



FINAL Minutes – October 20, 2017  
Approved December 21, 2017  
MD APA Executive Committee Meeting

Time: 10 am- 12 pm, Lunch at 12 pm until 1 pm  
Location: City of Annapolis P&Z

1 Call to Order

1.1 Meeting was called to order at 10:02 with the following attendees:

Pat Haddon	Peter Conrad
Adam Dodgshon	Holly Tompkins
Lauren Good	Dr. Sen (left 11:50)
Olivia Vidotto	Jeremy Weiss
Jim Palma	Aviva Brown (arrived 11:35)
Beth Paseirb	Joe Griffiths

1.2 Jim added to agenda the administrative position opportunity and potential candidates 4.4 / Pat added old business for a PDO update 3.2 / Jim added discussion on meetings for next year 4.5

1.3 September minutes will be forwarded as soon as possible

2 Great Things Good News

Megan had a great response and turnout to AIA Baltimore Design event, appreciated the collaboration, good ally, was a little glitch in registering with CMs but can go back and register because we're self certifying, we have to be careful because we will get audited, so any event turn in registrations

3 Old Business

3.1 regarding the newsletter, there is an attachment to these documents with a resume from one person, Kui has resigned, Shubha resigned last month, looking to begin a new way to communicate, there are a number of people who want to be notified of our meetings but aren't on ExCom, need a communications strategy, mailchimp not working, Emerging Planners want a newsletter, they have to do through main chapter and ExCom

3.2 PDO status, Pat talked to Jacqui's boss, haven't talked to Jacqui directly, she is having some health issues and is out, sent a Sheri's Berries care gift, Pat has tried to fill in along with what Holly S. does, we have a lot more to do for our membership regarding PDO, and separately regarding FAICP, Sharon Suarez offered to assist with AICP training, Peter will help, will need to ask membership too

4 New Business

4.1 discussion regarding the minimum criteria for chapter, many items are things we already do, good guidance and a big help for direction, need a good schedule so people who want to assist know what to do and when it needs to be done, can do the new ExCom retreat sooner than later, Joe Griffiths the MDP and MPCA want to enhance volunteering and providing CM credits, etc, have APA be a part of the process with state comp plan, Pat believes the state effort is good but that our regional reps can be very helpful, Joe says it will not be like PlanMD, Nov 6 is next mtg in Garrett Co, 3 mtgs in each county, there is the Sustainable Growth Challenge with university outreach, MPCA conference in Nov, Pat is doing a presentation on the Comp Plan for PC

4.2 do retreat soon than later, can we do between thanksgiving and xmas? do we need a full day, date and place needed, forthcoming

4.3 this is a 1 year budget, used to looking at a 2 year term budget, Pat, Peter, Jim, Lauren met to do this, instead of breaking out regions and activities committees put all under one category made more sense, balance higher than supposed to carry so have to move extra cash to a savings or investment account, look over and see if

- makes sense, AICP prep cost is for those going to classes and support for the DC and MD class prep, our AICP budget should include 2 times a year outreach classes etc., it costs a lot of money to go through AICP, advocacy is wanted and needed, lobby the state as well as each county and PD and teach and tell people what planner so and why they are needed and important / motion to adopt the draft budget Adam, Olivia 2<sup>nd</sup>, approved
- 4.4 talk about Admin person in relationship to budget, someone to help with keeping paperwork and items on track, Jim talked to someone who may be interested as she has the skills and time to help, particularly fundraising, pay potentially \$20 an hour at about ¼ time a month, 1099 contract, about \$9600 a year, if we like idea maybe have her come in Nov meeting / Pat discussed that we need someone, there's only so much time in the day for us all, are there any qualifications that APA may have? Pat said no but would check, is up to chapter, we will have to figure out how to budget, where will the Admin \$ come from but the budget doesn't yet reflect the new dues, so will have to adjust and finalize later, work toward sponsorships with help from Admin will be important, will be good for Admin's pay, maybe use the calendar as a way to reach everyone / Jim wants to do an annual mtg @ conference and do dinner and awards, idea just us so can do it w/o Dem, 0 annual mtg/awards, 3K to line 7010 + 2000\$ income, idea to fund Admin per John meeting needs to be held by us,
- 4.5 10 meetings a year, 5 places, 2 phone conference move around state, western, ES, SM, most usually in Baltimore/Annapolis area though, Jim has an idea maybe do an RFQ for the position and then have a person come in next month

5 Officers and Committee Reports

6 Statewide

7 Liaison Reports

8 Adjourn - motion to adjourn, seconded, approved, meeting adjourned at 12:10