



DRAFT Minutes – November 20, 2020

Approved – January 22, 2021

MD APA Executive Committee Meeting

Time: 10:00 am- 11:30 pm

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	Joe Griffiths
Sarah Diehl	David Levy
Chuck Kines	Jacqui Rouse
Alan Feinberg	April Smith
Angie Hernandez	Andrew Bernish
Casey Dawkins	Olivia Vidotto
Kristen Hoover	Lynda Eisenberg
Dr. Siddhartha Sen	Jasmine Forbes
Luke Benson	

1.2 **Action on proposed agenda:** None

1.3 Minutes Approval for July and September Meetings

- Motion made by Chuck to approve July minutes; Olivia seconded - unanimous approval.
- Motion made by Olivia to approve September minutes; Chuck seconded – unanimous approval.

2 Housekeeping Issues

2.1 Schedule and location of ExCom meetings for 2020-2021

- Thursday, December 17, 2020 – group decided to skip December meeting, no pressing matters.
- Friday, January 15, 2021 – Zoom meeting
- Friday, February 19, 2021 – Zoom meeting

3 Chapter Administration Issues:

3.1 **Review contract for Business Manager for 2021** – Helen to continue working on and will send out.

4 New Business

4.1 Co-sponsor opportunity with Chesapeake Bay Program for 3 workshops on Water Quality and Comprehensive Plans

- Helen has been working with Gina Hunt from DNR to organize; if MD APA co-sponsors we can offer CM credits – but should not be any expense to MD APA. Events to be held in MD, PA, and DC.
- Helen to send Andrew the outline for workshops to pass on to National Capital chapter.
- Lynda has contacts in PA to help spread the word.

- Lynda made motion to co-sponsor, Sarah seconded – unanimous approval.

4.2 **Other sessions for the membership from regional representatives?**

- Alan noted the success of prior November sessions on law, ethics, and ordinances. He mentioned an upcoming session on citizen engagement and re-energizing communication amongst people. He has been busy focusing on east sides of towns and looking to spread information to decision makers; planning on reaching out to contacts in Western MD.
 - Chuck brought up Terrapin Run – what is going on with it/an update would be interesting to include in the newsletter.
 - Per Helen, has found out from Rich Hall that property is still owned, the lawsuit has not been settled – the project cannot happen where proposed due to lack of consistency in plans.
 - Helen to touch base again with Rich re: project; Alan to also reach out with his contacts.
- Alan also noted that he is still interested in Citizen Planning Academies and will keep working on that.
 - Joe noted that MDP also has interest; develop a train the trainer sort of resource.
 - Helen added that she would like to focus these on rural areas, as that is where the biggest challenges are with small towns.
- Angie suggested MD APA hosting a Zoom meeting opportunity as a safe space for members to talk about hot topic issues planners are facing.
- Upcoming Work Plan: Helen and Chuck to begin working on this and want to include membership survey – when is the last time this has been done? Sarah to dig through the Google Drive and try to find the last one.
- Chuck mentioned Montgomery County’s Thrive 2050 and the two major themes that have come out of that: One being the big focus on affordable housing (how do we provide for it? How do we avoid pricing out?) and two, equitable community engagement (engaging populations that don’t have time or the means to participate in the planning process). Perhaps we could pull together a session on this.
 - David questioned the role of the plan on the affordable housing side of things.
 - Joe mentioned HB 1045 that went into effect in June; develops affordable housing guidelines that continue to be refined.
 - Helen suggested engaging Justin Fair and his work on affordable housing. Dr. Sen will introduce Justin to Chuck.

4.3 **Newsletter** – Update on next edition

4.4 **Business Manager Report** – April Smith

- Annual Meeting Stats: 79 RSVP’d, 56 attendees overall. In the process of sending thank you notes to presenters.
- Looking to send out member spotlight link – have not gotten many responses from people wanting to self-nominate from the last newsletter. Will continue to tap people into it in the meantime.
- Sharing Morgan State lecture series events on social media
- Currently working on upcoming newsletter. Reach out if any suggestions for the newsletter.

5 **Treasurer’s Report:** Provided ahead of meeting by Lauren.

6 **Committee Updates**

6.1 **EPG:** Jasmine

- Justin Fair has put together a Who’s Who in Planning in Maryland Google Form for networking opportunities. Jasmine encourage the board members to fill out the form.
 - Link to Google Form: <https://docs.google.com/forms/d/e/1FAIpQLSfqGDf3FXeipzQefM-DU5AYcgm-xZ0hq--6mlwJz7lfw5m25w/viewform?vc=0&c=0&w=1&flr=0&gxids=7628>
 - Existing Public Directory: <https://airtable.com/shryryb8L6vils1Bq/tblZ6VZ7cU0EIVLKS>

- Mentoring: having an issue finding mentors. Looks like only one person in MD has signed up to be mentor within the APA database. EPG talking about putting together and application for mentee to fill out and gather information concerning specific areas they are looking for.
- EPG currently working on plans for next year.
- Jasmine to send Andrew link to EPG website to make it more prominent on MD APA website.

6.2 **Activities:** Olivia

- Hopeful that by May she can hold her event, continue moving forward with it.
- Would like to do something for Southern MD via zoom etc. in the meantime. – let her know of any ideas.
- Helen to email her contact at QACTV about content.

6.3 **Communications:** Peter – not available

Miscellaneous Discussion

- Helen and Chuck to begin working on plans for the next Annual Meeting (host in June 2021). Exploring in person (park setting) and virtual options.
- April had a question regarding the role of the student representatives: per Helen, the student rep. is to update classmates on MD APA events and also inform us about how things are going in their schools and what might be going on (lecture series, etc.) She wants to help make sure students understand how important AICP certification is for their careers and offer support. MD APA has also partnered with schools to provide assistance in attending the National Meeting.
- Helen also noted that she will be drafting new budget for next year and that not all funds were expended this year – will be carrying them forward into the next year.

7 **Adjourn**

- Meeting adjourned at 11:30.

ACTION ITEM SUMMARY

1. Sarah and Helen to work on pulling together annual meeting summary: work with April to get copy of NDC presentation
2. Helen to send out Business Manager contract for 2021 when ready.
3. Helen to send Andrew outlines for workshops with the Chesapeake Bay Program.
4. Sarah to find last membership survey and send to Helen.
5. Dr. Sen to introduce Justin Fair to Chuck re: affordable housing.
6. Jasmine to send Andrew link to EPG website to make it more prominent on MD APA website.