



FINAL Minutes – February 14, 2020

**Approved – March 13, 2020**

MD APA Executive Committee Meeting

Time: 10 am- 12 pm

Location: Annapolis City Planning and Zoning Office  
145 Gorman Street, 3<sup>rd</sup> Floor Conference Room, Annapolis, MD 21401  
*and*  
Johnson, Mirmiran, & Thompson, Inc. (JMT)  
40 Wight Ave, St. Mary’s Conference Room, Hunt Valley, MD 21030

**1 Call to Order:** Helen Spinelli

1.1 Meeting was called to order at 10:07 AM with the following attendees:

- |                              |                                |
|------------------------------|--------------------------------|
| Helen Spinelli – Annapolis   | Dr. Siddhartha Sen – via phone |
| Jacquelyn Rouse – Annapolis  | Alan Feinberg – via phone      |
| Chuck Kines – Annapolis      | Joe Griffiths – via phone      |
| Stephen O’Connor – Annapolis | Jasmine Forbes – via phone     |
| Sarah Diehl – JMT            | Justin Fair – via phone        |
| Angie Hernandez – JMT        | Jim Palma – via phone          |
| Lynda Eisenberg – JMT        | Peter Conrad – via phone       |
| Lauren Good – via phone      | Luke Benson – via phone        |

**1.2 Action on proposed agenda:**

- Lauren noted the need for a resolution to change the signatories on the MD APA Bank account – this will be developed as Action Item 3.7 on today’s agenda.
- Jim brought to the Board’s attention the AIA Architectural Foundation’s planned Spring Lecture Series, in which MD APA has sponsored in the past. Jim would like the Board to consider sponsoring again this year at the \$500 level. He is working AIA at the moment to offer CM credits for MD APA members. The lecture series is available for registration now. Jim will fill out the forms for this lecture series and will send them to be documented in MD APA’s system. MD APA’s logo has already been added to all of AIA’s lecture materials.
- Lauren to add the AIA Lecture Series (\$500) into the budget (AIA is not listed as a line item at this moment, has been previously associated as a PD line item) – note that 1.5 credits will be listed as pending for the 1.5 hour lecture.
- Per Helen, we have not finished out CM Credit Application process, she is waiting on information from one of the Morgan State Lecture series.
- Lauren noted that the budget was adjusted last year to award each Regional Representative \$1,000 for activities. Lauren to provide an analysis of all events that each region hosted last year and if they made any money – this will be for all events but will not include the Conference or Holiday Party.
- Jacqui would like to see this list and use it to help guide allowances for Regional Reps for this year. Helen noted that she would like to make sure the Reps have this money and that they know about it so that events can be planned.

- 1.3 **Minutes approval:** Helen noted that the action item summary is essential to make sure things are being done.
- Angie motioned to approve meeting minutes from January 2020, unanimous approval.
  - Helen to build into the agenda a recap of action items in the future.
- 2 **Housekeeping Issues**
- 2.1 Schedule and locations of ExCom meetings for 2020: Helen had to move from usual week due to conflicts. Sarah will send out new calendar invites and delete the reoccurring one. Locations to remain at Annapolis/JMT/phone until new space is completed. Make sure to note the date in all emails. There will be no meeting in August.
- 3 **Chapter Administration Issues: Action Items**
- 3.1 Appointment of President-Elect Chuck Kines in accordance with MD Chapter APA by-laws Section 4.13.3.
- Chuck was nominated by the Board at the January meeting with full quorum.
  - Per Jim, the president-elect position cannot be appointed. It has to be held through a special election if not run within 6 months of regular election. Otherwise, must wait until the regular election.
  - Per Helen, special election can be done at any time.
  - Helen to send out ballot to membership with a timeframe to respond because Chuck has already been nominated. She will give membership ~1 week to respond.
- 3.2 Establish a nominating committee for the positions of Vice President, Secretary, and Treasurer in accordance with the by-laws for upcoming National APA Election cycle.
- Per Helen, the President is already on the nominating committee. She would like others to join.
  - Committee members will help recruit for positions. Nominating committee will make recommendations to the Board for election that is happening in August as part of the National Election cycle.
  - Angie and Lynda both eligible to part of committee and volunteered.
  - Motion to approve nominating committee, seconded, and approved.
- 3.3 Establish a by-laws committee to review quorum requirements and other issues.
- Helen was originally a part of the committee and will stay on – specifically wants to look into president-elect election issues in the bylaws.
  - Sarah and Lauren volunteered to join, Helen to reach out to past member of the committee, Jenny and see if she will come back.
  - Jacqui moved to approve by-laws committee, Peter seconded, unanimous approval.
- 3.4 Review letter of interest and resume for Business Manger position and possibly make a recommendation to hire or send out RFP for the position.
- Helen has sent out bio/resume/letter of interest to the Board: she is unsure if April has had access to the job description.
  - MD APA has not put out a RFP: Board needs to move forward with making a decision.
  - Jacqui questioned whether or not after April graduates if she will want to continue with the position. Per Dr. Sen she graduates Fall 2020. Jacqui wants to ask her what her long-term plans are for post Masters Degree.
  - Angie suggested that the Board interview her – establish a panel, would not have to be the entire board.
  - Per Helen, we have questions for April and she might have questions for us – Board should set up interview committee and have completed before next meeting in March.
  - Jacqui suggested that Jim should be on the committee because of his previous involvement in hiring the Business Manager. Jim agreed to help when he can. Also suggested that Sarah should be on committee because of secretary’s interaction with business manager.
  - Peter also volunteered – suggested that interview could be completed via a conference call if need be.
  - Interview committee established: Jim, Helen, Sarah, and Peter
- 3.5 2020 Budget Draft

- Tabled until later because of needed adjustments. If any other adjustments need made after reviewing, the Board should send them to Helen ASAP
- Need to see analysis of where money has been going re: regional reps to make decision on how much for upcoming year.
- If any other line items need analyzed – let Helen know and she will look into what has been previously done.
- Question raised regarding the loss that is listed in the current budget of \$3,293. Per Lauren, it relates to the previous budget and does not take into account updates that Lauren provided in January after she closed out the 2019 books. She does not think the loss is going to be as bad as noted.
- Helen to keep working on revising budget and will send out ASAP with revised budget and revenue.

### 3.6 Certification Maintenance Provider Renewal and Audit

- Jacqui has done as much as she can regarding provider renewal
- Jacqui brought up that we need a place on the google drive so that everything is there when we have to go through the renewal process.
- Jacqui has talked to Andrew – there is currently no place we are keeping the yearly log of activities from the website.
- Per Helen, if an event is being held, event report should be uploaded and reported to the Chapter. MD APA has a standard evaluation template for everyone to follow.
- Helen to send the evaluation form to Dr. Sen.
- Per Jim, Holly Storck should have a list of everything we have ever done – but this does not include non-credit activities such as happy hours, etc.
- Per Jim, in activities folder there is a folder with events going back to 2014, but only for credit. He has put everything in it from last year that he has, there is a folder with some happy hours in it as well.
- Board in agreeance that a central location for document upload needs to take place on the google drive – this would be a ask of the future business manager.

### 3.7 Resolution to add Helen to the bank account

- Jim and Lauren to remain on the account
- Helen and Lauren to schedule a time for the two to go to the bank in person
- Lauren questioned whether or not it is appropriate to keep Jim on the account – this was an issue brought up last month.
- Per Helen, due to issues in the past, Jim should remain on the account for another few months until she is securely on the account. She suggested that Chuck should also be added to the account that way this would not need to be done later.
- Jacqui motioned to add Helen to bank account, Angie seconded, unanimous approval – resolution passed.

### Other items discussed:

- Succession Plan needs developed: perhaps this is something new business manager can help out with
  - National supports a standardized succession plan – need to make the transition for presidents more fluid. Lynn Jorgenson has been a huge help.
- Mail Chimp help: hopefully new business manager will have experience or have a better method for membership communication.
  - Helen will need to utilize Mail Chimp to send out President-elect ballot
  - Justin has experience with the program and has agreed to help. Helen will reach out.

## 4 New Business

### 4.1 Annual Meeting – location and presentations: should we do awards?

- Adding awards to the Annual Meeting: could easily be added into the schedule.
- Would be difficult to turn around for annual meeting this year.
- Location of Annual Meeting: will we have our space at AIA by then? At previous location (Pip Moyer Conference Center) we ran out of seats. Capacity is more than 100 at this location, we could ask for more tables and chairs. Angie noted that it would probably still be a very tight set up.
- Helen to check in with contact at AIA to check in on timing. Will send information to Angie who has agreed to go check out the space. We must also figure out the parking situation at the AIA space.
- Annual Meeting will be June 19, 2020. Helen stressed the importance of having the entire Board there.
- Lynda suggested Howard County as a potential meeting location (HCC or the library?) Helen to reach out to Peter and see what suggestions he might have.
- Savage Mill was also suggested.
- Awards: Annual Meeting, but every other year. Would start 2021.
- Awards Committee: previous committee consisted of Jim, Olivia, and Helen. A few members of the Chapter were also on – Helen had sent out a scoring sheet and it was successful. Chuck could potentially be on committee once elected.
- Chuck suggested that Executive Board members should be in charge of one key element (committee)- perhaps this is something that could be added into the work program. Helen agreed.

## 5 Committee Updates

### 5.1 EPG: Jasmine

- The first AICP study group was held last Thursday (3 people in attendance)
  - Jacqui sent out information regarding the study group to everyone who has applied for the exam in May
  - Study group takes place at Morgan State University, Room 108. Every other Thursday @ 6:00
- EPG members to meet on Monday to discuss plans for the year
- EPG has been approached by Salisbury University to do a presentation to students: April 21, 6:30-8
  - Potentially will be looking for volunteer speakers
  - Jasmine to connect with Stephen O'Connor as Eastern Shore Rep to get help with event.

### 5.2 Activities: Olivia (not on call)

- Helen has been approached by the Nature Conservancy
  - She is going to meet with the director of the Nature Conservancy next week. They want to provide CM credits for the 1-day Climate Adaptation and Change for the Lower Shore conference they are hosting.
  - Helen will find out more information and report back.
- Helen asked all other regional representative to report on their plans for activities for the year so that the Chapter can get an overview. We need a game plan for reaching out to members and have gaps that need to be filled.
- As an organization, we have pledged to offer 16 CM credits on an annual basis to our membership.
- National APA is proposing a CM Credit change: reducing the amount of law and ethics required from 1.5 to 1 and adding a diversity credit. This has been controversial.
- MACo Meetings: Lynda to report back from meetings – she regularly attends.
- Maryland Planning Commissioners Meeting: Jacqui is/has been attending meetings. MD APA could potentially coordinate an event. Jacqui has worked with them for regional events before.
  - Members should reach out to Jacqui with any thoughts on Planning Commissioners collaboration

### 5.3 Communications: Peter (not on call at this time)

- Helen will be working with Justin to get Mail Chimp up and running.

### 5.4 Awards: Helen

- Will talk about again next month.

6 Adjourn: Motioned to adjourn at 11:53 by Helen.

### **ACTION ITEM SUMMARY**

1. Jim to fill out CM forms for AIA Lecture Series and send them to be documented in MD APA's system.
2. Lauren to add the AIA Lecture Series (\$500) into the budget.
3. Lauren to provide an analysis of all events that each region hosted last year and if they made any money
4. Helen to build into future agendas a recap of action items.
5. Sarah to send out new calendar invites for monthly meetings and delete the reoccurring one.
6. Helen to send out ballot to membership regarding the Chuck Kines as President-Elect. She will give membership ~1 week to respond.
7. Helen to reach out to Jenny to see if she will come back on as a member of the Bylaws Committee.
8. Interview Committee to interview April Smith as potential Business Manager.
9. Helen to continue edits to the budget.
10. Business Manager to establish a central location on Google Drive for CM Evaluation forms to be uploaded.
11. Helen and Lauren to schedule a time for the two to go to the bank in person to get Helen added to the account.
12. Helen to work with Justin to get Mail Chimp system up and running again.
13. Helen to check in with AIA contact to get update on timing of building space completion
14. Helen to send AIA contact information to Angie
15. Angie to check out the new space.
16. Helen to reach out to Peter regarding possibility of hosting Annual Meeting in Howard County.
17. Jasmine to contact Stephen O'Connor regarding help with Salisbury University presentation
18. Helen to meet with the director of the Nature Conservancy and provide update to the Board.
19. Regional Representatives to provide Helen an update of activities planned for the year.