



**Pennsylvania Chapter of the American Planning Association  
Board of Directors Meeting  
Tuesday, June 5, 2018  
Penn Stater Hotel**

**Attendance:**

Amy McKinney, <i>Vice President</i>	Katie Stringent, <i>Southwest Section Chair</i>
Leah Eppinger, AICP, <i>Secretary</i>	Troy Truax, AICP, <i>Planning Officials Development Chair</i>
Justin Dula, AICP, <i>Treasurer</i>	Alexis Williams, AICP, <i>Professional Development Chair</i>
Rachelle Abbott, AICP, <i>Central Section Chair</i>	Peter Wulfhorst, AICP, <i>Northeast Section Chair</i>
Amy Evans, AICP, <i>Communications Chair</i>	
Dave McFarland, AICP, <i>Education Chair</i>	Rich Bickel, FAICP (guest)
Brian O'Leary, AICP, <i>Past President</i>	Kim Gusic (non-voting)
Sara Pandl, AICP, <i>Lehigh Valley/Berks Chair</i>	Susan Shermer (non-voting)
Tina Roseberry, AICP, <i>Lehigh Valley/Berks Section</i>	Chris Stewart (non-voting)
Pam Shellenberger, AICP, <i>Central Section</i>	

## **MINUTES**

The Board meeting was called to order at 10:10 a.m.

### **Minutes**

A motion was made by Justin Dula to approve the executive committee minutes from April 27, 2018. Alexis Williams seconded the motion; the motion passed.

### **Financial Statement**

Justin Dula reviewed the financial statements with the Board. Susan Shermer stated that expenses are starting to come in for the conference. Pam Shellenberger asked if we are writing off people and/or losing members. Susan stated that we have gotten a few new ones but it doesn't make up for what we lose. Some people drop off because they become APA members, but that doesn't hurt the financial picture for the PA of APA. We notify Section chairs when we write off a member.

### **Annual Conference Update**

A conference update was given by Chapter staff. Speaker confirmations are being sent out. There are still a few sessions that need fine-tuning, but everything is moving ahead. Keynote speakers are finalized; speakers include Tom Murphy, Yard & Company, and Charles Marohn. The conference schedule is different this year: 45-minute sessions are being offered. The Awards luncheon is on Monday and the Pitkin lecture is on Tuesday.

Sponsors, exhibitors, and advertisers are needed for the conference. Income to date is \$3,000; the goal is \$30-35K. Information is available online; please share this information with your contacts. The committee and the Board are asked to help with obtaining sponsors. Eric County should help out as well. Amy McKinney will email the Board members on Thursday for assistance.

The conference is to be held at the Erie Bayfront Convention Center. The planning committee will be meeting at the site tomorrow.

Justin Dula suggested we share a Save the Date with the dates and the keynote speakers. **Kim Gusic will get this information onto the website now.**

Rachelle Abbott asked if we needed AV equipment. Susan stated that Bayfront AV packages are very inexpensive. A couple of laptops may be needed.

Alexis Williams asked if WI-FI will be available for guests. **Kim will investigate** (it should be free at the hotel, but she'll check at conference center).

### **Future conferences**

We need to start planning for future conference locations. Southeast and Southwest Sections are possibilities for 2020 and 2021 depending on responses received. Northeast Section is looking at 2022. The national conference for 2023 is in Philadelphia; Central Section expressed interest in doing a mini conference in Gettysburg for 2023. **Kim will start the search process.**

### **Technology and Planning**

Dave McFarland discussed the importance of technology in planning with the Board. Technology was heavily discussed at the national conference this spring. There was a discussion on technology and not falling behind. David stated that there are technology red flags of which to be aware. It's not critical yet but it is here now. Some questions are:

- How does it affect transportation (rail, freight, delivery and shipments)
- Where are our automated vehicles going?
- How does it affect the landscape
- How does it affect our social relationships, social justice, have and have nots (ex: folks still on dial up internet?)
- Future development and what does it mean for us? Smart housing; Parks.

James/Amy, please ask the other chapters what they are doing on technology training and what they are doing to keep up with all planning technology. The Education and Professional Development Committees will work together in creating a statewide session on technology. **It is unlikely that we will receive DCED funding, but we should move forward with a spring offering if possible.** It's too late to add a session to this year's conference agenda. As a reference Justin Dula mentioned DVRPC having [Future Forces](https://www.dvrpc.org/connections2045/futureforces/) (<https://www.dvrpc.org/connections2045/futureforces/>), which includes technology. Group website is <https://www.dvrpc.org/longrangeplan/FuturesGroup/>. Also PennDOT transportation Smartbelt; Brian Funkhouser would be a good resource. Leah Eppinger mentioned that T-mobile might be interested in the housing component (social justice issues) – LTE for people who don't have internet; starting program for high schoolers, etc. (pilot program). **She will ask T-mobile to sponsor the conference or the spring symposium.**

### **COMMITTEE & SECTIONS**

Committee and Sections shared updates with the Board.

Conflict of Interest forms - still need Zach Hammaker.



- **Northwest Section:** Amy McKinney reported the NW Section is working on the upcoming conference.
- **Southeast Section:** Justin Dula reported the Section is still having events. Social events seem to be popular; more so than CM events. The SE Section will continue to have CM events, but will focus on ethics or law. He reminded other Sections that he has an onboarding guide which he is happy to share. He also apprised the board that the APA website revamping is progressing, including for Chapters and Divisions. **Look at the VA Chapter site as an example.** Florida is next and has Sections likes ours.
- **Healthy Communities:** Justin Dula reported the committee will have a Healthy communities track at the conference on Monday, October 15. There are still monthly meetings for any new committee members that wish to join. The whole committee meets via phone every other month. Justin is drafting a letter of support for PennDot Connect –Troy stated that it should come from the Chapter and that James should sign it, and perhaps Justin too.
- **Professional Development Committee:** Alexis Williams reported that her committee secured two ethics sessions for the Annual Conference.
- **Northeast Section:** Peter Wulforst reported the section had a zoning event which was successful.
- **Education Committee:** Dave McFarland is seeking additional members to join his committee. Rich Bickel stated that West Chester is trying to get accreditation for their undergrad program, which would be a good connection for this committee.
- **Planning Officials Development Committee:** Troy Truax reported the committee is still working with PMPEI and Local Government Academy.
- **Lehigh Valley/Berks Section:** Sara Pandl reported had a recent event in Catasauqua which was successful. Tina Roseberry is now part of the State Planning Board. In the fall there will be a tour of Reading to prepare for 2019.
- **Southwest Section:** Katie Stringent reported the Section is in an election year. A whole new council will be elected. Katie’s goals for her remaining term are to get some social events on the calendar and prep the Section to host a future conference.
- **Central Section:** Rachelle Abbott reported the Section continues to sponsor PMPEI events. Rachelle encouraged other sections to support PMPEI events. This minimizes costs for citizen planners. The Section is also giving away a professional development scholarship, applications are due in August. Social events are difficult to hold for their Section.
- **Great Places Committee:** Pam Shellenberger reported the committee was still reviewing 16 submissions. The committee is scheduled to meet via phone to discuss the 2018 winners. They are working on story map/tie in to announcement of the winners.
- **Communications Committee:** Amy Evans reported that all Sections have a member on the committee. A short survey is being created for members that decide not to renew their membership if they do not want to respond via a phone call from the Committee. She reminded **all Section reps that they should be reviewing their section pages on website.** Board or Committee members are profiled in Vantage Point; we do not have a solid selection process. Legislative updates are outdated on our site. There hasn’t been a stable chair in that position in a while. **This needs to be worked on.** It is of value to the membership.

### Student Scholarships

Susan shared an update on scholarships that were given out via the Leslie and Great Spaulding Education Fund. **Be on the lookout for a doodle poll for a meeting to discuss additional scholarships from the scholarship fund** (Pitkin, Byler and Bickel).

The Board meeting adjourned at 11:55 a.m.

Minutes take by:

Handwritten signatures of Kim Gusic and Christine Stewart in blue ink.

Kim Gusic and Christine Stewart

Minutes reviewed by:

Handwritten signature of Leah Eppinger in blue ink.

Leah Eppinger