



FINAL Minutes – July 16, 2021
Approved – September 17, 2021
MD APA Executive Committee Meeting

Time: 10:00 am- 11:00 am
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	Andrew Bernish
Sarah Diehl	Jacqui Rouse
April Smith	Alan Feinberg
Lynda Eisenberg	Sophie Kotzker
Dr. Siddhartha Sen	Jasmine Forbes
Steve O'Connor	

1.2 **Action on proposed agenda:** Sarah noted she had a few items to discuss on behalf of MDP/Joe. Per Helen can discuss now –

- YPT Baltimore Transportation Camp Update: Sarah has heard from YPT Board that they are re-thinking Transportation Camp to avoid large amounts of people gathered in a room all day; looking into a city scavenger hunt event that utilizes all modes of transportation/happy hour to close. Still planning on an October timeframe and will get back to Sarah with more details.
- From Joe: Laura Bachle of the Eastern Research Group may be interested in collaborating for a session during the annual meeting in October.
- Joe is also interested in MD APA developing a list of planning consultants that work in MD on the website. While we already post RFPs that are sent from jurisdictions on the site, there have been asks for such a list; this is something MDP cannot provide but MD APA would be a great platform to host this information.
 - Andrew, Alan, and Helen agreed that they liked this idea; there have been requests come through on the website for this kind of information. We will have to work out the logistics of keeping the consultant list up to date. It was also suggested that we expand the list to include consultants from neighboring states as there is often a lot of overlap.

1.3 **Minutes Approval for April/March/May/June 2021 Meeting**

- Minutes from March/April/May/June were all approved by consent. Sarah to send to Andrew to post on the website.

2 Housekeeping Issues

2.1 **Schedule and location of ExCom meetings for 2021**

- Reminder that there is no meeting in August.
 - Lynda will be hosting her *From Medical to Recreational Cannabis: Planning for Transition* webinar on August 11. Will be pushing out an email blast soon and will need to work with Holly Storck on securing CM Credits.
- Jacqui has secured the Pip Moyer center for the October 15 annual meeting.

- Group to discuss the December holiday gathering in September.

3 Chapter Administration Issues: Action Items

3.1 Treasurer proposal for AICP Exam Scholarship & Treasurer's Report Update: Chris unavailable.

- Jacqui noted she has met with Chris; he will be pulling together different standards for scholarships – she has not heard back from him yet.
 - Dr. Sen asked to see the draft language that was being put together for different scholarships; Morgan State is working on putting together a scholarship for alumni and is interested in the language.
- Although there still might be time for the current AICP exam cycle, targeting the May 2022 exam for scholarship opportunities.

3.2 Strategic Plan from 2019 update – David unavailable.

4 New Business

4.1 Election information for all Ex-Com members

- Helen noted we missed the deadline for getting bios to APA National; we will need to run our own this year. She has everyone's bios and information.
- Helen to send bios and other information to Sarah/April who will set up the Google Form.
- Plan to run election the first week of August and wrap everything up during the second week.

4.2 October Annual Meeting

- Confirmed for Annapolis on October 15. Helen will chair planning team and will talk with Chris about potential changes in dues.
- Helen hopes to use the meeting to hopefully recruit the next president and give a two-year synopsis.
- Other meeting ideas –
 - Public engagement/communication opportunities that Steve had brought up.
 - Potentially a Q&A element; Rich Hall may be available to help with this.
 - Online hearing logistics that Olivia mentioned last meeting.
 - Lynda noted the county attorney in Mt. Airy would have a lot of insight on legal aspects of post-COVID meeting attendance, will reach out.
 - Comprehensive Planning
 - Potentially offering ethics credit: Alan noted that his wife now works with Frederick City and has presented on ethics in the past. Helen to reach out to Sharon about potentially participating.
 - Eastern Research Group potentially interested in collaborating.
- Planning for a whole day (9-3) timeframe, would like to be able to get 3 or 4 credits out of it.
 - Will note in the save the date that we are open to other proposals.
- Jacqui noted that in the past we have had ~100 people there with no issues, do not need to set attendance limits as we have the whole room reserved. We have set an area up in the back for coffee and there is also a kitchen with resources. We have also allowed exhibit tables in the past, and they run along the wall.
- Sarah, Steve, and Helen will be on the planning committee. Jacqui offered to be point contact between Pip Moyer and MD APA.
- Helen also noted that all her recent meetings with National seem to focus greatly on equity and inclusion.
- Helen would like to get registration out by the beginning of September so that we have at least a 6-week lead time up to the event.

5 Regional Representative Reports

- 5.1 **Western Maryland** – Alan Feinberg
- Alan noted that he has had success with the Mid-Atlantic Planning Collaboration but is noticing there are difficulties in getting planners to connect with one another. We need to rethink how we deal with each other and the public. He noted that Virginia seems to have some different systems in place for communication and he will be working with them and WV APA. Welcomed others to join in on the conversation. He also noted that we need to begin to reach out to other professions.
- 5.2 **Statewide** – Vacant
- 5.3 **Baltimore** – Lynda Eisenberg
- Reminded everyone of her August 11 webinar; 2 speakers confirmed and there will possibly be a third.
- 5.4 **Eastern Shore** – Steve O’Connor
- 5.5 **Southern Maryland** – Olivia Vidotto unavailable.
- 5.6 **Committee Updates** – EPG: Jasmine Forbes
- Jasmine noted that there is nothing new to add; she is getting the group back up and running and planning for the fall. She is still thinking about whether she will be hosting the AICP study sessions.
- Miscellaneous**
- Reminder that the next meeting will be in Annapolis; will be in-person with call-in options available. Jacqui will reserve the conference room at Annapolis P&Z for 9/17.
- 6 **Adjourn:** Sarah motioned to adjourn at 10:55, Steve seconded.

ACTION ITEM SUMMARY

1. Sarah to send newly approved meeting minutes to Andrew to post on the website. *(Done)*
2. Helen to send Sarah/April bios and information for Chapter-hosted election. *(Done)*
3. Sarah to work with April to get election set up and sent out.
4. Lynda to work with Holly to get CM credits secured for August 11th webinar.
5. Helen to work with April to get registration set up for annual meeting.
6. Helen/Sarah/Steve to work on annual meeting logistics.
7. Jacqui to reserve conference room at Annapolis P&Z for 9/17 ExCom meeting.