



DRAFT Minutes – July 17, 2020

**Approved – November 20, 2020**

MD APA Executive Committee Meeting

Time: 10:00 am- 11:00 pm

Location: Zoom Call

**1 Call to Order:** Helen Spinelli

1.1 Meeting was called to order at 10:05 AM with the following attendees:

Helen Spinelli	Angie Hernandez
Chuck Kines	Andrew Bernish
Stephen O'Connor	Lynda Eisenberg
Sarah Diehl	Dr. Siddhartha Sen
Joe Griffiths	Luke Benson
Jim Palma	

1.2 **Action on proposed agenda:** None

**1.3 Minutes Approval from June 19, 2020 meeting**

- Motion made by Angie to approve minutes, unanimous approval.

**2 Housekeeping Issues**

**2.1 Schedule and location of ExCom meetings for 2020**

- Note that in-person meetings still on hold for next few months
- Friday, August 20, 2020: no meeting
- Friday, September 18, 2020: Potentially at new office at Charles Place and via Zoom.
  - Helen spoke to AIA and the building will be ready in September. Will depend on what COVID looks like in September if we were to use the space for our meeting. Helen will let everyone know about office/access/etc. She spoke with April who said she would be interested in using the space.
- Friday, October 16, 2020 – annual meeting
  - Helen suggested the possibility of offering law credits for the Peace Cross case, so we might not need to offer another law session.
  - The annual meeting will consist of the business meeting in the morning and an ethics workshop.
  - Would rather not do a full day meeting, instead, perhaps a once a month short series of webinars.
- Friday, November 20, 2020: TBD
- Thursday, December 17, 2020: ? Holiday gathering?

**3 Chapter Administration Issues:** Action Items – no action items at this time

**4 New Business**

4.1 **Status of center with AIA at Charles Place:** Helen to forward information that she has received.

- 4.2 **Annual Meeting – October 16, 2020:** Suggest we hold two sessions- one on Ethics and one on Law.
- Business meeting in the morning, inform membership of plans for 2021.
    - Helen to develop a workplan for 2021- hope to know more in a month or so about the pandemic.
  - Sessions
    - Definitely want to have an ethics session
      - Jacqui has offered to organize and deliver the content
      - Helen to reach out to Jacqui and Sharon Suarez about ethics.
    - Law session that Ohio State is hosting – advertise on the website, send out an email blast
  - Angie mentioned that the PA chapter is going all virtual as well and consequently have reduced their rates. We could cross promote PA chapter efforts
    - Helen to work with Angie and Andrew to promote
  - Helen to work with Joe/MDP for use of GoToWebinar: Joe will reserve the system and Helen to work with April to learn the system and host a practice.

- 4.3 **Other sessions for the membership from regional representatives?**
- Helen encourage reps to keep moving forward. We will have a resource in April to plan and promote things.

- 4.4 **Newsletter – Update from editors and meeting**
- Helen has been working with Sarah and Angie – we have decided to go to quarterly newsletters. It is key to establish themes for the newsletters. Want to send the first one out in September. We have a list of possible themes.
  - Olivia and Ashlee are the newsletter editors – Helen will reach out to them. She also wants to send out a notice to membership about article ideas.

**Committees –** we do not have an active communications or activities committee.

- Jacqui has done a lot of the activities committee work.
- Peter was the chair of the communications committee but since he will not be running for VP again, we will need to put out a notice for a new one.
  - Jim has volunteered to help out with the communications committee in September – Sarah also volunteered to help.

- 4.5 **Status of Business Manager Position-** April Smith vote reported
- Unanimous approval in online vote.
  - She has a start date of July 15<sup>th</sup> – Helen in the process of getting her a 6-month contract

#### **Misc. Discussion**

- Helen reported that we have closed the Chapter's PO Box – will be using the address at Charles Place as the official address for MD APA.
  - We will need to talk about signing the lease at the September meeting.
- Helen to work with April on the 2021 work program.
- Helen to send Andrew the password sheet for all social media.
- Helen brought up wanting to focus on succession planning- wants to get April working on this as well.
- New people coming on the board – Lauren to work with Chris to get Treasurer transition going
  - It was noted that Helen is still not on the bank account and that Jim is still on the account for now.
  - Chuck echoed that bank account access is key and that perhaps we need to keep a better list of past board member's information so that they can be contacted if we are having transition issues.
- Helen brought up that the PDO position may be coming open – she is going to check the bylaws and this is an appointed position.

- 5 **Treasurer's Report:** Provided ahead of meeting by Lauren.

- 6 **Committee Updates**
- 6.1 **EPG:** Jasmine – Not available.
- 6.2 **Activities:** Olivia – Not available.
- 6.3 **Communications:** Peter – Not available.

**Misc. Discussion**

- Helen will reach out to Olivia to see about her Farm event and when that could potentially happen.
- Lynda/Peter/Angie/Sarah will get together to discuss an online Happy Hour
- Joe mentioned that military planning job will be posted next week – he will also send the posting to Andrew for the website when it is ready.
- Chuck brought up that the Maryland Parks & Rec Association would like to initiate a Zoom call with leadership at both organizations to talk about mutual interests and potential partnerships.
  - Chuck reviews session eligibility for CE credits for the organization. Noted that it has been quiet through the spring and summer and the annual conference has been canceled.
- MD APA will need another student representative from Morgan State since April is now the business manager. Helen to work with Dr. Sen for suggestions on students.
  - Dr. Sen offered to send out a call for volunteers to see who was interested.
- Luke noted that the NPC virtual conference was successful and that the sessions are also available online. 25 students from the University of Maryland took advantage of the online conference format.

7 **Adjourn**

- Motion made by Lynda to adjourn meeting. Meeting adjourned at 10:53.

**ACTION ITEM SUMMARY**

1. Helen to reach out to Jacqui and Sharon about the Ethics course for the annual meeting.
2. Helen to work with Angie and Andrew to help cross promote some of the efforts that PA APA is hosting.
3. Helen to work with Joe/MDP for use of GoToWebinar: Joe will reserve the system and Helen to work with April to learn the system and host a practice.
4. Helen to work with April on the 2021 work program for MD APA.
5. Helen to send Andrew the password sheets for social media accounts.
6. Lynda/Peter/Angie/Sarah to work together to discuss an online Happy Hour
7. Helen to work with Dr. Sen re: new student representative from Morgan State.