



**Pennsylvania Chapter of the American Planning Association
Executive Committee Meeting
Friday, February 23, 2018
Via conference call**

In attendance:

Amy McKinney, Vice President, *Northwest Section*

Leah Eppinger, AICP, Secretary, *Central Section*

Justin Dula, AICP, Treasurer, *Southeast Section*

Brian O'Leary, AICP, Past President

Sara Pandl, AICP, *Lehigh Valley/Berks Section*

Peter Wulfhorst, AICP, *Northeast Section*

Kim Gusic (non-voting)

Susan Shermer (non-voting)

No representation from Southwest Section

MINUTES

The Meeting was called to order at 10:06 a.m.

Professional Development Committee

Previously through email, Susan Elks recommended Alexis William to become the Professional Development Officer (PDO). Alexis is currently Vice Chair. Susan Elks will be stepping down as PDO this spring. Amy McKinney hereby appoints Alexis Williams as the PDO. The Executive Committee supports the appointment.

Internet Scam

Amy McKinney's Section (Northwest) was involved in an email scam. Amy wanted to know if other Sections have a financial policy that addresses this. Susan Shermer reached out to other Chapters. She also asked our insurance agent. No one has coverage for this type of occurrence. One Chapter does a review at the beginning of every year with its treasurers. Our Chapter has removed emails for all treasurers from our website. The Chapter had forwarded a scam alert from APA earlier this year. Treasurers should always call and confirm with Chairs before making any wire transfers or payments.

Ongoing

Strategic Plan is on June 5th in State College (The Penn Stater)

- March 9 pre-planning meeting with Denny Puko (facilitator)
- Assessment – survey (sent to members); possibly do survey after the strategic plan
- stakeholders to invite: please let Susan Shermer know of any stakeholders to invite (PMPEI, Alex Graziani, Ron Bednar)
- Board meeting in the morning and Strategic Plan in the afternoon; lunch for both groups together

Tax Returns

- There were no questions on the draft tax returns, including a 990-T for Unrelated Business Income Tax. The 990-PF draft was sent to the Trustees for the Spaulding Trust. The returns will now be filed electronically.

APA Website

- Justin Dula will find out about the progress being made by APA on its website. Eventually the Chapter and Sections may need to update/change their websites.

COMMITTEE & SECTIONS

Sections shared updates with the Board. Sections are asked to review their webpages on the Chapter website for any updates.

The Awards committee had a meeting in Cumberland County; many of their members are new. They are updating the submission form. The awards program is expected to move from Tuesday to Monday at the annual conference this year.

Conflict of Interest forms were sent to Board members; please sign and return to Kim at info@planningpa.org.

Sections continue to have difficulty attracting citizen planners (planning officials/commissioners to their Section councils. Susan Shermer will ask other Chapters if they have difficulty. We may want to revise our Bylaws; Susan will check with Lynn Jorgensen at APA. Susan also suggested that it is time again to review the Bylaws in full.

Next meeting is April 27 in State College for the full Board.

The Executive Board meeting ended at 10:58 a.m.

Minutes taken by:

Kim Gusic

Minutes reviewed by:



Leah Eppinger