



*Maryland Chapter of the American Planning Association Executive Committee
Annapolis Planning & Zoning Department, 145 Gorman Street, Annapolis, MD
Friday 18 January 2008 Meeting Minutes*

Executive Committee

Members attending:

Jenny Plummer-Welker
Christine Finamore
Jacqui Rouse

Shiva Shrestha
Dirk Geratz
Jim Potter
Alan Feinberg
Jeff Jackman
Tim Bourcier
Joyce-Ann Pressley

Other Members

attending:

Paivi Spoon (MPCA)
Steven Allan (MDP)

Conference Call:

- 1) **Welcome** – Jenny Plummer-Welker convened the meeting at 10:02 AM.
- 2) **Action on Proposed Agenda** – Add 6c – 2008 Legislative session, and change 10c to MPCA.
- 3) **Approval of Meeting Minutes** – October Special Meeting, November 2007, December 2007. **Motion by Dirk to approve the minutes as presented, Jim seconded, minutes approved.**
- 4) **Treasurer's Report** – Jenny reported for Treasurer Helen Spinelli by reading Helen's report. Current Balance = \$42,058.28. Regarding Chapter insurance information update, defer until next meeting.
- 5) **Old Business**
 - a. **Terrapin Run Amicus Curiae Case.** Oral arguments were heard in Court on November 29, 2007. Jenny recently contacted Shelley Wasserman at the Maryland Department of Planning. She said the court has not issued a decision, and a decision could take months. She will contact Jenny with any updates.
 - b. **Allegany County Chamber of Commerce.** Request for Planning Assistance on Comprehensive Plan – We have not had a reply from the Chamber regarding our offer to assist.
 - c. **Insurance - Liability, Event, Directors and Officers.** Deferred until next meeting.
- 6) **New Business**
 - a. **National Conference.** Selection of 2 Chapter Delegates – Shiva, Jacqui, Dirk, Helen, and Alan expressed interest in being Chapter Delegates. Jacqui is requesting grant through AICP for Professional Development Officers to cover registration costs. Jenny recommended Helen since she has been serving on APA's national committee that is developing the climate change policy and participated in last year's delegates' assembly. Shiva suggested setting a policy on how to select delegates for the National Conference. Jacqui suggested we have one new and one experienced person. **Joyce-Ann moved to nominate one new and one experienced member for Delegates, for this year it would be Helen Spinelli (experienced) and Shiva Shrestha (new); Jim seconded, and the motion passed unanimously.** Discussion on Chapter's coverage of registration costs for 1-2 delegates. **Dirk moved that the Chapter pay registration for 2 members, amount to be determined; Jim seconded, and the motion passed unanimously.** Alan requested financial assistance in the registration cost. **Motion by Jim to support Alan (registration costs) to go to Conference; Chris seconded, motion passed unanimously.**

- b. APA Branding. Need to pick a Chapter color (see Branding handout) and inform Lynn Jorgenson once we decide. Board members to email top 3 color choices to Jenny, and vote at next meeting. **Jenny asked that members look at a color chart before selecting and inform her of their top three colors by January 31st.**
- c. 2008 Legislative Session. Steve A. with MDP mentioned one potential bill, which has not been approved by Governor's office yet, that would link Priority Funding Areas and Heritage Areas. 1000 Friends of Maryland will be looking at Critical Area reform, Chesapeake Bay funding, Global warming solutions act, and transit oriented development projects. Jenny asked for volunteers to review legislation this year. Dirk, Jacqui, Joyce-Ann, and Jenny will serve as this year's Legislative Committee. The Committee will review planning-related bills and brief Chapter of session.

7) Chapter Activities

- a. Regional Conference, Fall 2008. Jim reported that the Conference Planning Committee met onsite last Friday for scheduling and layout at site. They are planning 5 sessions and 4 tracks. Climate change will be an overall theme. Need to work on logistics of space with vendors and meal location, etc. Jim is working on tracks and theme(s) – development economics, housing, profession, infrastructure are some ideas. No actions on scheduling at this time. **Jim requested members review handout and give feedback.** Jim will work on a call for papers, theme, and track coordinators this month. Dirk will coordinate the catering. The off-site reception may be at the Banneker-Douglass Museum. Two people have volunteered to be track coordinators. Paivi mentioned that Steny Hoyer is focusing on climate change, and that planners need to be in the forefront of this issue. Tim mentioned that he has received three checks so far.
- b. Workshops for 2008-2009
 - i. Impact of Sprawl on School Bus Transportation. A Chapter member who works in Howard County offered to coordinate a workshop on bussing. Jim is awaiting a reply from the member regarding a date for the workshop. March is a potential month.
 - ii. Walters Art Gallery Map Exhibit. Chapter member Lyla Haxton, who works at the Maryland Emergency Management Agency, contacted Jenny and suggested the Chapter coordinate a visit to the maps exhibit. Jacqui offered to coordinate a guided tour. The exhibit runs 3/16 through 6/8. **Jacqui will contact the museum and schedule a guided tour. She will contact Lyla Haxton once we select a date. Steve Allan offered to help.** Jacqui will be seeking a date in late May, early June.

8) Professional Development

- a. AICP Exam Prep. Lee Slusser (PA) has 2 CD-ROM sets of AICP Study Guide, offered one to MD Chapter to purchase for review session. **Motion by Chris to purchase one (1) CD-ROM and book set. Joyce-Ann seconded, discussion – question by Jack on how often CD-ROM is updated. Motion passed unanimously to purchase one CD-ROM AICP Study Guide.** Alan mentioned that he has an inventory of study manuals. Jacqui requested the manuals. **Alan is to mail them to her.** Jacqui reported that AICP has offered Professional Development Officers the opportunity to take the AICP exam as auditor for a cost of \$65. **Motion by Jim to approve \$65 for Jacqui to take exam and audit as PDO for Chapter; Dirk seconded, Motion passed.** Jacqui reported that the Pennsylvania Chapter is doing review session at end of March. The Virginia Chapter will email Jacqui its review session plans. PA and VA looking into doing a webcam joint review session, details to follow. **Motion by Jim to look into doing web based review session. Chris seconded.** Discussion – Jacqui asked about budget constraints.

Motion passed unanimously. Twenty-two members have signed up for the spring exam. Jacqui reported that AICP has scholarship for exam fee (\$65) and application fee (\$60). Names need to be submitted by 1/22/08. **By consensus, the Committee approved Jacqui to submit a name.** Given the short timeframe, Jacqui is to pull name at random.

- b. AICP Certification Maintenance.
 - i. Smart Growth @ 10. **Jenny and Holly to follow-up on CM qualification with National APA/AICP.**
 - ii. Members Responses to PDO's Article in Winter 2007 Newsletter. Jacqui did not receive any responses to her article.

9) Communications

- a. Newsletter. Chuck has taken over editorship from Alex Chen. Chuck sent an email on 12/27/07 with suggestions of topics. The deadline for content is February 8. The issue is to be sent in March 2008. Discussion on advertisements in newsletter. **Joyce-Ann moved to permit businesses to advertise per year. Jim seconded.** Discussion ensued about fees. Jenny suggested ads run for 6 months to a year; a short time may create administrative burden on the editor. **Motion passed to allow advertisements, details to follow regarding cost.**
- b. Website. The proposed bylaws are posted on the website. **Jim will update the bylaws to the final approved version and send to Mary Logan for posting to the web.**
- c. Listserv. Tag line works! There has been a reduction in the number of messages from people asking to be removed from the list. Including details on how members can administer their account seems to have helped. **Jim requested that Executive Committee members use a tag line advertising the Regional Conference.**
- d. Brochure. Jacqui had updated labels created to reflect the current Executive Committee members. **She is in the process of applying the new labels.** Jenny suggested she bring some to the next face-to-face meeting so members could help her affix the label.
- e. Membership Statistics. Jenny reported the Chapter has 586 members, 43 new/renewed, 65 lapsed as of 12/31.

10) Coordination with Other Organizations

- a. National APA
 - i. Climate Change Policy Committee Land Use Group – **Helen will report on document later this week.**
 - ii. National Conference, April 27 – May 1, 2008. Reception for MD Planners (co-sponsor with Universities). **Joyce-Ann to contact Alex on this.**
 - iii. Great Places in America Program 2008 – APA website has information.
- b. National Capital Area Chapter. Art Chambers retired. **Chuck to contact Judy Daniels regarding newsletter coordination and sharing of editor cost.** Julia Coster, who is NCAC's PDO, seems to be the acting President in interim.
- c. Maryland Planning Commissioners Association. Paivi Spoon reported that Association is re-activated and re-instated with the State. MPCA next meeting will be Friday, 1/25. MPCA to pick timeslot for track at Regional Conference. **Paivi to contact Jim Potter regarding the timeslot.** Planning Commissioners web training is good model for AICP.
- d. Planning programs at UMCP and MSU. **Joyce-Ann will email changes in MSO's Planning Department to Chuck for Newsletter** (new Dean, new projects, etc.).

- 11) Upcoming Executive Committee Meeting dates: The next meeting will be on February 15, 2008; it will be a conference call. The March 14th meeting will be a face-to-face meeting at the Annapolis Planning Department's Conference Room.

- 12) **Member Matters and Other Information for the Good of the Chapter**. Shiva offered SHA's conference room at Calvert Street in Baltimore. Alan reported on his efforts to involving normal people in planning. Paivi has resources from Prince George's County, M-NCPPC that she will forward to Alan. Prince George's County's web based GIS system is available to the public (www.PGAtlas.com). Steve Allan relayed a message from Rich Hall: Rich wants to keep a good link with MDP and MD APA. MDP has added a link to MD APA's website from the MDP website.
- 13) **Adjourn Meeting**. The meeting was adjourned at 12:00 PM.

Respectfully Submitted

Christine K. Finamore
Secretary