Final Minutes - November 3, 2023
Approved - January 26, 2024
MD APA Executive Committee Meeting

Time: 1:00 pm- 2:35 pm
Location: Virtual

1 **Call to Order**:
1.1 Meeting was called to order at 1:00 PM with the following attendees:

Lynda Eisenberg	Andrew Bernish
Sarah Diehl	Sam Gordon
Jacqui Rouse	Joe Griffiths
Steve O'Connor	April Smith
Olivia Vidotto	Rich Hall
Alan Feinberg	Michael Bayer
Dr. Siddhartha Sen	Jim Potter

1.2 **Action on proposed agenda**: Sarah suggested adding discussion on election results; Lynda noted to remove item 2.1 since Chris is unable to attend.
1.3 **Approve outstanding minutes**: Alan made a motion to approve May, June, July, August, and September meeting minutes; Michael seconded. All approved. Sarah will send to Andrew to post on the website.

2 **Housekeeping Issues**
2.1 **Treasurer's Report:** moved to next meeting.
2.2 **PDO Report:** Jacqui's retirement and need a new appointee.
- Jacqui assured the group that everything that needed to be done by the Chapter regarding Rich and Michael's FAICP application has been completed. She noted she will share her personal email and will provide support for the PDO role until there is a new person in the position.
- Michael volunteered to take over the PDO role until there is a new appointee.
- Lynda to work with Jacqui and April on a job description and will share the opportunity with membership.
- Michael noted Holly Storck is still listed on website as CM coordinator; APA has changed process of logging credits and we should remove her from the website.
- FAICP discussion: Michael added he anticipates more interest in next FAICP cycle (in 2 years) as he has talked to others about the process. Jacqui noted that APA sends out a list to the PDO of who is eligible for FAICP and she has reached out to those members. Recommends APA website for more information on FAICP.

2.3 **Annual Report – Progress**
2.4 **Chapter Workplan – Progress**
- Michael suggested we add in webinars as part of the Chapter workplan, in particular Smart Growth Network webinars where there is an opportunity to co-brand programming with MDP, the Mid-Atlantic Planning Collaborative, etc. There are a lot of opportunities for MD APA to be present in the professional realm. He added that much of the upcoming workplan would probably be focused on the next conference.

- Lynda suggested now is the time to start a volunteer list and build opportunities into the workplan; there has been a lot of interest from members to get more involved.
- Goal: have workplan finalized by the end of the year; Michael, Lynda, and April to meet before Thanksgiving to continue working on it.

2.5 **Holiday Party and Speaker**
- Confirmed Wednesday, November 29. MD APA has a private room from 2:30-5 and upper patio balcony till whenever. Jake Day will be Dr. Calvin Ball to be speakers. MD APA to provide lite snacks and 1 drink ticket followed by cash bar.
- Need: draft Eventbrite for membership.
- Agenda discussion: Rich noted we should talk about the location and how it got developed. Lynda added she could reach out to Howard Hughes Corporation – would provide background on the area. The group discussed offering AICP credits, .5 to .75 would be possible. Lynda will coordinate talking points with speakers. MD APA will need speaker bios for securing credits.
- Other agenda items: recognize Helen, Jenny, and Jacqui. Olivia, Jenny Plummer-Welker and Kristen Humphrey (MDP are meeting soon for a small interview; Jenny is providing pictures.
  - o Full article will be in Planning Practice Monthly and will be published after the party.
  - o Olivia will condense Jenny's bio into notes for Lynda to read at the party; she will create a common format and share with Rich and Michael to create something similar for Helen and Jacqui. Rich to draft write up for Helen and Michael to work on Jacqui's.
  - o The board discussed a longer recognition and celebration to take place as part of the conference.

3 **Chapter Conference – Updates and Next Steps**
- MPCA/MD APA joint conference announced during recent MPCA conference; lots of positive feedback. Joe suggested a dual track conference where there are sessions tailored to planning commissioners and professional planners. We need to decide on jurisdiction first; MPCA board typically likes to stick with the I-95 corridor to encourage attendance. Of interest is the Baltimore region – Howard, Anne Arundel, Baltimore County.
- Next MPCA Executive Board meeting: Tuesday, November 14 at 5:30. Joe will send information to Sarah, Steve, and Alan.
- Rich suggested looking at a county/municipality with own planning commissions and boards. Joe noted MPCA has recently hosted in Frederick and had been planning on a Westminster conference before canceling due to COVID.
- Joe also noted there was interest in scholarships for smaller jurisdictions that can't afford to send participants. MML, MACo, and MD APA were suggested as potential partners for this.

4 **Business**
4.1 **Affordable Housing Tour of Baltimore Request**
- April to reply to Council of State Governments and direct them to the Baltimore City Housing Authority and Baltimore Metropolitan Council.
4.2 **Membership Survey Request from MDP re: webinars**
- Sarah discussed inquiry from Jill Lemke at MDP to have MD APA send out a survey to APA membership about the types of content they would like to see in upcoming webinars. Jill would like to work on a survey next week and have MD APA send the following week with a two-week response period.
- Michael added he is still working with the Smart Growth Network, they are moving a lot of infrastructure to Smart Growth America; Jill has been working with national group to give input; this is a good opportunity for partnership with MD APA and Smart Growth America to identify collaborative opportunities.
- Sarah will work with Jill and Joe on survey and share with Lynda/Michael. She noted she will make sure responses are shared with the Executive Board.
4.3 **Election Results**

- Sarah shared that Najila Ahsan reached out about the recent election results and was wondering when the transition would take place. She will be taking over Sarah's role as secretary. Lynda will pass along the election results to Sarah to share with the group. Sarah will be adding Najila to upcoming meetings and will pass off secretary duties January 1, 2024.

5 Regional Representative Reports
5.1 MDP – Joe Griffiths
- Joe noted MDP is currently working on items for the legislative agenda and budget matters. He added the ADU Taskforce is underway; the group last met on October 31. An activities report was recently submitted and there is a final report due June 1, 2024. Not sure what he can make public.
- MDP will be moving to 120 East Baltimore Street in March or April 2024.
- MDP will be hosting a brownfields conference on November 15 at Montgomery Park in Baltimore. Registration is free.
- BMC has reached out to MDP about hosting a meet and greet with Secretary Flora and Baltimore region planning directors in January. Sarah is helping coordinate the event.
- Generalized zoning layer is being finalized and will be made public soon.
- Joe also noted that Planning Data Services is down many staff positions and are working to hire.

5.2 Western Maryland – Alan Feinberg
- Alan noted he wants to host a hybrid regional workshop in Western MD on housing and the book "Off the Shelf and into Action" and is looking at the first of the year.

5.3 Statewide – Rich Hall
- Rich mentioned the survey effort with National Center for Smart Growth; results have not been released. He is on the lookout for upcoming events. Gerrit Knapp is not the Director anymore, but he is still involved.

5.4 Baltimore – Michael Bayer
- Michael is still working to connect with David Rouse to discuss the Greater Baltimore Wilderness Coalition. He is going to set up a meeting with David and Rich to discuss MD APA involvement.

5.5 Eastern Shore – Steve O'Connor
- Steve is looking forward to being involved in conference planning and is thinking of events to host in his region in 2024.

5.6 Southern Maryland – Olivia Vidotto
- Olivia is having issues receiving MD APA emails; her office receives the emails but she does not. She also noted the calendar on the MD APA website is not updating with events and is empty.
- Olivia inquired about chapter membership by zip code. She wants to be able to target the planners in her region and send follow up emails in addition to the ones that are sent out by the chapter. Sarah will send the latest chapter roster that can be sorted by zip code.
- Olivia is currently looking into locations for 2024 activities.

5.7 Committee Updates – EPG: Jasmine not available

6 Adjourn: Meeting was adjourned at 2:40

ACTION ITEM SUMMARY
1. Sarah to send approved meeting minutes to Andrew to post on website. (DONE)
2. Lynda to work with Jacqui/April on publicizing PDO role and need for a new appointee.
3. Michael to remove Holly Storck from MD APA website. (DONE)
4. Michael, Lynda, and April to meet before Thanksgiving to continue working on chapter workplan.
5. April to create Eventbrite notice for holiday party and send to membership.
6. Lynda to coordinate talking points with holiday party speakers.
7. Olivia will condense Jenny's bio into notes for Lynda to read at the party and create a common format and share with Rich and Michael to create something similar for Helen and Jacqui. Rich to draft write up for Helen and Michael to work on Jacqui's.

8. Joe to send information about the next MPCA Executive Board meeting to Sarah, Steve, and Alan.
9. April to reply to Council of State Governments and direct them to the Baltimore City Housing Authority and Baltimore Metropolitan Council re: affordable housing tour request.
10. Sarah will work with Jill and Joe (MDP) on webinar topic survey and share with Lynda/Michael. Will share with April when ready to distribute to membership.
11. Sarah to add Najila to upcoming meetings and will share election results with the executive board.
12. Michael to continue to try and connect with David Rouse re: GBWC.
13. Sarah to send updated membership roster to Olivia.