



Final Minutes – February 3, 2023
Approved – February 17, 2023
MD APA Executive Committee Meeting

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

1 Call to Order: Lynda Eisenberg

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

Lynda Eisenberg	Jasmine Forbes
Sarah Diehl	Rich Hall
Chris Jakubiak	Alan Feinberg
Steve O'Connor	April Smith
Joe Griffiths	Olivia Vidotto
Andrew Bernish	Dr. Siddhartha Sen
Jacqui Rouse	

1.2 **Action on proposed agenda:** Topic for new business; Alan wants to add a discussion about connecting with new MDP Secretary Rebecca Flora.

1.3 **Approve outstanding minutes:** Sarah will resend minutes from November for review/approval at next meeting.

2 Housekeeping Issues

2.1 Schedule and location of ExCom meetings for 2023 –

- Chapter to continue with hybrid meetings; Lynda will work with Sarah to pick a few dates/locations to host an in-person meeting (perhaps spring and fall).

3 Chapter Administration Issues: Action Items

3.1 Website Updates

- Lynda would like to revamp website and add more information to draw people to the website. Noted that other chapters are offering resources to other organizations, etc. Suggested adding more resources to the path to AICP certification section and also include info as to what is happening in current legislative session as examples. Should also include information about what local jurisdictions are doing.
- Olivia noted blog is also out of date and that she hasn't been receiving the newsletter. Suggested adding it to the website.
 - Also suggested board members could bring ideas for the website to upcoming meetings.
- Rich noted that the Chapter should have board members in charge of this.
- Lynda noted the Chapter needs a more active Facebook/social media in general. Per April we have Facebook and Instagram but usually only post upcoming events and not so much current happenings.
- Andrew added that he mostly receives jobs to post on the website (jobs is also the most popular portion of the website); agreed that a point person would be helpful.

- Lynda, April, and Andrew to discuss website updates and come up with a way to keep updated and fresh with content.

3.2 Leadership Transition

- Sarah wanted to make sure Lynda has access to all of the APA things that she needs.
- Lynda noted that she missed the notification about the APA transition meeting but has been working with contacts at APA to get on boarded.
 - Rich brought the Chapter President's Council to Lynda's attention, also the President's meeting at National Planning Conference.
- Lynda, Sarah, and April to meet to cover other leadership transition logistics (discuss email, etc.)
- Rich suggested the Chapter put together a Thank You for Helen and her leadership. A card, etc.
 - A happy hour following an in-person meeting was suggested.
- Jacqui noted that the Chapter has done gifts before for past-presidents.
- Rich to take lead on this and will follow up with Lynda.

3.3 Potential Spring Event

- Lynda suggested a spring event showcasing the Gordon Center, located at the Jewish Community Center of Greater Baltimore. The event would highlight the recent revamping of the Center and share how it serves northwest communities in the Baltimore region.
- Event could also feature business leaders and host a discussion on development, TOD, etc. This event could share how this project can be a model for other communities.
- Lynda is thinking an evening panel in the spring; knows Barak Hermann who is the CEO of the JCC of Greater Baltimore and Chairman of The Owings Mills Corporate Roundtable.
 - [Here is the podcast where Lynda originally got the idea from.](#)
- Olivia noted she is also trying to plan a Southern MD event, will catch up with Lynda to coordinate dates. Steve to also join the conversation.

4 New Business

4.1 2023 Chapter Workplan and Budget

- Chris has put together a draft budget; current Chapter accounts are at \$137,017.47 (~\$83,000 in savings and ~\$53,000 in checking).
 - Noted that member dues are the primary source of income, did receive sponsorship for fall event that provided income.
- Other budget notes:
 - Did not fully spend conference/training budget from last year.
 - Future planner fund: spent \$3000 of \$7,200
 - Committee and regional support not fully spent either.
 - Chapter miscellaneous costs were higher but still less than anticipated
 - Netted ~\$7,200 for the year.
- Chris noted that he thought the Chapter needs to pursue corporate sponsorships in the coming year.
- Re: conference and training budget – Lynda added that the National Planning Conference is coming up in Philadelphia and we should consider hosting a reception. Also noted the Chapter will be sending herself and Sarah has expressed interest. Steve mentioned he will also be attending with some of his staff.
 - Rich noted that in the past the Chapter has hosted a reception, we have sometimes partnered with other planning schools in the state or another chapter to host. There is a night focused on Chapter receptions. He suggested getting in contact with the local host committee chair who can help with locations and timing.
 - Andrew added that the National Capital Chapter is coordinating with the Federal Planning Division to host; he will reach out to the National Capital Chapter and mention that MD is interested in contributing.

- Alan noted that the Mid-Atlantic Planning Collaborative is also going to have a booth at the conference.
- Lynda suggested that perhaps we just help fund the National Capital Chapter. They already have a lot of things in place and would be a good partnership.
 - Put \$5,000 placeholder in the budget for now until we have more details.
- Olivia added she is trying to send Calvert County planners and Lynda is also sending staff from Carroll County. Rich noted he is not sure what the Delaware Chapter is doing but New Castle County is sending planners; MD APA could also partner with Delaware for a reception if interested. -
- Other budget matters
 - Planning Webcast Series hosted by Ohio APA. Chris noted this has been in the budget but we are not up to date on payment. Chapter has received correspondence asking if we are interested in continuing.
 - The webcast series provides virtual events that members can get CM credits for; great opportunities for Chapter membership.
 - Lynda noted if we are going to join again, we really need to be promoting. Will be working on sending out an email to membership once we have payment taken care of.
 - Chapter agreed to fund this using money from savings, Chris to take care of payment.
 - AICP Study Session Funding: Jasmine used to host at Morgan State, not many people from MD joined; will revisit.
 - Future Planner Fund: \$1,500 to remain for each of the three schools
 - Chris noted he is hoping to transfer funds into an endowment fund this year so that figure grows.
 - Money added for executive board meetings
 - Activities figure stayed the same
 - Increased Regional Representatives and Associations support.
 - Also added money back in for attorney support as we need to make sure we have contracts in place with any staff.
 - Part time assistant budget also increased.
- It was agreed that the Chapter needs to have next budget conversation in November 2023 to better prepare for 2024.
- Motion: approve preliminary budget so that bills can be paid, and the Chapter will refine numbers next month. All approved.

4.2 NPC 2023- MD Reception, Student Scholarship

- Chapter wants to help send students to conference, Steve noted students do not have to pay as much for NPC (\$135).
- Suggested asking faculty at each school for recommendation of a student to send.
- Joe asked if the amount would cover hotel/transportation, etc.
 - It was decided that a determined amount (\$500) would be provided for the student to decide how to use the money for the conference; student to provide a report out or website blurb to the Ex Comm afterwards.
- Steve to reach out to Salisbury and Andrew to talk to UMD. Will report back on student decision.
- Original motion (Jacqui): provide each school with \$500 to send student to NPC; Olivia seconded.
 - Discussion: Steve asked where the money is coming from at the moment? Is it a part of the \$1,500 support that each school already has? Perhaps we leave it this way for the moment and revisit next month to adjust budget.
 - Amended motion: move forward with the \$1,500 in the budget for next month, adjust the budget next month that will include \$500 (each) as a separate line item and vote on next month.
 - Olivia seconded, approved.
 - Chapter to let universities decide how to spend the award money, whoever gets it will have to do a presentation or something for the board.

- Item for next month's agenda: talk about savings and how we are spending the money.

4.3 **FAICP interest from membership**

- Lynda noted the Chapter received an inquiry from Michael Bayer for FAICP sponsorship.
 - Added that the Chapter can sponsor more than one person per cycle. There is a letter involved and the candidate will have a mentor. It requires a significant amount of time to work on the application; we would need a volunteer. It would be helpful to have Michael work with someone in Chapter who recently received FAICP. Grace Felder was last Chapter member to get FAICP.
 - Rich added he would also like to pursue FAICP. Alan mentioned his wife Sharon would also be interested.
- Sarah suggested the Chapter host a general information meeting for those who are interested once we get a better sense of requirements and application process. The deadline is August 2023 for this year.
- Lynda added if sponsored by the Chapter, there would have to be a letter of support and \$100 per application. Perhaps the Chapter opens up 2-3 spots.
- Lynda and Jacqui to coordinate on how to pursue this and will get back to the group.
 - Chris asked how we will evaluate candidates to decide on whether to sponsor. Lynda and Jacqui to also look into some of these possible guidelines.

4.4 **Vacant Leadership Roles – President Elect, Vice President, Baltimore Metro Area Rep.**

- To be discussed at next meeting.

5 **Regional Representative Reports – to be discussed at the next meeting.**

5.1 **MDP – Joe Griffiths**

5.2 **Western Maryland – Alan Feinberg**

5.3 **Statewide – Rich Hall**

5.4 **Baltimore – Vacant**

5.5 **Eastern Shore – Steve O'Connor**

5.6 **Southern Maryland – Olivia Vidotto**

5.7 **Committee Updates – EPG: Jasmine Forbes**

6 **Adjourn: Meeting adjourned at 12:03.**

- Sarah to send meeting invite for 2/17 (10-11) to finish agenda and discuss follow-up items.

ACTION ITEM SUMMARY

1. Sarah to resend minutes from November.
2. Lynda to work with Sarah to pick a few dates/locations to host an in-person meeting (perhaps spring and fall).
3. Lynda, April, and Andrew to discuss website updates and come up with a way to keep updated and fresh with content.
4. Lynda, Sarah, and April to meet to cover other leadership transition logistics (discuss email, etc.)
5. Rich to look into Thank You ideas for Helen and follow up with Lynda.
6. Olivia, Lynda, and Steve to coordinate on dates for spring events.
7. Andrew to reach out to National Capital Chapter to see if MD can help sponsor NPC reception.
8. Chris to pay Planning Webcast Series dues for the Chapter.
9. Steve to reach out to Salisbury/Andrew to talk to UMD/Dr. Sen to make decision on student to help send to NPC.
10. Lynda and Jacqui to coordinate on how to help members pursue FAICP.
11. Sarah to schedule 2/17 follow-up meeting.