

**Pennsylvania Chapter of the American Planning Association**  
**Executive Committee Meeting**  
**Tuesday, April 28, 2015**  
**Via Conference Call**

**In attendance:**

Brian O'Leary, AICP  
James Cowhey, AICP  
Amy McKinney  
Pam Shellenberger, AICP  
Susan Elks, AICP  
Brian Traylor, AICP  
Rachelle Abbott, AICP

Steve Pitoniak  
Sara Pandl, AICP  
Andrew Hartwell, AICP  
Bill Campbell  
  
Susan Shermer, APA PA Admin  
Kim Gusic, APA PA Admin

1. Executive Committee meeting was called to order at 1:02 PM.
2. Financial Statements as of March 31, 2015 were reviewed by Pam Shellenberger.
3. Chapter President Items
  - a. FAICP Nomination: APA is now accepting nominations. Thoughts on nominations included: Rob Bailey, Carol Collier, Tom Comitta, Antonio Silvo, David Rouse, and Toby Fauver. If there are any other suggestions, please forward them to Susan Elks. Discussion on FAICP nominations will be held at the June Board meeting.
  - b. 2015-2018 Strategic Plan - Implementation
    - *Continue to provide training and education that responds to the needs of the membership:* A training needs assessment survey went out to members. Results will be shared at Board meeting in June.
    - *Build coalitions with sister organizations for broader advocacy and training:* Subcommittee continues to work on this.
    - *Provide an orientation process for new Broad members, Committee chairs, Committee members and Section Council members:* Subcommittee continues to work on this.
    - *Develop a plan to address financial stability, scholarships, member dues, and non-dues income:* Subcommittee continues to work on this.
  - c. Ongoing Outreach to the Wolf administration: A letter was sent out to the administration. Brian O'Leary will be in contact with the administration to discuss a meeting time. The meeting will include the Executive Board.
  - d. 2015 Elections: Continue to seek out interested members to run for Chapter Board.
  - e. Region 1 Conference: Sponsors are needed! Region 1 Conference is asking the PA Chapter to assist in seeking sponsors. If anyone knows of any organizations willing to sponsor, please direct them to the Region 1 website.
  - f. Report on APA national conference:
    - Creating transparent conference selection, site selection, RFP process
    - Free reception
    - Website redesign
    - Online voting should begin August 6
    - CDC grants application to be distributed again
    - CM application process easier for 2016

4. Ongoing Business
  - a. Great Places Update: A total of 17 *Great Places* submissions have been received.
  - b. Report on Spring Forum and statewide series
    - Spring Forum: Attendance was low, but overall forum was a success.
    - *Public/Private Partnerships* training for May 5 & 6 have been postponed till mid-June. May 19 & 20 dates are still scheduled.
  - c. 2016 Annual Conference location: Allentown contract has been signed. 3 facilities will be used for this event, The Renaissance, Holiday Inn, and a church. Mike Hefele will be the Conference Chair.
  - d. Description for Communications Committee. Ideas for the mission of the committee should be sent to Amy Evans. Susan Shermer would like committee members to review the website, proof the newsletter, and help gather newsletter articles.
  
5. Next meeting – full Board in State College – Borough of State College , 243 South Allen Street  
State College, PA 16801 – **Friday, June 5, 11 AM- 2:30 PM**

Minutes prepared by:

Minutes reviewed by:

Kim Gusic

Amy McKinney

*Approved at June 5, 2015 Board Meeting*