



FINAL Minutes – February 18, 2022
Approved – May 13, 2022
MD APA Executive Committee Meeting

Time: 10:00 am- 12:00 pm
Location: Zoom Call

1 Call to Order: Helen Spinelli

1.1 Meeting was called to order at 10:00 AM with the following attendees:

Helen Spinelli	Jim Palma
Sarah Diehl	Dr. Siddhartha Sen
Joe Griffiths	Lynda Eisenberg
David Levy	Alan Feinberg
Chris Jakubiak	Dr. Clara Irazabal
Steve O'Connor	

1.2 Action on proposed agenda/Notes:

- Will be discussing collaborating with MPCA on a business manager position – Joe has sent Helen a proposal for this. Helen is also working to catch up with April.

2 Housekeeping Issues

2.1 Schedule and location of ExCom meetings for 2022

- Helen noted the annual meeting is listed for October; we can change the timeframe – could have annual meeting in June like it used to be and awards in October if we wanted.

3 Chapter Administration Issues: Action Items

3.1 Review *draft* budget detail and approve as possibly amended

- Helen noted the budget has been updated with current revenues. Revenues have stayed the same as there was no 2021 conference and activities have been virtual.
- Helen added she will be working with April on her invoicing; no invoices have been submitted to-date.
- Communications
 - Joe noted that Google Forms is free; Lynda also added there is a free version of Survey Monkey but there are limitations.
 - Change: name category “Survey Tools” and put \$200 in category.
- Conferences and Training
 - APA National Conference: currently there is \$5000 for attendees
 - Helen has been supported in the past as a delegate, will be funded to go this time as President.
 - Lynda suggested that we set up a scholarship to sponsor someone to go as we should spend the money that we have.
 - Helen noted she has not been approached to host a reception this time; National Capital Chapter and MD APA have hosted a joint reception in the past. Lynda volunteered to help facilitate this time around.

- Decided that interested ExCom members should get first chance at budgeted money if interested in going; send request to Helen.
 - Helen noted that students are already able to go for much less and can volunteer to work. Perhaps money that each school has could be used to help support travel and hotel.
 - David added that he wouldn't object to funding two qualified students rather than one if it came down to it.
 - Change: Helen will be adding additional funds to education budgets to support this. Increased NPC funds to \$10,000; added \$2000 for reception support.
- Professional Development:
 - Helen noted the AICP scholarship seems a little low; is thinking \$1000 at least to expand capabilities.
 - Per Sarah, over \$500 to register for exam and apply for AICP once you pass, it's nice to have funds for study materials as well.
 - Scholarship is for reimbursement only if you pass the exam, not a pay up front.
 - CM provider – this is an annual standard fee to APA National.
 - Helen added she wants to leave the \$500 for NCAC fall exam prep session sponsorship in case it is held in-person this year.
- Higher Education Programs
 - Helen noted in this budget, she has removed Salisbury as they have not been participating; Towson is also not listed.
 - Steve volunteered to reach out to Salisbury. Faculty representative is Amal Ali (akali@salisbury.edu).
 - Joe added that MDP has interns from Salisbury's Planning Program – encouraged continued support.
 - Budget edits: Salisbury added back in (\$600); UMD and Morgan State allotted \$2,800.
 - Dr. Sen requested that Morgan State's funds be carried over as they did not spend it all in the last year.
 - Student support to APA Conference- Helen noted that she wants to support as many as possible. Suggested \$750 per person.
 - Sarah added that the virtual conference option is considerably cheaper for students (\$75). Suggested we can assist many more students that route.
 - Dr. Irazabal noted that UMD students have not discussed attending the annual conference yet but will be talking about it in the next month. She asked if there was a procedure to apply for Chapter support?
 - Per Helen, students/planning programs decide how to spend their allotted funds and let MD APA know.
 - Student representative at Morgan State: Dr. Sen to share contact information with Sarah.
- Activities & Professional Development – Helen asked if there are a lot of new plans are in development?
 - Helen noted there is a committee that reviews applications for awards; in the past there has been one for a new planner, outstanding plans, etc. Suggested we put funds in a holding pattern and asked if the Chapter wants to host awards this year?
 - Steve noted there are a lot of counties on the eastern shore currently reviewing comprehensive plans and that there would be a lot coming soon. Asked if there would be a cutoff development timeframe for award consideration?
 - Per Helen, there is typically a three-year window – we can set whatever cutoff date we want; they just have to be approved plans. She added the new planner award is for someone in their first three years and is nominated by their boss. We've had broader categories in the past; it's important to consider jurisdiction size as resources are different.
 - Helen added there needs to be a three-month lead up to awards to give time for applications.

- Dr. Sen suggested reinstating the student awards as students get a lot of encouragement out of them.
 - Helen added \$1,000 for awards. Noted this would have to be in October.
 - Dr. Sen noted there are many positives in hosting awards with the annual conference.
 - Member happy hours – \$1,000
 - Alan noted he has been hosting happy hours every other month but that is a part of Western MD regional activities.
 - Holiday party – leave on there as a line item but no funds.
 - Committee & Regional Support:
 - Emerging Planners: leaving in.
 - Regional Representative Support: \$2,000
 - Alan noted that he is hosting something every month: one month a social gathering, a roundtable conversation on a webinar the other.
 - Alan suggested \$50 a month for happy hours.
 - He will be sharing his notes on his happy hours/roundtable events.
 - Alan also noted the [Mountain State Land Use Academy](#) that is coming up May 17-18. In the past, he has been given \$500 for that; his attendance has helped bring people to our annual conference. Suggested we include money for someone to attend.
 - Helen added \$500 for Mountain State Land Use Academy.
 - MPCA support stays the same.
 - Miscellaneous: Standard items, liability, office supplies, etc.
 - Budget discussion: deficit of \$12,000.
 - Chris noted that unless we adjust revenues, will be in deficit. Suggested we contact sponsors that are promoted on our website and request payment for visibility. He also added that we shouldn't expect an increase in dues from APA then what we got last year.
 - Helen agreed to requesting support from sponsors on the website.
 - Sarah noted that as they were sponsors from the last conference, will probably not get much more money from that and instead will just asked to be removed from website.
 - Helen added Chapter to explore sponsorship possibilities.
 - Helen asked if ExCom was comfortable approving this budget?
 - Per Chris, no. He has concerns that the budget does not reflect priorities he would like to encourage; should consider priorities in strategic plan. For example, contract support should be included.
 - Joe asked to be a part of the sponsorship/contract support conversation. This is a great chance for collaboration with MPCA for executive assistant who could really help both groups out with marketing, getting sponsors, etc.
 - Chris suggested moving around some elements, for example moving higher education support to a separate fund that is generated by revenues and use operating funds to promote professionals who are doing the work.
 - Steve added that we've identified the things we want to do, now we just need more information on how to do them – sponsorships, working with Salisbury's planning program, etc.
 - Chris and Helen to work on the budget over the next month; revised budget to be sent out prior to next meeting and will set up a vote. Sarah will set up an online vote for those who are not able to attend.
 - Dr. Sen asked if in the meantime we will be operating with old budget?
 - Per Helen yes and hold off on talking with students about attendance at APA National conference in San Diego.
 - Lynda made motion to table budget to next meeting; Steve seconded. All in favor.
 - Helen to talk with Joe more about business manager coordination with MPCA.

- ExCom in favor of MOU with MPCA re: business manager. Hours would increase during conference time; perhaps opportunity to join with MPCA on a conference.
- Lynda made motion to move forward with MPCA partnership; Steve seconded. All in favor.

3.2 **Possible Committee Set-Up: Review Strategic Plan and add Treasurer and finance elements**

- David noted he has sent emails to those interested in participating (Lynda, Dr. Sen, Rich, and Alan) – using a Doodle Poll to set up a meeting over the next month to get started.

4 **New Business**

4.1 **Election Information for Vice President, Treasurer, and Secretary**

- Helen noted she has requested info from National re: timeframe, etc. but has not gotten anything yet.
- Helen will be stepping down as President at the end of the year; the Chapter will need a new President starting January 2023. She added there is a lot of help considering the available budget and the role of the business manager and rest of the Executive Committee.
 - The upcoming election cycle can be used to elect a new President, not just a President-elect.
- National APA Conference in San Diego
 - Helen will be attending for the MD APA Chapter; Lynda is also attending with a planner from Carroll County.
 - Helen noted the Chapter can help support someone else to go; let her know if you are interested in going.
 - Not a lot of information re: the conference has been shared by APA National at this point.

5 **Regional Representative Reports**

5.1 **Report Out from University of Maryland Program: Dr. Irazabal**

- Dr. Irazabal noted she is looking for instructors or a pair of instructors who would be interested in teaching a urban studio focused on Baltimore for the summer term. Focuses on the highway to nowhere.
 - Summer session is 12 weeks, late May to early August. It is more intense than the regular semester; 3.5 hours of workshop a week. Timing could be at the convenience of the instructor.
- She also noted that they are always on the lookout for adjunct professors – please reach out to her if you are interested or have a topic in mind.
- There is also a technical advisory committee that advises the program. She noted they would love to have new members and continue to diversify.

5.2 **Western Maryland** – Alan Feinberg. See above.

5.3 **Statewide** – Rich Hall not available.

5.4 **Baltimore** – Lynda Eisenberg. No news to report.

5.5 **Eastern Shore** – Steve O’Connor. No news to report.

5.6 **Southern Maryland** – Olivia Vidotto not available.

5.7 **Committee Updates** – EPG: Jasmine Forbes not available.

Misc.

- Sarah asked about the request from Morgan State via email to participate in upcoming PAB meeting.
 - Per Helen, meeting is 2/24 (am) will have more details after her staff meeting on Monday and will share the link then.

6 **Adjourn:** Steve motioned to adjourn at 12:03. Lynda seconded. Meeting adjourned at 12:03.

ACTION ITEM SUMMARY

1. Helen to catch up with April re: invoicing.
2. Steve to catch up with Salisbury University faculty representative.
3. Helen and Chris to work on the budget; Sarah to send out before next meeting.

4. Dr. Sen to send Sarah contact information of new Morgan State student representative.
5. Alan to share summaries of his happy hour/roundtable meetings.
6. David to get started on Strategic Plan update activities.
7. Helen and Joe to continue conversation re: MPCA business manager collaboration.