



Final Minutes – January 21, 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	Sophie Kotzker
Sarah Diehl	Dr. Siddhartha Sen
Joe Griffiths	Jasmine Forbes
Andrew Bernish	Olivia Vidotto
Chris Jakubiak	Rich Hall
Steve O'Connor	David Levy
Alan Feinberg	Lynda Eisenberg

1.2 **Action on proposed agenda:** Sarah noted minutes from September 2021 had not been approved. Chris motioned for approval; Rich seconded. September minutes unanimously.

- Sarah also noted MDP had a few items to share with the group; per Helen will be discussed as 5.1 under reports.

2 Housekeeping Issues

2.1 Schedule and location of ExCom meetings for 2022

- Sarah has sent out meeting invites for the first 6 months.
- Per Helen, annual meeting is scheduled for October; we will need to work this into the year's workplan.
 - Helen would still like to do an awards meeting, maybe in June.
- Helen noted that Sarah, Chris, and David's positions are up for election again (term starting 2023); doesn't have schedule for election yet – but will be in August.
 - A call for elections and interest will go out on MailChimp. We will also advertise President-elect position again.
 - Helen will need election materials by April (bio, letter of interest)

3 Chapter Administration Issues: Action Items

3.1 Treasurer's Report – 2021 budget actuals review and draft budget

- Helen has not drafted budget yet; noted it will look a lot like last years.
 - Noted the in-person and virtual options for the APA National conference in San Diego. She is planning on going for the Chapter President's meeting; we could potentially send others as well.
- Budget report from Chris –
 - Chris noted Chapter didn't spend much last year; most of the revenue came from National membership dues. Professional development budget was half spent, didn't spend near the budgeted amount in educational support. There has been no contract support submitted yet.
- ~ \$122,600 in accounts (\$30,000 of that in reserve fund).

- Helen noted she will get the budget put together for discussion during the February meeting.

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

- David noted it is hard to anticipate what the Chapter will be doing re: the strategic plan with COVID.
 - He added he would like another person or two to meet separately to read the existing plan and think about how to adopt a new plan. 2012 is the most recent; he noted that Peter Conrad had worked on updated the plan and we have some data from that.
 - Next steps are to read the plan and bring back what has been learned to the Executive Committee.
 - Rich, Lynda, and Alan volunteered to help. David added he will set up a meeting/deadline to read the plan.
- Joe noted the 2018 meeting that was held at Jim’s office at the World Trade Center- thought the group had gone through the plan and marked it up.
 - Sarah will go through the Google Drive again and try to find any work products from that meeting.
- Helen noted a work plan has to be done every year, there are no update parameters for strategic plan.
 - Chapter goal is to offer at least 16 CM credits a year; have been short on that. Helen noted the MPCA conference that offered a lot of credits, Lynda and Olivia have hosted webinars, and Alan has been gathering planners in Frederick. She asked the Executive Committee to think about more opportunities to offer credits and to let her know of any ideas.
 - Sarah noted that in terms of offering credits, we should think about the new categories of credit requirements (Equity and Sustainability/Resilience) and try to offer those specifically.
- Chris asked about adding a treasurer and finance element into the strategic plan, including a better way to host scholarships. He wants to manage balances better and potentially set up a small endowment fund.

4 New Business

4.1 Election Information for Vice President, Treasurer, and Secretary

- Discussed above.

5 Regional Representative Reports

5.1 MDP Items

- Sarah provided background on citizen planning academies; historically there have been talks of them in Maryland – Howard County and Baltimore City run their own programs. The Mid-Atlantic Planning Collaboration has hosted webinars and Alan has been working to promote better public engagement.
 - MDP is working on developing a “train the trainer” event to educate on the role and relevance of citizen planning academies, but also guide participants from different jurisdictions in developing their own so at the end of the day they have a framework to take home and work to implement.
 - MDP has developed an outline to host one of these training sessions; looking for feedback and support from MD APA- could be in the form of providing feedback on outline, helping recruit trainers, advertising program, etc.
 - Sarah noted she will send out developed outline after meeting, asked Ex Com to review and provide any suggestions – key to getting this off the ground will be having support and participation from others. Let her know if you would like to be a part of a larger discussion; would like to set one up outside of MD APA meetings.
- Feedback:
 - Alan shared contact info of Kathleen Posher (based in Colorado but used to be in MD/has run workshops on citizen planning academies).
 - Chris offered to help review.
 - Helen added that we need to train the trainers in the decision-making process as well.
 - David added that he hopes we can approach this with a bit of humility, need to teach with ears as well.
 - Rich noted it makes sense to link with MPCA on this.

- Joe added that we will be keeping scale in mind with this as well; not all jurisdictions have the capacity to serve dinner, etc. to participants. We are looking for feedback on how to scale this down for jurisdictions who have limited funding.
 - Steve noted Cecil County hosts a training for new planning commission members but do not get into the finer points with that program.
- Joe let the group know that MPCA is interested in partnering with MD APA to provide a series of webinars in the coming year on the different elements of comprehensive plans. These would be varying lengths depending on the complexity of the element. The two organizations could partner on content development, content examples, presenters, etc. There is a MPCA board meeting in the next week and he would like to take suggestions back to them.
 - There was support from the group in partnering. MPCA will be outlining and further developing a framework and figuring out what the needs are. Recruiting panelists is the main thing MD APA could help with at the moment.

5.2 **Western Maryland** – Alan Feinberg

- Alan noted he is trying to get the region organized, there is an event on the 26th to introduce planners and citizen planners to one another. Will be meeting at the Frederick Social every other month.
- Also working on a brown bag lunch get together to discuss a webinar on a more regular basis. Noted it will be harder to get out to Garrett, Allegany, and Washington counties but perhaps smaller subgroups can be formed. He will let Helen know what he needs in terms of funding.

5.3 **Statewide** – Rich Hall

- Rich noted the importance of the strategic plan and work plan for his position; we need to think about if there are things we want to put out there in the coming year that give direction or input to planning priorities – smart planning practices, etc. This is a good opportunity for the Chapter to demonstrate our work.

5.4 **Baltimore** – Lynda Eisenberg

- Lynda mentioned there is an entry-level planning position open in Carroll County; noted you can [post job openings on MD APA's website](#) on your own.

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

- Steve noted he liked the idea of citizen planning academies and the comprehensive plan collaboration. He's thinking about hosting an outside event for the eastern shore this year as stormwater management and coastal resiliency will be big topics this year. Potentially time the event with MACo conference to try and boost attendance.

5.6 **Southern Maryland** – Olivia Vidotto

- Olivia is working towards planning her ag event at the farm; thinking about hosting hybrid.

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

- Jasmine is hosting another AICP virtual study session, will send email with dates to everyone.
- Sophie noted student planning org. meetings will be starting soon at UMD and will have more to report after; will check in with students to see what they want to learn.

6 **Adjourn:** Motion to adjourn made by Rich; Steve second. Meeting adjourned at 11:32.

ACTION ITEM SUMMARY

1. Helen to draft 2022 budget and share with the group.
2. David to set up meeting to discuss strategic plan.
3. Sarah to share strategic plan materials with David from Google Drive.
4. Group: let Sarah or Joe know of any feedback on citizen planning academies or MPCA comprehensive plan webinar collaboration. Sarah will share citizen planning academy info with the group.
5. Jasmine to share AICP study group details.