

**Pennsylvania Chapter of the American Planning Association**  
**Executive Committee Meeting**  
**Friday, March 18, 2016**  
**10:00 a.m. – Noon**  
**Via conference call**

**In attendance:**

James Cowhey, AICP, President  
Amy McKinney, Vice President  
Leah Eppinger, AICP, Secretary  
Justin Dula, AICP, Treasurer  
Bill Campbell, Southwest Section  
Andrew Hartwell, AICP, Southwest Section

Sara Pandl, AICP/RLA, Lehigh Valley/Berks Section  
Pam Shellenberger, AICP, Central Section

Susan Shermer (non-voting)  
Kim Gusic (non-voting)

## MINUTES

1. Executive Committee meeting was called to order at 10:03 AM.
2. Opening Board Member Presentation: Justin Dula discussed Delaware County's Comprehensive Plan.
3. Minutes: A motion was made by Amy McKinney to approve the minutes from January 29, 2016; there was a second from Bill Campbell. The motion passed.
4. Financial Statements: Justin Dula reviewed financial statements as of February 29, 2016. Chapter staff has contacted agencies/individual with unpaid balances over 90 days.
  - a. Draft Fiscal Policy: Small grammatically changes were made to the policy. Justin Dula made a motion to approve the fiscal policy; Leah Eppinger seconded the motion. The motion passed.
5. Chapter President Items:
  - a. Strategic Plan  
2015-2018 Strategic Plan - Implementation
    - Training & Education is strong. Admin support for PMPEI is via the Boroughs Association. PMPEI has asked for more funding. Budget has been approved for the year, however if funds become available, the Chapter could possibly provide PMPEI additional funding towards the end of the year.
    - We have improved relationships with outside partners. James Cowhey and Amy McKinney are part of CCAP. A statewide training series on public health has been approved for 2016 administered through PSATS for DCED. The office is working hard to get dates and locations lined up. Sara Pandl can help us with the Landscape Architects.
    - Board Orientation: Southeast Section has a document and will share it with Board and Section leadership. The Chapter also has a document to share. It Includes information on difference between APA and Chapter and the Sections.
    - Membership stabilization: The office highly recommends having a membership committee. James Cowhey is forming a committee with Amy McKinney at the helm. There may be overlap with Troy Truax's committee. Amy will draft a mission statement. She also volunteered to draft an email to send to County Planning Directors asking who Chapter

members are, and if they are not members, why not.

- Scholarship funding: Irv hand funds are gone. We need to discuss this.

b. Student Representative/bylaw change

Bylaws need amended to allow for longer continued representation by students. Melina Fuchs (IUP student) is very interested in serving, but she graduates this spring. James Cowhey will contact her about serving in an advisory capacity to allow for longer participation.

c. State Planning Board

- James Cowhey will reach out to Kirk Stoner, Alex Graziani, and Ron Bailey.

6. New Business

As the new Southeast Section chair, Justin Dula brought a question to the Chapter about the advocacy at the Section level. General advocacy supporting planning is not an issue. Anything requiring a policy stance would need to be discussed at the Chapter level.

7. Ongoing Business

- 2015 Annual Report: Susan Shermer is still working on a draft. Many individuals still owe content. Please send your content to her.
- Outstanding Conflict of Interest documents: Susan Shermer is asking for assistance from Section leadership in collecting outstanding documents.
- Outstanding Section appointees: Some Sections need to complete their rosters of members on the Chapter Board. Please follow-up and report back. Susan Shermer remarked that it is difficult for Sections to find planning official members to serve on their Boards. A membership Committee could begin to look at this challenge.
- 2016 Conference Allentown: Kim Gusic provided an update. The Call for Presenters is closed and the review process will take place next month. The Sunday night reception location has been selected. Keynote speakers have been chosen: Mitchell Silver and Rina Cutler. Sponsorship information is posted on the website and an email request will be sent shortly. Plans are progressing nicely.
- Communications Committee: A Membership marketing brochure is still in the early draft stage, but moving along.
- PODO: Is support needed? What are the 2016 goals?
- Legislative Committee: Is support needed? What are the 2016 goals?
- Education Committee: Is support needed? What are the 2016 goals? SW section: recently participated in the future cities project. The focus is more on engineering than planning, and brought up the need to give exposure about planning earlier, for example at the grade school level. Andrew Hartwell has a phone appointment with APA about the Ambassador Program; he will report back. Susan Shermer suggested exploring the possibility of applying for a CPC grant to develop a toolkit.
- Section Assignments for APA Members: The Chapter office is still exploring how to manage the data.
- Shale Energy Committee: Dennis Auker shared an update with James Cowhey. Dennis expressed difficulty in getting Sections to come to a consensus, but believes they may now have a working statement/document. James also believes the State Planning Board should be involved in some way.

Executive committee meeting adjourned at 11:49 a.m.

Minutes taken by:



Kim Gusic

Minutes reviewed by:



Leah Eppinger