



Final Minutes – November 4, 2022  
Approved – February 17, 2023  
MD APA Executive Committee Meeting

Time: 10:00 am- 11:20 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     |
| Sarah Diehl    | Alan Feinberg       |
| Steve O’Connor | Andrew Bernish      |
| April Smith    | Olivia Viodotto     |
| Chris Jakubiak | Jim Palma           |
| Joe Griffiths  | Dr. Siddhartha Sen  |
| Jacqui Rouse   | Pamela Nkwantabisah |

1.2 **Action on proposed agenda:** None

1.3 **Approve outstanding minutes:** discussed later

**2 Housekeeping Issues**

**2.1 Schedule and location of ExCom meetings for 2022 –**

- For the holiday gathering, Helen proposed a lunch gathering for the Executive Committee. Added that ExCom members could consider bringing a guest who might be interested in filling one of the vacant board positions – Baltimore Metro area representative, Vice President, and President-elect.
- Location in Anne Arundel County/Laurel area; Lynda suggested Wednesdays or Fridays.
- Sarah to send out a Doodle poll to help determine the best date.

**3 Chapter Administration Issues:** Action Items

**3.1 Discuss an agreement with Maryland Planning Commissioners Association for sharing support staff- vote on whether to proceed**

- Helen, Lynda, and Joe had met earlier in the month to talk about staff sharing opportunities with MPCA; sample contract had been sent beforehand.
- Lynda noted that as she will be new to the President position, she was unsure how this would go; there are unknowns with payment and contract set up, how to divide work between two organizations, etc. Added that it may be better to revisit this after the Chapter picks up activities post-Covid.
- Joe added that MPCA understands and that there is still promise in this and would like to continue to explore this opportunity in the future and work together to perhaps plan a larger conference supportive of a larger community.
- **Motion:** Lynda motioned that at this time MD APA does not share business manager resources with MPCA; Chris seconded.

- Discussion: Alan added that we should amend this to continuing to build a relationship with MPCA over the next year and then decide.
- Approved amendment: to maintain an ongoing relationship with MPCA and then head towards a joint sharing of resources.
  - Discussion: Jacqui was supportive of shared staff, asked what the perceived impediments may be. Lynda noted that a shared contract between two organizations could be difficult, how checks are written, and that we need to come up with a contract that fits both sides. It is premature to make this move.
  - Olivia noted that she appreciated where Lynda was coming from and suggested putting a timeframe on it. Thought we should revisit this in six months; thought the chapter may have done something like this before and the logistics did not have to be so difficult.
  - Joe added that the MPCA has never had paid staff; original thought was that there would be a MOU with MD APA, MPCA would pay MD APA for staff hours while working with MPCA, and the check to the employee would come from MD APA.
  - Alan thought we should keep working on this in the background; Sarah agreed there are a lot of great resources to help keep this moving.
- **Motion:** MD APA will not engage with MPCA on shared staff this year with the amendment to revisit next year (2023) and explore capacity for both organizations to work together.
  - Motion passes, all in favor. MD APA will organize a small committee to keep working on this moving forward.

### 3.2 **Proceed with MD APA Chapter Business Manager for next year – decide on RFP or engage current Part-time Business Manager**

- Helen noted she wanted to make sure Lynda has help in place when she takes over as President.
  - Sarah added she thought MD APA should continue as we are currently functioning with Business Manager contract and make decisions down the road (particularly considering MPCA collaboration). Lynda agreed.
  - Per Helen, the previous Business Manager contract has been extended and she will check in with April to see what her plans are.

## 4 **New Business**

### 4.1 **Transition of leadership – Helen**

- Helen to work with APA National on transition paperwork to get Lynda on all of the accounts and set up with other responsibilities.

### 4.2 **Report on ideas for workshops – Steve**

- Feedback that Steve collected from the MD APA social gathering is attached at the end of this document.

## 5 **Regional Representative Reports**

### 5.1 **MDP – Joe Griffiths**

- MDP is trying to publish the Compatible Use website by Veterans Day per request from the Governor's Office; MPCA conference was last week in Frederick. There is a Brownfields conference coming up.
- HB90 goes into effect next year, MDP continues to partner with DHCD on this. MDP continues work on growth model and development capacity analysis and finalizing annual reports. There is a change in administration coming up.
- Staffing: Infrastructure and Development Manager recently resigned and there continues to be openings in the GDA unit.
- DHCD recently announced latest grant funding a few weeks ago.

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

- Alan noted that we need to start focusing on localities and citizen planners – wants to start CPA in Frostburg, Hagerstown, and Frederick to make those connections. He has talked with April who is also working on this; think we should work with universities and colleges as well.
- 5.3 **Statewide** – Rich Hall not available
- 5.4 **Baltimore** – Lynda Eisenberg
- Helen asked Lynda to find someone to replace her when she takes over as President; noted the annual harvest festival was recently held.
- 5.5 **Eastern Shore** – Steve O’Connor
- See report out notes from social gathering.
- 5.6 **Southern Maryland** – Olivia Vidotto
- Noted the farm event went well; has already heard from people hoping she will host it again. AICP credits were offered. Looking to host an event in May at a different location, perhaps further north in Calvert County or southern Anne Arundel County with different topics.
  - Asked what the budget for regional representatives, noted the \$1000 might need to be revisits because the cost of everything has gone up.
    - Per Helen, the \$1000 was because of virtual component, suggested Olivia advocate for what she needs, each region should consider their needs based on location. We should charge for the event especially if we are providing AICP credits.
- 5.7 **Committee Updates – EPG:** Jasmine Forbes not available.

**Miscellaneous Discussion**

- Joe noted that in previous budget conversations there was a \$1000 sponsorship for MPCA; the check has not been received. Will send Chris an invoice.
- Steve added that he still wants to do a summertime event for the Eastern Shore, are there rules for timing with MACo, etc?
  - Per Helen this is not a problem, scheduling something in conjunction with MACo timing might help draw participants.
- Sarah noted that meeting minutes from May and September have not been approved.
  - Meeting minutes were approved by consent; Sarah will send to Andrew to post on the website.

6 **Adjourn:** Lynda motioned to adjourn; Olivia seconded. Meeting adjourned at 11:22.

**ACTION ITEM SUMMARY**

1. Sarah to send out a Doodle poll to determine date for holiday lunch gathering. (DONE)
2. Helen to work with APA National on President transitions.
3. Joe to send invoice to Chris for MD APA sponsorship of MPCA. (DONE)
4. Sarah to send approved minutes to Andrew to post on the website. (DONE)

**IDEAS FOR WORKSHOPS**

# Equity Planning

## Big Ticket

- Affordable Housing/Tiny Housing
- Sea Level Rising/ Resiliency & Asset Management
- Last 100 Feet/Citizen Planning

## Day to Day

- Better Demographic Analysis
- Community Analysis
- Community Plans
- Small Towns
- Urban Tree Bill
- Ag-Preservation
- Pedestrian Safety
- PUD process/Development Process
- Bay Bridge Crossing

## Professional Development

- Planners Roundtable
- Retention of Young Planners
- Support for AICP exam