



**Pennsylvania Chapter of the American Planning Association
 Executive Committee Meeting
 Thursday, November 15, 2018
 Via conference call**

In attendance:

James Cowhey, AICP, *President*
 Amy McKinney, Vice President, *Northwest Section*
 Leah Eppinger, AICP, *Secretary, Central Section*
 Justin Dula, AICP, *Treasurer, Southeast Section*
 Brian O’Leary, AICP, *Past President*
 Rachelle Abbott, AICP, *Central Section*

Sara Pandl, AICP, *Lehigh Valley/Berks Section*
 Susan Shermer (non-voting)

Absent with notice:

Peter Wulfhorst, AICP, *Northeast Section*

No representation from Southwest Section

The meeting was called to order at 1:32 p.m. EST.

Shermer & Associates Update

Susan Shermer announced that she is going into semi-retirement. Her contract is up at the end of the year. However, she will work month by month beyond that until the Chapter can find a new association management company. Susan was approached in Erie by Debbie Thompson of Strategy Solutions. Debbie is interested in this opportunity. Susan let the committee know that Debbie has offered to a referral fee to Susan. Susan also expressed to Debbie that it would be easier for the Chapter if Debbie would agree to hire Kim Gusic for the first year. Amy McKinney and James Cowhey have a conference call scheduled with Debbie on November 21. In the interest of due diligence, the Chapter will prepare and send out an RFP for management services. Susan will send the committee a copy of her current contract. She will also see if she can find any RFP samples to send to them.

Chapter Development Plan

James Cowhey had sent the Chapter Development Plan and a work plan to this committee. He asked for comment since we would like to ask for full Board approval during the December conference call. Send any comments ASAP. In general, the committee was pleased with the Plan.

James Cowhey Update

James gave an update on his health. James and Amy spoke about a week ago how to fulfill the duties of the President. One of the options would be to split the duties – travel to the annual conference and Chapter president meeting in DC would be covered by Amy. Other work would continue to be James. Amy had reached out the committee. James also said he would resign if the committee felt that it was better for the Chapter. James left the call so that the committee could speak freely. All agreed that the plan as expressed by Amy should get us through the next year. Susan reminded the committee that 2019 is an election year. The committee wanted to know if Amy was going to run for President and she said that she would. Amy will call James to let him know.

We adjourned at 2:14 p.m. EST.

Minutes taken by:

Minutes reviewed by:

Susan Shermer

Leah Eppinger