



FINAL Minutes – June 18, 2021

**Approved – July 16, 2021**

MD APA Executive Committee Meeting

Time: 10:00 am- 11:15 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	Jacqui Rouse
David Levy	Joe Griffiths
Sarah Diehl	Dr. Siddhartha Sen
Chris Jakubiak	Jasmine Forbes

1.2 **Action on proposed agenda:** Sarah to discuss YPT Baltimore opportunity.

1.3 **Minutes Approval for April/March/May 2021 Meeting:** postponed; no quorum.

**2 Housekeeping Issues**

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

- October 15 Annual Meeting – Jacqui noted she has not heard back from Pip Moyer event center for the annual meeting; will be following up.
  - Helen proposed waiting for awards ceremony until next spring. Awards could include completed and adopted comprehensive plans (MD APA would put out a notice; jurisdiction would have to submit themselves for consideration). She has a list of award categories from the 2019 conference.

**2.2 Miscellaneous**

- Helen noted she still needs bios for upcoming election.
- Sarah provided a YPT Baltimore Transportation Camp update- they are looking for volunteers to help run the event day of, as well as marketing help. Have not pulled together sponsorship information at this time.
  - Sarah will send information about volunteer opportunities to Dr. Sen when it is available.

**3 Chapter Administration Issues:** Action Items

**3.1 Treasurer proposal for AICP Exam Scholarship & Treasurer’s Report**

- Chris noted there is an AICP scholarship in the budget, but it is not currently being used. Thought that after reading the criteria, it might not be what we are looking for and suggested we expand to reflect APA equity guidance (i.e., a possible application question could be the applicant responding to how the applicant is using equity principals in their work. This is something that should be celebrated). He also suggested scholarship award could be a part of the awards ceremony, more people might be inclined to celebrate it. We could also increase the number of awards. Chris added the there is a substantial amount of funding available for scholarship- we could create an endowment fund for an equity scholarship.
- Jacqui noted that scholarship information is being sent out, but we are not getting applicants. Need to figure out a better way to publicize and encourage people to apply.

- Helen added that she wants to make sure we are targeting students. Jacqui to look at a list of applicants in the past to see if there are trends.
- David questioned if the AICP scholarship and equity scholarship be done together or parallel?
- Jacqui suggested that we could reach out to planning directors with a pitch to encourage applications. Perhaps this is something that Joe could help with.
  - Helen suggested an AICP exam information session may also be helpful.

### **Treasurer's Report**

- Balance: \$113,974.72
- Checking: ~\$30,000
- Chris noted he has shifted money into savings; there was a debit this month for website hosting services.

### **3.2 Possibly set up a committee to review Strategic Plan and add Treasurer and Finance elements**

- Chris suggested creating an endowment fund, as we need to think long term about how we are managing the surplus. We could reduce membership fee or use the resources for development.
  - Noted the strategic plan does not say anything about using resources at the moment. Need a bigger picture discussion on how we are handling these resources and creating the chapter 20 years from now.
- David will be leading a committee to update the strategic plan- will look at finances, etc.
  - Would like to reach out to membership for inclusion in the committee. Helen noted April does the e-blast and can send out via MailChimp.
- Sarah noted strategic plan on the website is dated 2012; there are more current work programs. Joe cited strategic plan update meetings that were done a while ago with Jim.
  - Sarah to make sure full executive committee is a part of the Google Drive folder; will dig for an updated copy of the strategic plan. It was suggested to have existing members approve current strategic plan as a starting point and review from there.
- David to reach out to Jim and Peter to see where their strategic plan activities ended up.

### **Other Discussion**

- Jacqui asked if there are any social events being planned? Suggested a picnic/movie, etc. Encouraged regional representatives to host events in their areas.
- Helen reminded everyone to send information for upcoming election; noted Rich Hall will be the new statewide representative.
- Helen will be sending save the date for the October 15 conference.
- Joe added that MPCA is hosting annual conference in Solomons on October 26-27. Call for session proposals is out; will share information with the group.
  - Noted he and Olivia will be catching up regarding opportunities to collaborate with APA in Southern MD. While a reception might be difficult to coordinate perhaps could host a session, etc.
  - David added Rockville commissioners may be interested.
  - Joe added while they are striving for citizen planners to lead sessions, often times a lot of sessions end up being professional planners doing trainers for citizen planners.

## **4 New Business**

### **4.1 Election information for all Ex-Com members except Vice President, Treasurer, and Secretary**

- Helen is coordinating election activities.

## **5 Regional Representative Reports – not available on the call.**

## **6 Adjourn**

## **ACTION ITEM SUMMARY**

1. Jacqui to follow-up with the Pip Moyer about conference date.
2. David to form committee to look at the Chapter's Strategic Plan.
3. Sarah to add all Executive Committee members to the Google Drive.
4. Helen to coordinate save the date for October conference and election activities.