



Final Minutes – March 31, 2023

Approved – May 5, 2023

MD APA Executive Committee Meeting

Time: 10:00 am- 11:00 am

Location: Zoom Call

1 Call to Order: Lynda Eisenberg

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

Lynda Eisenberg	Joe Griffiths
Sarah Diehl	Chris Jakubiak
Olivia Viodotto	Steve O'Connor
Sam Gordon	Maura Dwyer
Alan Feinberg	Jasmine Forbes
April Smith	Dr. Siddhartha Sen

1.2 **Action on proposed agenda:** Chris moved to approve agenda; Steve seconded. All in favor – motion passes.

1.3 **Approve outstanding minutes:** Steve motion to approve meeting minutes from February meeting; Chris seconded. All in favor – motion passes.

2 Housekeeping Issues

2.1 NPC23 Reception Update

- April designed MD APA information cards for the reception (~70 people registered so far); BMC has also contributed swag to add to the table.
- Lynda noted that she gave out all of the APA MD bags that we have had for years at a career day; also donated the 2010 bags to the Humane Society.
- Lynda encouraged those attending NPC23 to arrive at the reception around 5:00 on April 1 if able or willing to help with the event – she and Sarah are already signed up to volunteer.

2.2 NPC23 Student Support

- Sam Gordon and Maura Dwyer are attending from UMD on the MD APA scholarship; noted that there are other students coming from UMD as well.
- Sam and Maura will be putting together a write-up after the event from a student's perspective and will include pictures for MD APA to use in blog posts.

2.3 NPC23 Attendance at the Congress of the APA and Professional Development Course

- Lynda had nominated Sarah to attend; APA National has not sent out much information about the Congress meeting. Lynda will look into it when she gets to the conference and will let Sarah know.
- Since Jacqui is not attending the conference, Lynda will try to attend PDO course.

3 Chapter Administration Issues: Action Items

3.1 Website Updates- Assignments for Updates

- Lynda, Andrew, and April met to go over website; April will be updating executive board information on the site to include terms.

- Lynda encouraged students to let Chapter know what they would like to see on the site and what would be helpful.
- Overall need to look at committees and see what we have and what is needed.
 - Steve volunteered to take a look at what is there report back.
- Lynda asked group to review Chapter workplan (Sarah will send) before next meeting and be ready to have a discussion.
 - She is also going to go through the Annual Report and will report back; this is something that is supposed to be updated for National.
- Blog and Newsletter – do we want to keep this up?
 - Sarah suggested this would be a good thing for the communications committee to be in charge of
 - Joe noted these things are hard to keep updated; suggested we focus on republishing current articles that are being posted elsewhere as a place to start.
 - Was suggested to also loop in the work that students and professors are doing at universities.

4 **New Business**

4.1 **FAICP interest from membership- vote on letters of support**

- Jacqui has been working with Michael Bayer and Rich Hall on pursuing FAICP.
- Chapter would support (sign off on candidate; Michael and Rich would do all the legwork and also have a mentor to work with)
- Chris motioned to support Michael Bayer and Rich Hall on letters of support for FAICP; Olivia seconded. All in favor – motion passes.

4.2 **Vacant leadership roles – Election update**

- National has informed Lynda they will be reaching out with election information and will let Chapter know what positions are open. Lynda noted her term is until the end of the year as she is completing Helen’s term; would be willing to run for next term again.
- Discussion to add term limits to the website on executive board page.
- Lynda noted that Baltimore Metro rep position is vacant; Michael Bayer has been interested in this position and getting involved. President can nominate a candidate to fill a representative position mid cycle.
- Motion to add Michael Bayer to executive committee in Baltimore Metro rep role; Chris move; Olivia seconded. All in favor to fill the position – motion passes. Sarah will add Michael to future meetings.

4.3 **Nominating Committee**

- Not sure if this is something the Chapter can still do or needs.
- April to look into status of current positions and what vacancies there will be.
 - Steve and Olivia noted still interested in continuing in position; Alan is unsure but will gladly mentor a new Western MD rep. Chris noted there is a new planner in Emmitsburg who he will get in contact with Alan.

4.4 **Baltimore City’s Clean Corps Program**

- Baltimore City’s Clean Corps Program reached out about the Chapter posting a blog post or sponsoring an event.
 - The group thought this would be a good thing for the new Baltimore Metro Rep to pursue; agreed this could be a great blog post but wouldn’t need to be a full event. Chris mentioned it would be good for the Chapter to extend an invite to Baltimore City to be more involved with the Chapter. April to let Clean Corps know that Chapter will run a blog post and then start dialogue about getting more involved. Could also post information on the Chapter’s website.
- Potential event discussed at BMC – introduction to new Planning Secretary Flora. Alan suggested also inviting DHCD Secretary Day. Executive team to discuss more at the next meeting.

5 **Regional Representative Reports**

- 5.1 **MDP – Joe Griffiths**
- Joe noted that MDP is taking a deep dive look into many things; working on updating Annual Report templates, how comprehensive plans are reviewed, working on developing protocols for following up on annexations after they are reviewed.
 - There will be a session on annexations at the MML conference in June – hosted by Joe.
 - The next MPCA conference is in Kent Island in October; more details to come.
 - MDP is working on updating the Planning Commissioners Training Course with new laws and information.
 - MDP is also partnering with DHCD on a reporting template for Affirmatively Furthering Fair Housing – hope to be out in May.
 - Sarah is exploring ways to continue compatible use work with the Department of Commerce; Sarah is hosting a webinar next week with the Mid-Atlantic Planning Collaboration on compatible use planning in the mid-Atlantic region.
- 5.2 **Western Maryland – Alan Feinberg**
- Noted the Mid-Atlantic Planning Collaboration will have a booth at NPC23.
 - Still pursuing how to best create local planners’ groups in Western MD and advocated for citizens planning academies as a way to make sure people are informed.
- 5.3 **Statewide – Rich Hall not available**
- 5.4 **Baltimore – Vacant**
- 5.5 **Eastern Shore – Steve O’Connor**
- No major updates at the moment; still working to put together an event for the day before MACo conference. Was wondering if Secretary Flora would be at MACo, attendance at the planning event the day before would be a great way to meet local planners.
 - Steve will be at NPC23 with three staff members.
- 5.6 **Southern Maryland – Olivia Vidotto**
- Olivia will keep the group posted on her event plans; noted there are limited spaces and Serenity Farms is still an option, however Farming 4 Hunger is looking for other places to hold events.
- 5.7 **Committee Updates – EPG:**
- Dr Sen noted that Morgan State didn’t have students interested in attending NPC23. He is looking for a new student representative for MD APA and will share information on super jury when he has it.
 - Jasmine noted she is trying to get EPG up and running again; will catch up with UMD rep. She has drafted a mentorship program and will share with Chris, Lynda, and Alan to review.
 - Sam noted that UMD is also working on a student/alumni mentorship program and would be great to connect with Jasmine.
- 6 **Adjourn: 11:00**

ACTION ITEM SUMMARY

1. April, Lynda, and Andrew to continue work on website updates – term information to be added to executive board page.
2. April to look into board position status and what vacancies might be coming up.
3. Steve to look at Committees and report back.
4. ALL – review Chapter workplan
5. Lynda to review Annual Report and any requirements at next meeting.