



**Pennsylvania Chapter of the American Planning Association
Board of Directors Meeting
Friday, December 2, 2016
Giant Community Center Linglestown, Harrisburg, PA**

Attendees:

James Cowhey, AICP, President
Amy McKinney, Vice President (*via phone*)
Leah Eppinger, AICP, Secretary
Justin Dula, AICP, Treasurer
Rachelle Abbott, AICP, *Central Section (until 12:30 via phone)*
Erica Ehly, AICP, *Legislative Cmte Chair (via phone)*
Susan Elks, AICP, PDO

Sara Pandl, AICP/RLA, *Lehigh Valley/Berks Section (via phone)*
Pam Shellenberger, AICP, *Central Section*
Troy Truax, AICP, PDO (*via phone*)
Peter Wulfhorst, AICP, *Northeast Section (via phone)*

Ed Knittel, *Guest representing PMPEI, non-voting*
Susan Shermer, *non-voting*
Kim Gusic, *non-voting*

MINUTES

The meeting was called to order at 11:07 a.m.

There was a Board Member Presentation provided by Sara Pandl. She discussed recent activity in Lower Macungie Township including recent projects and partnerships.

Minutes

A motion was made by Justin Dula to approve the September 9, 2016 Board meeting minutes, Pam Shellenberger seconded the motion; the motion carried.

A motion was made by Leah Eppinger to approve the November 18, 2016 Executive Committee minutes, Sara Pandl seconded the motion; the motion carried.

Budget

Justin Dula, along with Susan Shermer, reviewed the draft of the 2017 budget. The draft had been circulated previously to the Board. **A motion was made Amy McKinney to approve the 2017 budget, Leah Eppinger seconded the motion; the motion carried.**

FAICP Nominations

Susan Elks shared a list of eligible names. **She requested that all Sections review names in order to consider who to submit for FAICP nomination.** PA of APA would like greater representation of Pennsylvania planners as FAICPs. We can submit multiple names. The deadline is October 2017, and our submission must follow the APA guidelines exactly. **Please send your suggestions to Susan Elks.** Susan Elks, on behalf of the Chapter, will submit a nomination. Sections can nominate and submit applications too.

Chapter President Items / Ongoing

- a. Strategic Plan think about 2019 plan
Schedule a conference call or two to begin work for 2018

- b. 2017 – Election Year
James Cowhey will begin looking for members to be on the nominating committee. Please review the bylaws for guidelines on the nominating committee. APA hosts the election voting process through a software platform.
- c. State Planning Board Meeting
James Cowhey reviewed details from the meeting. He also sent an email to the Board. During the meeting, they reviewed written comments from the Chapter. The State Planning Board sought comments on three charges/work groups: infrastructure, efficient government, urban revitalization. **The State Planning Board and James are asking the rest of the PA-APA Board members to provide three fixes to the MPC needed by local municipalities that can be fostered or added to their capabilities. Bullet points are best (our written comments limited to five pages).**
- d. Shale Energy Policy Committee - Progress (implementation)
Dennis Auker now has list of committee members from all Sections. A future conference call is being scheduled.
- e. Planners4Health Initiative
Justin Dula shared news of a recent grant the PA Chapter received, which was more than requested. He will be the project manager. He is completing the composition of the task force. Trainings/webinars will be developed and presented. He anticipates a May/June meeting perhaps to coincide with another event. When the grant ends, he hopes we can continue this initiative.
- f. PA Humanities Council/Orton Foundation
Two heart and Soul webinars have been held so far. They hope to do more in PA.
- g. Medical Marijuana Resource/info on website
Local government still continues to get questions on this topic. An information sheet listing resources has been added to the Chapter website. We anticipate more information and news to come in the future.
- h. PMPEI
At its meeting in November, the Executive Committee agreed to provide an additional \$1000 to PMPEI in 2016. **The Board reaffirmed this through a motion by Justin Dula, seconded by Susan Elks, to give PMPEI \$1000 more in 2016. The motion passed.** PMPEI will receive \$6,500 in 2017 as approved in the 2017 budget.

We took a lunch break from 12:31-1:00 p.m.

- 2. Chapter – New
The Chapter sent an email blast asking for end-of-the-year donations to the scholarship fund.
- 3. COMMITTEE & SECTION REPORTS (any action items from written reports)
Reports were sent to Board members previously (from members that provided reports).

Communications

Amy Evans provided a final draft of a membership brochure. We decided to combine the communications and membership committees. Susan Shermer suggested that committee could establish a formal onboarding process to welcome new Chapter members. **She suggested that the committee have one person from each Section who would be responsible for calling new Chapter**

members to welcome them. She also suggested that this committee could take responsibility for looking at, or reminding Section/Committee chairs to look at, their pages on the website to see if they need updated. It was also suggested that each *Vantage Point* contain a member profile of a Board or Committee member.

Legislative

Erica Ehly provided an updated committee list, which is now posted on the website. We will feature Erica in the next *Vantage Point*, and will need a bio and photo from her.

PODO

No action needed.

PDO

The Chapter will have a spring training on affordable housing. Susan Elks will send a proposal to DCED to see if funding is available. Susan Shermer mentioned that we could possibly partner with the Housing Alliance of PA or PHFA.

Education Committee

No report.

PMPEI

Ed Knittel provided a report for PMPEI, which recapped the report submitted by Stan Lembeck. 2016 was a successful year with 29-30 classes held. PMPEI needs instructors from the southwest PA. Their goal for 2017 is to hold 30-35 classes.

2016 Annual Conference

Evaluations revealed a request for more advanced sessions (more details), sessions on leadership/management skills, and medical marijuana. It was suggested that we email the membership/Sections to solicit what topics are of concern to them.

Great Places


Pam Shellenberger reported on Great Places. She is still seeking presenters to give the remaining certificates to the winners. 2017 Great Places will be on 'streets' and 'public spaces'.

2017 Meeting Dates

Fridays still work the best. Susan Shermer will send out a suggested calendar of months in which to meet.

The meeting adjourned 2:01 p.m.

Minutes taken by:



Kim Gusic

Minutes reviewed by:



Leah Eppinger