



FINAL Minutes – May 15, 2020

Approved – June 19, 2020

MD APA Executive Committee Meeting

Time: 10:00 am- 12:00 pm

Location: Zoom Call

1 Call to Order: Helen Spinelli

1.1 Meeting was called to order at 10:05 AM with the following attendees:

Helen Spinelli	Dr. Siddhartha Sen
Chuck Kines	Jasmine Forbes
Stephen O'Connor	Casey Dawkins
Sarah Diehl	Luke Benson
Joe Griffiths	Olivia Vidotto
Jacqui Rouse	Lynda Eisenberg
Alan Feinberg	Lauren Good
Andrew Bernish	Justin Fair

1.2 **Action on proposed agenda:** None

1.3 **Minutes Approval from April 17, 2020 meeting**

- Motion made by Lynda to approve minutes, Jacqui seconded, unanimous approval.

2 Housekeeping Issues

2.1 **Schedule and location of ExCom meetings for 2020**

- Note that in-person meetings still on hold for next few months
- Next Meeting: Friday, June 19, 2020: Zoom
- Friday, July 17, 2020: Zoom
- Friday, August 20, 2020: no meeting
- Friday, September 18, 202 TBD
- Friday, October 16, 2020 – annual meeting? Howard County? Virtual?

October Meeting Discussion

- Helen has talked to Peter, who is looking into a location in Howard County for an in-person annual meeting. She has not heard back from him. Helen questioned whether or not we should take a parallel path: both in person and virtual options.
- Lynda raised concerns about in-person option, while decision would have to be made on state phasing, it might be better just to focus our efforts on the virtual environment. Olivia agreed, also bringing up that this would help us save money on food costs, etc. Jacqui mentioned that the National Capital chapter has already begun their conference planning efforts and are planning for a full virtual conference.
- There is no conflict with proposed date and MD Planning Commission meeting, there may be a conflict with the Baltimore Regional Transportation Elected Officials Meeting

- Do we charge a fee for a virtual annual meeting? Per Lauren, the main reason for a charge in the past was for breakfast and lunch.
- Chuck mentioned that he had attended NPC at Home and that Zoom was set up in a different way as a webinar so that you could only see presenters, raise hand, or ask questions. Only the presenter was able to see the questions. This worked well, we would need a professional account.
 - Andrew and Steve will help Helen figure out Zoom.
- Alan brought up that he had also attended several successful Zoom meetings, particularly with planners in West Virginia. While they are strained for resources, they have reached out to him for collaboration opportunities. Perhaps we should also add Delaware into the mix.
- GoToWebinar: Per Joe, the MD Dept. of Planning uses this as their preferred method, the program provides good control to presenters.
 - He has talked with Jesse Richardson about potentially working with them and helping out with virtual meeting- perhaps over the summer to practice and then help to continue to supplement a digital conference. MDP has an account with unlimited CM credits and has been deploying them through GoToWebinar. Helen to follow up about potential partnership between MDP, MD APA, and WV Land Use Law Clinic.
 - Per Joe, MDP has communications group to help facilitate the GoToWebinar setup.
- Jacqui to reach out to Mark at National Capital Chapter to see what they are using for the annual meeting and make sure they do not schedule for the same day. Andrew noted that they have also postponed their Awards Ceremony.
- Sponsorship Opportunity: National Capital is offering a webinar through the Ohio series (2019 Peace Cross Case in PG County) and want the MD Chapter to co-sponsor. Helen would like specific details.
 - Jacqui to follow up to see what is involved with a co-sponsorship.
- Perhaps the theme for the virtual meeting could be “Going Virtual” – how this affects the census count, etc. Steve also mentioned discussing how the pandemic affects broadband, how to conduct public meetings, looking at the broader picture. Should we do preregistration to see how many people are coming? Can we use MDP’s GoToWebinar account for the meeting to save the cost?
- Per Alan, business model of APA needs to change to be able to work virtually. More people need to be more comfortable about what planning is and not just acronyms. Broader understanding of how we live together in communities is key.
- Joe thinks that there might be an opportunity to use MDP’s GoToWebinar account – he will reach out to communications team and his supervisor to discuss.
- Opportunities for collaboration: WV, Citizen Planners, National Capital chapter...
 - Subcommittee for Annual Meeting: Joe volunteered to lead, with assistance from Chuck, Helen, Steve. Alan (had left call) but would probably also be interested. We should include a student rep. of some kind on this subcommittee.

3 **Chapter Administration Issues:** Action Items – no action items at this time

4 **New Business**

4.1 **Annual Meeting:** planning for virtual.

4.2 **Newsletter** – send call for articles and do updates

- If anyone has any ideas/links to articles to include in the newsletter, let Helen know.

5 **Treasurer's Report:** Lauren

- Opening balance: \$52,359, there were a few expenses/deposits over the month
- Savings increased due to interest.
- \$30,000 in reserve savings, total \$93,929.
- Hiring discussion: per Chuck this person should be digitally oriented.
 - Helen to look at RFPs – should go ahead and interview April, ask about digital aspects specifically.
 - Before interview, Helen to check with her and make sure that she anticipates being around Baltimore for the next year or so. (Lynda, Sarah, Steve, and Helen on interview committee)
 - Per Chuck, if she is doing a lot of digital things, she could be anywhere

6 **Committee Updates**

6.1 **EPG:** Jasmine

- Currently scheduling a meeting to get everyone back together, looking towards other EPG groups to see what they are doing.
- AICP study sessions going well – a few more people have joined.
- Chuck brought up setting up a mentoring program call with Jasmine. Could get someone in the planning world who is in the position of hiring to provide advice to new grads, those looking to switch jobs, etc. Over the summer would be a good time to do this.
 - Helen suggested Jim Potter (former MD APA President) who has both private and public sector experience. He has mentored her classes.
 - She will check with him to see if he has time, will send contact information to Chuck and Jasmine.
 - Casey added that current students would also be interested in participating.
- Helen to look into the Ambassador Program.

7 **Adjourn**

- Meeting adjourned at 11:15.

ACTION ITEM SUMMARY

1. Jacqui to reach out to Mark at National Capital Chapter to see what they are using for the annual meeting.
2. Jacqui to reach out to National Capital chapter and see what is involved with a co-sponsorship re: webinar.
3. Joe to check in with his communications team and supervisor to discuss opportunity to use MDP's GoToWebinar account.
4. Helen to look into business manager RFP and check with April about where she plans to be over the next year.
5. Chuck and Jasmine to set up a call to discuss the mentoring program.
6. Helen to check in with Jim Potter about involvement with mentoring program and will send his contact information to Chuck and Jasmine.
7. Helen to look into the Ambassador Program.