



Final Minutes - March 15, 2024

Approved - April 19, 2024

MD APA Executive Committee Meeting

Time: 1:00 pm- 2:30 pm

Location: Virtual

**1 Call to Order:**

1.1 Meeting was called to order at 1:00 PM with the following attendees:

Lynda Eisenberg	April Smith
Sarah Diehl	Thomas Suchecki
Michael Bayer	Dr. Siddhartha Sen
Steve O'Connor	Jasmine Forbes
Olivia Vidotto	Alan Feinberg

1.2 **Action on proposed agenda:** None

1.3 **Approve outstanding minutes:** Approved January meeting minutes later in the meeting once a quorum was reached. Steve motioned to approve; Sarah seconded. All in favor.

**2 Housekeeping Issues**

2.1 **Treasurer's Report:** moved to end of meeting.

2.2 **PDO Report:** Need to advertise and recruit.

- Lynda noted that she has not been able to reach Jim Potter via email; Kim Gaines has expressed interest in being involved but she is not AICP (must be for PDO).
  - Sarah is going to see how we can get her involved with conference planning - Kim would be a good addition to the Recognition Committee.
- Announcement to go out about PDO role and include description of position as noted in bylaws. Sarah suggested targeting the people that signed up to volunteer during the November APA event .
- Need contact information for Jacqui to get any notes about the role from her. Michael might have her phone number; if not check with Rich or Helen.

2.3 **Annual Report – Progress**

- April has completed a draft report but is still waiting on information from the Exec Board. She will resend and add final information once received.

2.4 **Chapter Work Plan – Progress**

- Michael and Lynda to meet 3/22 and complete. April and Sarah also offered to help. Retreat type meeting to plan 2025 work plan targeted for the end of this year.

2.5 **Chapter Performance Criteria**

- Lynda has completed and submitted to National.

**3 Chapter Conference – Updates and Next Steps**

- October 20-22 at Turf Valley Resort in Ellicott City; jointly hosted by MD APA and the MPCA. Theme: Two Tracks, One Destination (speaking to the collaborative nature of citizen and professional planners).

- Conference planning committee has been meeting weekly with MPCA (Sarah, April, Michael, Steve, Alan, Joe)
- April has drafted Save the Dates; will be sent out soon once approved by MDP Communications team.
- Call for Sessions in draft and also working on sponsorship packages - will share with group when done.
- Subcommittees under development - other opportunities for other members of the Exec Board to get involved.
- Lynda noted the need for MOU with MPCA to solidify funding partnership. She will ask Joe about this, could perhaps collaborate with MDP's AG.

#### **4 Business**

4.1 **Budget review and approval:** moved to the end of the meeting.

#### 4.2 **Webpage Updates**

- Michael, Lynda, and April to continue to look through. Share updates with Andrew or April.

#### 4.3 **NPC24 - who is attending?**

- Lynda is attending as Chapter President, Jasmine and Andrew are also going.

#### **5 Regional Representative Reports**

- April suggested that representatives come up with two or three events they would like to host throughout the year and submit them to the group to help influence budgetary needs.

5.1 **MDP** – Joe Griffiths not available.

#### 5.2 **Western Maryland** – Alan Feinberg

- Alan noted there is no money in the budget for regional work; wants to continue to pursue smaller events that would not be as costly.
  - April suggested the regional reps come up with 2 or 3 events they want to accomplish with preliminary details to help inform the budget and to make sure the appropriate amount of money is allocated.
- Alan also noted he wants to continue to explore how we might strengthen the National Capital and Maryland Chapters through collaboration. The Mid-Atlantic Planning Collaborative has demonstrated this in the last three years. He suggested a committee including membership from both chapters to explore possibilities.

5.3 **Statewide** – Rich Hall not available.

#### 5.4 **Baltimore** – Michael Bayer

- We need to find a new Baltimore representative since Michael is now President-Elect.
- Michael noted Gerrit Knapp has reached out to see if MD APA would be help publicize upcoming smart growth event.
- He also noted the Greater Baltimore Wilderness Coalition is looking to plan a regional event of state and local planners to talk about green infrastructure, design permitting, etc. and there might be opportunities to participate.

#### 5.5 **Eastern Shore** – Steve O'Connor

- Steve is still looking to host a one-day event in Cecil County.

#### 5.6 **Southern Maryland** – Olivia Vidotto

- Olivia is planning her annual event with a new venue, a winery in northern Calvert county, for May 23. Olivia also hosted a Realtor session with the county. Planning and Zoning and Economic Development in Calvert County have four sessions planned for 2024; these workshops provide detailed information on county and state regulations, processes, and helpful tips for residential and commercial development.

#### 5.7 **Committee Updates** – EPG: Jasmine

- Jasmine attended Morgan State University's MAPS student group happy hour to meet students. She plans on reaching out to Thomas at UMD to do the same. She also noted there is interest in a mentorship program.

### **Budget Discussion**

- Michael noted the need to consider the cost for certifying AICP CM credits as a budget consideration. \$1,400 a year, would take hosting 14 credit events a year to break even. He is going to reach out to Holley Storck to see if she would be interested in the PDO position.
- Chris explained that the budget was kept mostly the same from the previous year. Unsure if there were any corporate sponsorships for this year.
  - \$30,770 in revenue
  - Student scholarship award was created but we didn't spend the money. The intent of this would be for a grad student in a planning program that was applying to a Maryland school.
  - Dr. Sen asked if there was a rationale to giving the schools the same amount of money, thought a school should be able to request more. He also noted there will be a new MSU rep at the next meeting.
  - Planning conference scholarships- group discussed instead of sending students to NPC, prioritize the chapter's conference instead.
  - Group discussed the MOU that MD APA will be solidifying with MPCA for the purposes of conference finances.
- Group discussed that conference funding would be coming out of savings for now.
- Steve motioned to approve budget; Michael seconded. All in favor. There was an understanding that the budget would be revisited at next meeting and there may be amendments but it was important to get base budget approved.

6 **Adjourn:** Alan motioned to adjourn; Chris seconded. Meeting adjourned at 2:30.