



FINAL Minutes – March 13, 2020

Approved – April 17, 2020

MD APA Executive Committee Meeting

Time: 10 am- 12 pm

Location: Skype Call

1 Call to Order: Helen Spinelli

1.1 Meeting was called to order at 10:00 AM with the following attendees:

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|------------------|----------------|
| Helen Spinelli | Alan Feinberg |
| Chuck Kines | Joe Griffiths |
| Stephen O'Connor | Jasmine Forbes |
| Sarah Diehl | Luke Benson |
| Angie Hernandez | Olivia Vidotto |
| Lauren Good | |

1.2 **Action on proposed agenda:** None

1.3 Minutes Approval from February 14, 2020 meeting

- Minutes approved unanimously

2 Housekeeping Issues

2.1 Schedule and location of ExCom meetings for 2020

- Note that in-person meetings could be on hold for the next few months, doubtful for Chapter Annual meeting in June, & APA National meeting in Houston
- September 18, 2020 meeting moved one week later to September 25, 2020
 - Annual meeting potentially held in the fall; Peter is checking on Howard County locations
- Sarah to send out additional meeting invites

3 Chapter Administration Issues: Action Items

3.1 2020 Budget Draft (sent separately)

- There has been concern that we are using old numbers for basis of decisions, Lauren has gone through and updated information and made sure that we have reconciled banking information.
- Revenues:
 - Receive quarterly dues from APA National: there is a tab on the budget spreadsheet for each year showing how much we are getting
 - For better accounting/reporting of when funds are coming in for different registrations, add line item (\$5500, amount based on Board recommendation).
 - Due to COVID 19, we should consider what we will be spending/bringing in – we can expect some revenue but not as much as usual
 - Helen added item 1070 to Budget: Chapter Presidents Council Grant that she wrote for travel to Houston conference

- Development of Reserve fund: in alignment with National recommendations to have 50% of operating budget in reserve. This has been transferred to savings. If we get to the point that we need to access, it is easy to transfer back out of savings.
- Total revenue and cash on hand: \$79,225.77 – this includes everything in all accounts and anticipated revenue for the year (but not savings).
- Expenditures
 - 2000 Communications
 - MeetUp Group: Sarah to add Helen to online platform
 - Survey Monkey: Decided to remove from budget
 - Facebook: Added back to budget (\$90) for outreach
 - 3000 Conferences/Training
 - National Planning Conference: \$3000 (Note that Helen will probably get reimbursed as conference has been canceled). APA National provides no funds for this, however you can apply for assistance
 - Leadership Meetings: Helen attends, there are 2 per year. Increase to \$1500 in the budget
 - Chapter Conference: will be none in 2020, no major expenditure there
 - 4000 Professional Development: usually partner with the National Capital Chapter. This offsets costs for members to attend AICP review, etc.
 - No changes in budget
 - Joe noted that MDP has an account to provide unlimited webinar credits. Possible to partner with MD APA to take advantage of (no cost to MD APA). MDP is able to self-certify credits- these can be in person or webinars.
 - Planning Webcast Series (\$150): through Ohio State - keep in budget
 - AICP Exam Scholarship (\$495): noted that the last time this was used was 2016/2017 – leave in budget
 - 5000 Higher Education Program Support: Salisbury/UMD not using, Morgan State is always using
 - Keep UMD at \$300
 - Decrease Salisbury to \$300
 - Increase Morgan State to \$1750: MSU uses the funding for lecture series, super juries, offsets to APA National Poster Presentation, if a student is going to a local conference, etc.
 - 6000 Executive Board Meeting Expenses
 - Decrease from \$1000 to \$800
 - \$500 for travel (especially since new meeting location in Baltimore)
 - \$300 for refreshments
 - Helen to draft a policy as to how these funds are to be used
 - 7000 Activities & Professional Development
 - Include \$1700 for annual meeting, based on previous meetings
 - Leave volunteer happy hours at \$100
 - Adjust Holiday Party to \$1300, based on previous
 - Board recommended addition of \$500 for AIA Lecture Series
 - 8000 Committee & Regional Support
 - Leave EPG at \$500
 - Regional Representative Support \$3000 (\$500 per rep.)
 - 9000 Association Support
 - No adjustment: keep support for the Maryland Planning Commissioners Association
 - 10000 Miscellaneous
 - Helen removed the \$400 for advocacy services, we are not using
 - Accountant services (\$1000) to remain as it is recommended to have account audit when new treasurer comes on board (Dec. 2020)
 - 1100 Contract Support

- Leave in for now
- Motion to approve budget as proposed and modified by Chuck, seconded by Olivia – approved unanimously

New Business

- 3.1.1.7 Annual Meeting- location and presentations
 - Peter found a place in Howard County (the Gateway) this is on hold pending if a meeting actually happens. Aiming for Fall 2020 (September)
 - Push discussion for next month about future event scheduling
- 3.1.1.9 Decide on a video conferencing format and software
 - Helen has looked into options:
 - Zoom: only allows 40 minute meetings
 - Lifesize meetup: \$6 a month
 - Google Hangout: Free – Helen to hopefully have this set up for the next meeting
- Miscellaneous
 - Trying to get a newsletter out next month
 - Let Helen know of any other ideas to engage membership
 - Possibility of a virtual annual meeting depending on circumstances
 - Bylaws Committee: can definitely work online and keep moving forward
 - Note that Peter will not be re-upping VP position

4 **Committee Updates:** None

5 **Adjourn**

- Unanimous approval for adjournment at 11:23

ACTION ITEM SUMMARY

1. Sarah to send out additional meeting invites for the remainder of 2020
2. Helen to get Google Hangouts set up for next meeting
3. Board to let Helen know of any other ideas to engage members virtually