



**Pennsylvania Chapter of the American Planning Association**  
**Board of Directors Meeting**  
**Tuesday, August 28, 2018**  
**Centre Region COG, State College PA**

**Attendance:**

James Cowhey, AICP, <i>President</i>	Pam Shellenberger, AICP, <i>Central Section</i> (via phone)
Amy McKinney, <i>Vice President</i>	Peter Wulforth, AICP, <i>Northeast Section Chair</i> (via phone)
Leah Eppinger, AICP, <i>Secretary</i>	
Justin Dula, AICP, <i>Treasurer</i> (via phone)	
Rachelle Abbott, AICP, <i>Central Section Chair</i> (via phone)	Herman Slaybaugh, <i>PMPEI Representative</i> (non-voting)
Ed LeClear, AICP, <i>Legislative Chair</i>	Stan Lembeck, <i>PMPEI Representative</i> (non-voting)
Brian O'Leary, AICP, <i>Past President</i> (via phone)	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)

## MINUTES

The Board meeting was called to order at 11:00 a.m.

### Minutes

**A motion was made by Amy McKinney to approve the June 5<sup>th</sup>. Leah Eppinger seconded the motion; the motion passed.**

### Financial Statements

Justin Dula reviewed the financial statements. He stated that not many expenses have yet been incurred for the conference. We are where we should be for this time of the fiscal year.

### Annual Conference Update

Kim Gusic stated that as of 8/27/2018, our sponsorship goal has been met (\$30K). We are still waiting to hear from other potential sponsors. The committee will be meeting next week.

Conference 2020 – No RFP responses have been received so far from the Philadelphia area. We could consider the Northeast in 2020 if there is any interest. An RFP was sent to the southwest and Pittsburgh; we've received some responses. For 2023, we could consider Gettysburg. The conference would be smaller since APA is coming to Philadelphia that year.

### Delegate Assembly at the DC Policy and Advocacy Conference

APA needs to have our names for the delegate assembly by September 7<sup>th</sup>. We receive 4 delegates. Justin Dula is attending the advocacy conference and he can be one of the delegates. **Leah Eppinger will check her schedule.** The delegates will discuss: *Social Equity and Inclusive Growth*, and the *Housing Guide*.

## Strategic/Development Plan Draft

The Board had an extensive lengthy discussion about the Strategic/Development Plan. The full Board is asked to review the plan and provide any edits/comments within 30 days. This deadline is September 30. It was then suggested that we move forward at the December Board meeting with adoption of the Plan. A phone call of the executive committee is needed to discuss the strategic plan. There needs to be more focus. The discussion should include defining the priorities in the next 6 months, and in the next year, and identifying the resources needed. Some points to cover include:

- Assignments need to be made
- A time limit should be set; action plans for the next 6 plans
- Are tasks achievable; can they be implemented?
- Bylaws should be reviewed and updated
- Is funding needed for some of the priorities
- Some Board members don't know what their roles are within the Chapter
- Tie in Board reports to the strategic plan
- Support the new Legislative committee (Ed LeClear)
- Every committee has a set of criteria/tasks

There was a conversation about *Vantage Point*. The Board liked when the introduction of chairs was included in the newsletter. James said that he would like if all Sections/Committees stated whether they had a report for the Board or not (some response is better than none).

We took a lunch break at 12:20 p.m.  
The meeting reconvened at 1:02 p.m.

## FOLLOW UP

### Technology and planning

- Dave McFarland/Alexis Williams were not on the call; nothing new to report

### GIS Story Map – Great Place

- Pam Shellenberger and her staff plan to show Kim Gusic on how to use GIS Story Map for Great Places in PA after the conference
- 2018 Great Places in PA winners have been notified

### Bylaws review committee needed

- Amy McKinney will chair a Bylaws committee review.
- Committee members are needed

### Progress on new Legislative Committee

Ed LeClear elaborated on his report that was emailed to the Board for review. There was an extensive discussion. **Leah Eppinger asked that we officially appoint Ed LeClear as Chair for the legislative committee. Sara Pandl made that motion, Brian O'Leary seconded the motion; the motion carried.**

**Rachelle Abbott made a motion to have a representative from each Section be part of the legislative committee. Ed LeClear seconded the motion; the motion carried.** Ed would like to meet/call each Section representative to see what the legislative goals are in each Section.

### **Progress on new Education Committee**

David McFarland was not in attendance.

### **Communication/Membership**

Amy Evans was not in attendance. Susan Shermer stated that this committee should schedule a meeting. Sections/Committees should review of their website pages.

### **Committee & Section Reports**

#### Healthy Communities

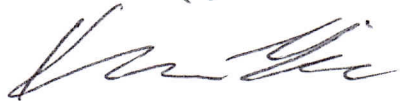
Justin Dula reported to the Board. A letter was sent to PennDOT.

#### PMPEI

Herman Slaybaugh reported to the Board. It's the 50<sup>th</sup> anniversary of the MPC. They will give away pins at their booth during the conference. Dan Olpere passed away; he was an instructor. This will be mentioned in President's address at conference along with Bill Hawk's passing, and any others brought to our attention. Tina Roseberry is a new member of the State Planning Board.

The Board meeting adjourned at 2:01 p.m.

Minutes taken by:



Kim Gusic and Chris Stewart

Minutes reviewed by:



Leah Eppinger