



FINAL Minutes – January 17, 2020

Approved - February 14, 2020

MD APA Executive Committee Meeting

Time: 10 am- 12 pm

Location: Annapolis City Planning and Zoning Office

145 Gorman Street, 3rd Floor Conference Room, Annapolis, MD 21401

1 Call to Order: Helen Spinelli

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

Helen Spinelli

Jacquelyn Rouse

Sarah Diehl

Angie Hernandez

Lauren Good – via phone

Dr. Siddhartha Sen – via phone

Alan Feinberg – via phone

Joe Griffiths – via phone

Jasmine Forbes – via phone

1.2 **Action on proposed agenda:** there was no action on the proposed agenda. Helen did note that on the agenda under 3.2, the President Elect’s name was not complete. It should read Charles Kine.

1.3 **Minutes approval:** Postponed

2 Housekeeping Issues

2.1 It was agreed to leave ExCom meetings on Friday, as that has seemed to work best for everyone.

(NOTE: Post meeting adjournment, Helen, Jacqui, Sarah, & Angie discussed the possibility of having two “core” meeting locations for future meetings to help make it possible for more members to make meetings in person. It was discussed that the Annapolis City Planning and Zoning Office would be a fitting location for Eastern Shore, etc. members, while the new space at AIA/BAF in Baltimore would be accessible for western/central Maryland members. Until the space is complete, Angie offered up JMT as a secondary meeting location. Helen will communicate this information in future meeting invitations.)

3 Chapter Administration Issues: Action Items

3.1 **Appointment of Eastern Shore Representatives:** Per Helen, Stephen O’Connor approached Jim at the MD APA Conference at Rocky Gap and volunteered for the position. He has not been voted in yet. Jacqui makes motion to vote in Stephen as Eastern Shore Rep, Angie seconded, approved.

3.2 Nominations needed for election of officers for the National APA election cycle: President Elect, Secretary, and Treasurer. Helen discussed that Charles Kine had contacted her about 6 months ago and expressed interest in the position. He works in the National Capital Region as Parks Coordinator for Montgomery County Planning but has always been a part of the MD Chapter. Jacqui mentioned that he has been on the board once before but had to leave for personal reasons. Helen reiterated that this is a great opportunity, as he would be able to train with her over the next two years for the President role. Helen wants to put his name forward as a nominee. Jacqui makes motion, Alan seconded, approved.

Jacqui also makes motion for Charles to attend all meetings as a nonvoting member until officially approved. Angie seconded, approved. Helen will reach out to Charles and extend future meeting invites to him. Helen noted that it has come to her attention that the Secretary position must also go through the National election cycle. Sarah agreed to send letter of interest and a short bio to Helen. Lauren brought up that she has gone through two election cycles and is unsure based on the MD APA bylaws if she can serve again. Helen to review bylaws and make a decision.

Jacqui brought up as food for thought Robert's Rules of Order: how quorum changes based on how many people are in meeting attendance. Lauren mentioned that she thought the bylaws were already changed to address the issue; per Helen, most recent bylaws do not state that.

Helen asked Sarah to contact Holly Tompkins re: 2019 meeting minutes.

Jacqui and Helen brought up the need for a list of all MD APA activities for 2019 not only for the CM Application but also the 2019 Report. Jacqui has found by going on the event calendar online, all activities look to be Happy Hours- all other activities were sponsored by other people/organizations. Helen to talk with Andrew Bernish about where the event log goes after it drops off the calendar. Jacqui expressed the need for event descriptions to be added in a central location (Google Drive, but full committee needs added) for better tracking.

Jacqui motioned for Sarah as secretary, Angie seconded, approved.

Lauren agreed to run again if allowable by bylaws.

As a result of bylaws discussion, Helen expressed the need to set up a Bylaws Committee. Those with questions about the bylaws should keep track of them and bring them to the committee's attention for consideration in Bylaw amendments. The rest of MD APA membership would also be encouraged to join this committee.

- 3.4 **2020 Budget Draft:** Helen expressed the need to adjust the budget. She has talked to Jim re: leaving his name on the bank account. Helen and Jacqui agreed that it would be a good idea to have three different people on the account (from three different locations) but Jim might not be able to as Past President. It was discussed to add Angie on the account from the Baltimore area.

Lauren went over the Treasurer's Report: as of end of 2019, MD APA has \$79,405.77 in checking, \$3,100 in savings for a total of \$82,500.77. Based on the APA National requirement, MD APA must have a reserve fund set up. It was discussed to transfer half of the checking account balance to this reserve fund, resulting in a transfer of approx. \$30,000. Lauren reiterated that although this is a lot, the Chapter would always have access to these funds.

Lauren brought up that the 2019 Budget shows how the Chapter receives membership dues from National: the funds are distributed quarterly, typically between \$2,500 - \$6,000, has been ~\$6,400 at most.

Dr. Sen inquired about needing to send an itemized budget for Morgan State activities. Per Helen, he only needs to draft a report based on how the funds were used. Dr. Sen agreed to send and Helen will get back to him with any comments.

- 3.5 **Certification Maintenance Provider Renewal and Audit:** Jacqui is working on this, expressed the need for 2019 CM evaluation forms for the renewal application process. Helen agreed to work with Jacqui to contact those who hosted events for these forms and also stated that Holly needs to edit the section in the renewal form that deals with CM credit forms. Helen and others to review what Jacqui has wrote thus far.

4 **Old Business/Miscellaneous**

Jacqui asked about the status of replacing Erin as the Business Manager. Helen explained that we do have an interested candidate, April Smith, who had contacted Jim/he knew of. She works at Towson part-time and is a Morgan State student. The question was then posed if we go ahead with April or proceed with the RFP process. Per Jacqui, her resume should be circulated to the board, but a formal job description is needed to reference. Lauren has the job description for the Business Manager position and will forward. Helen proposed to invite April to a board meeting and have an informal interview, similar to what was done before Erin was brought on board.

This discussion brought up the need for succession planning. Helen described the gap of information in succession and how limited access to everything (docs, Google Drive, email) hinders the process. Per Helen, the board should set up a succession plan.

Sarah brought up the need to re-organize the Google Drive and grant parent folder access to the entire board. Jacqui agreed and proposed updating the email listserve, which should be one of the main documents on the Google Drive main page. Sarah agreed to work with Helen once she gets access to the Google Drive to re-organize. Sarah also agreed to update the executive board list/email listserve/committees list and circulate to the board where this updated information can be found. Additionally, the updated list will be sent to Andrew Bernish who can then update the board members list on the website.

Helen described an example as to why this re-structuring of information needs to take place. Justin Fair at Morgan State was trying to send out a survey to MD APA membership but it has been unclear as to where membership information can be accessed.

Before leaving the call, Joe Griffiths explained that MDP is currently developing guidance for housing comp. plan requirements and are putting together a workgroup. He reached out to see if MD APA would be interested in participating. Helen said she would be happy to participate; the first meeting is February 3rd, 2020, and Joe said that he would be following up with her.

After looking into the bylaws, Jacqui reported that the head of the Emerging Planners Group is not currently listed as a voting member, as EPG is a committee. She reiterated that the bylaws need amended so this position would be a voting member, and that other items need clarified in the bylaws. Jasmine expressed that EPG has put together bylaws and that she will send them out.

Helen agreed with the bylaws discussion and in working towards the creation of a Bylaws Committee, she will be sending out an email to all membership alerting members to review and comment on bylaws. There will be a deadline for comments to be made.

5 **New Business**

5.1 APA 2020 Annual Conference - Houston TX: Helen reported that the National Capital Chapter has reached out and proposed a joint gathering at the conference. Helen brought up that judging by past experiences, a solid agreement would need to be made between the two groups for who is responsible for hosting/advertising/paying, etc. Angie expressed concern of getting a solid turnout since the event is in Houston, and that finding a venue that is affordable, etc. might be a challenge. Angie proposed that MD APA should allow National Capital to take the lead and that the MD Chapter would instead make a contribution. Jacqui suggested that the MD Chapter put the event completely back on the National Capital Chapter seeing the challenges that Houston presents, but instead suggest to host a joint event more locally. This would be a great way to get the two Chapters together and could also be used to recap on the Houston Conference (“Hot Topics from Houston”). Helen suggested that this could be a great May event, as June is the Annual Meeting.

Similar to building relationships with other Chapters/areas, Jacqui brought up the work Alan has been doing in Western MD. Alan mentioned the budding relationship that he is building with some WV APA members and the possibility of creating a post-Houston meeting within that geographic area. With this in mind, Helen brought up the need to get regional events on the calendar for the year and will be reaching out to the Regional Representatives to get events planned.

Alan also brought up the Ethics Session that Jacqui and Sharon presented at the MD APA Conference and mentioned how well it was received. He proposed that perhaps that same session could be offered at the Annual Meeting; the Law session could also be offered – the two together would help bring people out to the meeting.

5.1.1 **Should the Chapter move to a yearly schedule for awards and conferences?** Helen explained that she was on the awards committee for the Bi-annual Conference and that the response was not as robust as it could have been. She suggested that the conference could potentially become a one-day event, as conference planning really bogged things down in 2019. It was suggested to get a small group together to discuss the pros and cons

of having 1- or 2-day events. Angie brought up the point that many people at the conference remarked that a 2-day getaway for the conference was wonderful.

Angie also suggested grouping an Awards Banquet and the annual holiday party into one event – putting the two events together could be a great draw for membership to attend, as generally the holiday party is pretty well attended.

6 **Committee Updates**

- 6.1 EPG: Jasmine explained that the EPG committee has planned for regularly scheduled AICP Exam study sessions at Morgan State. They will be held every other Thursday until May, and she will be sending out an email to membership. Jasmine also brought up that EPG is busy figuring out events for the year and is in the process of scheduling a Happy Hour for the end of February. She will pass along details.
- Jacqui informed the group that she has purchased 10 copies of the Chapter President's Council Exam Study Guide (\$20 ea.) that MD APA can sell. She gave two copies of the materials to Sarah to pass on to Jasmine to use at the study sessions, since Sarah will be attending.
- Helen brought up that in the past, she, Jacqui, and Sharon have done half-day sessions to help mentor those preparing for the exam – reach out with any questions.
- Jasmine asked about MD APA's involvement with helping pay for any parts of the exam and Helen agreed to look into that process. Jacqui confirmed that there is a Chapter and National scholarship available but must be applied for. She also asked if this is something that MD APA should work into their budget. Helen will be looking into these details.

- 7 Adjourn: Angie motion to adjourn, Sarah seconded, approved. Meeting adjourned at 11:41.

ACTION ITEM SUMMARY

1. Helen will reach out to Chuck Kines and extend future Board meeting invites to him, in preparation for his role as President-elect.
2. Sarah will send letter of interest and short bio to Helen for National election cycle.
3. Helen will look at the Chapter Bylaws and make decision re: Lauren running for Treasurer based on unclear term limits.
4. Minutes for 2019 need gathered: Sarah to reach out to Holly Tompkins.
5. List of all MD APA activities for 2019 is needed for CM Application and 2019 Report: Jacqui and Helen to investigate.
6. Helen to reach out to Andrew Bernish re: where event log may be on the website calendar
7. Establishment of a Bylaws Committee: Helen – send email alerting members to review and comment on bylaws with a deadline.
8. Budget Adjustments: Helen
9. Budget Report for Morgan State: Dr. Sen to compile
10. CM Application Renewal and Audit: Jacqui and Helen to work on gathering forms from those who hosted events in 2019. Helen to review application
11. Business Manager Job Description: Lauren to forward, Helen to circulate April Smith's resume to the board.
12. Development of Succession Plan: Board
13. Google Drive re-organization: Sarah & Helen
14. Updates to the Board Info list/email listserve/committee list and circulation: Sarah
15. Update Board member list on website: Andrew Bernish, once information received from Sarah
16. Planning of Regional Events: Helen to reach out to Regional Representatives
17. MD APA involvement with AICP Application Payment Assistance: Helen to look into the process and what is already available.