



FINAL Minutes – May 21, 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	Lynda Eisenberg
Steve O'Connor	Dr. Siddhartha Sen
Sarah Diehl	Sophie Mae Kotzker
Joe Griffiths	Olivia Vidotto
Chris Jakubiak	

**1.2 Action on proposed agenda:**

- Sarah asked to add an agenda item regarding a collaboration opportunity with YPT Baltimore.
- Dr. Sen had a question about Morgan State students' options to use APA MD funding to buy textbooks. In previous years, students have bought books and sent receipts; was wondering about distributing money cards.
  - Per Chris, it is an amount set aside and it doesn't matter what format as long as managed properly. Doesn't see an issue with cards; will offline conversation.

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

**2 Housekeeping Issues**

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

- Helen will come up with a schedule for the October annual meeting and will touch base with Jacqui about site in Annapolis, considering in-person and virtual options.

**3 Chapter Administration Issues:** Action Items – None

**4 New Business**

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

- Per Helen, no one has stepped up for statewide representative or President-elect. We can run a special election if something pops up. Social media posts have been out but no interest.
  - Elections will run without president elect, everyone else running again. Helen has reached out to a couple of people she knew, but they do not have the available time.
- Chris asked if current members on the Executive Committee step-up or be nominated?
  - Per Helen yes, talk to Helen if interested. She also noted April has been a great resource.
  - Helen needs information in June, just redate your bio if the same as last time ASAP.

5 **APA Notice on CM Credits**

- Helen noted this is something we will have to address and include in our CM offerings; Helen to continue to work on.

6 **PDO & Regional Representative Reports**

**PDO-** Jacqui unavailable

6.1 **Western Maryland:** Alan Feinberg unavailable

6.2 **Statewide:**

- Currently vacant. Helen noted that Rich Hall would come back if no one stepped up.

6.3 **Baltimore: Lynda Eisenberg**

- Lynda noted progress she has made with her Planning & Cannabis webinar:
  - Working to secure 2-3 speakers:
    - Lawyer who specializes in medical and criminal marijuana law and also the transition to the recreational side.
    - Planner in Wheat Ridge City, CO- catching up with her on Monday to see what it has meant for the town.
    - Also reaching out to a producer and seller to talk about obstacles and barriers.
  - Thinking about CM credits- planning on a Zoom or GoToWebinar in late July/early August. Could she possibly use MDP's GoToWebinar?
    - Per Joe, subject matter could make it iffy; should pursue other options.
    - Helen noted that as long as we have speaker bios and what they are presenting on, we can submit to Holly for CM credits. CM credits depend on length of the presentation and include Q&A section if applicable. MD APA is self-certifying; members can search on the website.
  - Lynda would like start advertising ASAP.
    - Helen added MD APA can send out an Eventbrite invitation, just need details and will send. 6 weeks before the event is a good time to start advertising. We can send out information via MailChimp as well.
- Olivia asked if because there is a lawyer presenting, can we offer law credits?
  - Helen and Lynda were supportive.
- Lynda – if three speakers, 20 mins each- looking at an hour/hour and a half long session.
  - Helen added we cannot offer a full law credit if only a 20-minute presentation: might need to do at least a 30 mins for .5 law credits.
- Lynda proposed Wednesday, August 11 (6:30 -8)?
  - Steve noted there will probably be more participation during the day.
  - Lynda will propose a couple of times to her speakers and get back to the group.
- Helen to touch base with April about getting a newsletter out and can highlight opportunity there.

6.4 **Eastern Shore – Steve O'Connor**

- Steve noted no significant progress – looking into best practices of increasing public participation. He mentioned Rich Hall as a possible presenter; he has done great presentation for WILMAPCO.
- Helen will also reach out to Rich – looking at September timeframe before the annual meeting.

6.5 **Southern Maryland: Olivia Vidotto**

- Olivia mentioned about reaching out for a virtual gathering in the fall- maybe in person at this point.
- She also noted potential collaboration with the MPCA meeting that is in Solomons on October 26/27.
  - Per Joe, still working on registration. Requests for proposals went out this week. Due 7/2, welcome all topics.

- Joe also noted that MPCA is hosting a mastering the master plan workshop 7/16. Will be using GoToWebinar and working internally to get MPCA and MDP staff involved.
  - APA could help spread the word - registration is free.
  - If anyone knows of a citizen planner in your jurisdiction with experience in comprehensive planning, let him know. Joe is primary organizer.
- Olivia noted potentially hosting a credit event at the same time or after the MPCA meeting.
  - Olivia and Joe to catch up- let her know if anyone else has thoughts on doing a combination event.
  - Helen added Jim Lewis is a citizen planner ag extension officer in Caroline County who was part of future farmers group. He is an active farmer and joined planning commission- works for UMD Ag Extension and would be great addition to the workshop.
    - Helen to send contact info to Joe.
- Sarah noted she is hosting a Compatible Use webinar on July 22 (10-11:30) in collaboration with the Mid-Atlantic Planning Collaboration. She will send information once available.

## 7 **Treasurer's Report: Chris Jakubiak**

- Chris noted Chapter dues were transferred again from APA National: \$7,500\$ into revenue.
  - \$1,254 in expenses for the month: CM provider registration fee.
  - \$80,000+ in checking.
  - Chris added he would like to move about \$40,000 from checking into savings- savings interest is meager but at least it is something.
- Chris also noted we maintain 50-100 percent of operating budget as a reserve: we have over 100% of budget as a reserve right now, so are in full compliance.
  - We have a considerable amount of funds available in the account – Chris would like to add an agenda item to discuss longer term planning for the money we have in the account, potentially moving the funds into an interest-bearing account.
  - Would also like to talk about where we want to be in 20 years: what sort of things are we looking to want to fund and where are priorities might be given that we operate with a surplus. Maybe we should reduce dues since we have a surplus, etc.
    - Per Helen – dues were raised by 2 previous boards (had a conference where we lost a lot of money) but think we should talk about long-range objectives in terms of budget. Helen does not think revenues have changed in terms of membership since COVID, she was expecting to get a big hit, but we haven't – perhaps talk about this next month as well.
- Diversity AICP exam scholarship- Chris asked if we have received any applicants? We have enough for two scholarships, and this is something we should revisit. Perhaps as a scholarship requirement, we add criteria that applicant must show that they have a demonstrated commitment to equity.
  - Helen noted we did have a couple of people apply; all of this goes through Jacqui. She was reviewing applications and Helen to touch base with Jacqui about status.
- Chris also noted that he has not received any invoices from April.
  - Per Helen, she sends them all at once. April has been posting on Facebook and Instagram and has put together the newsletter (looking at another in July). Flexible in terms of payment.

## **Additional Agenda Item: MD APA collaboration with YPT Baltimore**

- Sarah noted she has been contacted by YPT Baltimore: the new board is interested in bringing back Transportation Camp in September(ish) timeframe. Looking for more organizing power and volunteers to get it set up, promoted, etc. Looking to have a kickoff meeting with other prospective organizations/volunteers sometime soon. She will attend.
- Helen added MD APA would be agreeable to sponsoring.
- Sarah to send additional details to Dr. Sen/Jasmine to engage with MSU students and the rest of the ExComm when available.

## 8 **Committee Updates:**

8.1 **EPG:** Jasmine unavailable.

9 **Adjourn 11:15**

**ACTION ITEM SUMMARY**

1. Helen to develop a schedule for the October annual meeting and touch base with Jacqui about in-person site in Annapolis.
2. Helen to touch base with April re: promoting Lynda's Planning & Cannabis webinar and Sarah's Compatible Use Webinar in July newsletter.
3. Helen to reach out to Rich Hall re: involvement in event that Steve is planning.
4. Olivia to catch up with Joe about potentially hosting an event in conjunction with the MPCA October meeting in Solomons.
5. Helen to send Jim Lewis' contact information to Joe.
6. Sarah to report back to group with YPT Baltimore Transportation Camp opportunity.