



Final Minutes – May 5, 2023
Approved – November 3, 2023

MD APA Executive Committee Meeting

Time: 10:00 am- 12:00 am
Location: Annapolis Planning and Zoning & Virtual

1 **Call to Order:** Lynda Eisenberg

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

In-person	Virtual
Lynda Eisenberg	Rich Hall
Sarah Diehl	Andrew Bernish
Joe Griffiths	Alan Feinberg
Chris Jakubiak	Najila Ahsan
Steve O’Connor	Vanessa Moreno
Jim Palma	
Michael Bayer	
Jacqui Rouse	

Chapter Leadership & Miscellaneous Discussion

- Materials for National APA election cycle are due June 25th, election is in the fall. MD APA has missed the nomination timeframe and will need to submit names for ballot this cycle.
- Positions up for election: secretary, vice president, and treasurer.
 - Executive committee (impromptu Nominating Committee) agreed to nominate Chris (treasurer), Sarah (vice president) and Najila (secretary).
 - Alan had invited Najila and Vanessa to meeting – were interested in getting involved with the Chapter. Najila is a planner in Emmitsburg.
 - Sarah will be following up with Najila and Vanessa with more information about the Chapter and potential ways to get involved.
- President-Elect: Michael expressed interest in president-elect position but would like to get settled in Baltimore-metro role first.
 - Will reassess next year and Chapter can hold a special election if still interested.
- Jacqui noted that Jim Potter has reached out about being more engaged with the Chapter. She added that she will be retiring this summer and stepping down from PDO role. Chapter to consider Jim to take over that role – Jacqui to discuss with Jim.
- Bylaw discussion: bylaws amendments can be proposed by executive committee or petition; amendments need filed by sponsor to chapter secretary who will submit to National for determination of consistency prior to adoption. Chapter to potentially consider bylaws as part of new/future workplan.

1.2 **Action on proposed agenda:** None

1.3 **Approve outstanding minutes:** moved to end of meeting.

2 Housekeeping Issues

2.1 NPC23 Conference Recap

- Joint reception with National Capital Chapter was a success; conference was in a great location and well attended by Maryland planners.
- Discussion re: need for new Chapter promotional materials (t-shirts, tablecloths, pins, banner, etc.) Lynda/Sarah/April to coordinate for future events.

2.1 UMD Student Blog Post

- Sarah will follow up with Sam Gordon (UMD representative) and ask for blog post by Friday, May 12th to include in upcoming communications.

3 Chapter Administration Issues: Action Items

3.1 Candidates and National General Election – slate of candidates due by June 25th to be put on national ballot.

- See above discussion.

4 New Business

4.1 Meeting with Secretary Flora and Wiedefeld in June

- Thursday, June 15th at Baltimore Metropolitan Council (1500 Whetstone Way, Suite 300, Baltimore)
- Executive Committee decided on \$5 registration fee; will benefit student scholarship fund.
- Timing: doors at 5:30, event 6-7, potential social at nearby restaurant after
 - In lieu of serving alcohol, Chapter to pre-pay for drinks ahead of time at restaurant and will be offering participants a drink ticket.
 - Catering: appetizers, desserts
 - Will accept registration at the door.
- Event to be a meet and greet with Secretary Flora (MDP) and Secretary Wiedefeld (MDOT) and offer a chance for Secretaries to share goals/objectives, initiatives, and how that relates back to planning.
 - Joe noted that agencies have to submit a strategic plan by the end of June; could be a good talking point.
 - Alan suggested engaging Jake Day (DHCD) on event. Group decided it would be a great idea to engage in future events (potential housing symposium, annual meeting, event similar to MEDA meet and greet, etc.)
 - Could also be an opportunity for Secretaries to hear feedback from participants.
 - Lynda to finalize agenda, share with group, and share with Secretaries to confirm in advance of event.
- Lynda/April/Sarah work on getting save the dates out and Eventbrite signup out week of 5/8.

4.2 Summer MACo Meeting

- Steve is thinking about ways to engage planners headed to MACo (Ocean City, August), ideally the Wednesday before the start of the conference.
 - Rich noted that planning directors make up the majority of the planners that attend MACo as the primary draw is political.
 - Potential to use an event like this to help with visibility with planning directors across the state.
 - The Chapter decided to hold this idea until next year and potentially be a part of MACo and MML conferences. Logistically need more time to be able to engage this broader audience and get on their radar.
- In lieu of summer MACo meeting, Lynda suggested focusing an event on the new Great Wolf Lodge in Perryville.
 - Steve knows the director and will reach out and discuss opportunity for a fall event.
- Other event ideas: Jacqui also suggested organizing a bus tour of some sort.

4.3 **Status of MD APA committee research-** see workplan discussion.

4.4 **Chapter Workplan and Annual Reporting**

- Michael volunteered to lead the workplan effort; Joe and Sarah offered to help.
- Potential things discussed to consider in the new workplan:
 - Outreach
 - Succession Planning – storage plans, PO box, etc.
 - 2024 MD APA Conference
 - Awards Committee
 - Bylaws
 - Annual Meeting/Awards celebration – early December.
 - Awards committee will need to get organized quickly as we will need to announce call for submissions June timeframe. Group also discussed facilitating recognitions (similar to what MPCA does) instead of awards.
 - Awards categories from 2019 seem still applicable, group to revisit.
 - Jacqui suggested expanding the outstanding planner category to target each region.
- Annual reporting: Lynda asked Sarah and April to assist with getting reporting back on track.

Miscellaneous Discussion/Treasurer’s Report

- Jacqui suggested the Chapter come up with three or so major priorities to focus on, particularly since we are almost half way through the year. Priorities discussed:
 - Workplan/Annual Reporting
 - Reviving committees
 - Awards/Annual Meeting
- March meeting minutes were approved.
- Chris noted MD APA has set up a new account with Chase Bank – easier to manage; transferred \$25,000 to the account for now. M&T is still the primary checking and savings but Chris will be working with Helen over the course of the year to close that account and transfer everything to Chase.
- Chapter has \$133,362 in all accounts.
- Chris added the Chapter received \$7,700 from APA National for membership dues; this is an increase from past amounts.

5 **Regional Representative Reports – on hold until next meeting (June 16th)**

6 **Adjourn: 12:00**

ACTION ITEM SUMMARY

1. Sarah will be following up with Najila and Vanessa with more information about the Chapter and potential ways to get involved.
2. Chapter to submit election information to APA National by June 25th.
3. Jacqui to reach out to Jim Potter re: PDO role.
4. Sarah will follow up with Sam and ask for NPC23 blog post by Friday, May 12th. (DONE)
5. Lynda/April/Sarah work on getting save the dates out and Eventbrite signup out week of 5/8 for BMC event; Lynda to finalize agenda.
6. Steve to reach out to Great Wolf Lodge about a possible event.
7. Michael to lead workplan effort; Lynda to lead annual reporting update.