into the planning process considering the social distancing circumstances. How can we use social media for this?
- **Southern:** Olivia
  - Olivia has postponed her event planned for May but is looking to reschedule for the fall. Speakers are lined up and are willing to move to the fall.

## 6 **Professional Development Officer (PDO) Update:** Jacqui

- Jacqui has sent the FAICP announcement to Andrew to be posted on the website
- Jacqui will forward emails regarding possible events (planning related, other organizations) to Andrew for inclusion on the website calendar: we need more regional events to list on it
- The spring AICP exam dates have changed- Jacqui would like the updated information posted on the website and will be integrating the EPG's efforts
  - Jasmine will send Helen/Jacqui wording for EPG announcements re: new exam prep meetings

## 7 **Committee Updates**

### 7.1 **EPG:** Jasmine

- Noted that new Zoom study group information for the AICP exam has been posted on Facebook, Instagram, and Twitter
- Justin is putting together a "Who's Who" database to show MD planners, who they work for and provide opportunities for networking. You will have to sign up to be a part of it and Jasmine will send out information.
- Helen brought up the APA Ambassador Program- she will look into and see if it is something that we can bring to the MD Chapter
- Monthly mentoring on Zoom was discussed and Chuck offered to facilitate.
- Note that in-person meetings still on hold for next few months
- Next Meeting: Friday, May 15, 2020: TENTATIVE

### 1.3 **Minutes Approval from March 13, 2020 meeting (revisited)**

- Motion to approve March minutes made by Chuck: Olivia seconded, unanimously approved.

## 8 **Adjourn**

- Motion made to adjourn by Angie, unanimously approved at 12:01.

## **ACTION ITEM SUMMARY**

1. Helen to work with Peter to finalize location and see date available (10/16) for the annual meeting and send out a save the date to membership
2. Faculty and student representatives and EPG to get together to form a proposal on how APA can help promote school programs.
3. Helen to reach out to Andrew/Justin about video conferencing options.
4. Jasmine to send Helen/Jacqui wording for EPG announcements re: new exam prep meetings
5. Helen to look into the APA Ambassador Program