



**Pennsylvania Chapter of the American Planning Association
Board of Directors Meeting
Tuesday, December 19, 2017
Via Conference Call**

Attendance:

Amy McKinney, *Vice President*
Leah Eppinger, AICP, *Secretary*
Justin Dula, AICP, *Treasurer*
Amy Evans, AICP, *Communications Co-chair*
Scott Haverstick, *Central Section*
Brian O'Leary, AICP, *Past President*
Sara Pandl, AICP/RLA, *Lehigh Valley-Berks Section*
Steve Pitoniak, *Northeast Section*

Tina Roseberry, AICP, *Lehigh Valley-Berks Section*
Pam Shellenberger, AICP, *Central Section*
Troy Truax, AICP, *PODO*
Peter Wulfhorst, AICP, *Northeast Section*
Susan Shermer (non-voting)
Kim Gusic (non-voting)

Next Executive Committee Meeting is February 23 at 10:00 a.m. via conference call.

Board Follow-up Items:

- **Please let Susan Shermer know of any stakeholders who should attend the Strategic Plan.**
- **Please let Susan know dates you are unavailable in June or July for the Strategic Plan.**
- **If Board members have suggestions on future conference locations (2020) please send them.**

MINUTES

Meeting was called to order at 2:03 p.m.

- a. James Cowhey is on medical leave, an update was shared. He hopes to return in June. Amy McKinney will serve as the President in the interim.
- b. Student representative: Zachary from University of Penn is the new student representative.

Minutes

A motion was made by Justin Dula to approve the full board meeting minutes from October 2 as presented. Leah Eppinger seconded the motion; the motion passed.

A motion was made by Justin Dula to approve the Executive Committee minutes from November 15 as presented. Leah Eppinger seconded the motion; the motion passed.

2018 Budget

Justin Dula reviewed the draft budget. Many items remain the same with some adjustments for the annual conference and the upcoming strategic plan. There was some discussion about the reinvigorating the Legislative committee. **This will be a discussion item at the strategic planning meeting.**

Sara Pandl made a motion to approve the proposed budget for 2018. Pam Shellenberger seconded the motion; the motion passed.

Ongoing

Strategic Plan: Send Susan a list of names (stakeholders) you feel should be part of the strategic plan, also let her know what dates you are NOT available; a conference call option will not be available for the strategic plan. A Member assessment will go out in January; does the Board have any additional questions? **Susan will re-send the prior assessment for review.**

Sections Allocations/Annual Report: **Sections - please send your narrative and budget to receive your section allocation; three sections still need to send information.**

COMMITTEE & SECTION REPORTS (any action items from written reports)

Sections

- LV/Berks: will be host a sign ordinance workshop
- SE: is promoting the APA ambassadors program

Communications

- Amy Evans gave a update on on-boarding new members and also reaching out to members that drop their memberships
- Electronic survey (being developed) available for dropped members
- **Each Section is asked to review its Section page information on the website**
- **1 or 2 planner profiles (a snapshot) will be highlighted in the Vantage Point (SE section wants to do a planner profile on their website). Sections are asked to submit ideas, and two will be chosen randomly.**

Legislative

- No chair
- Discussion item at the strategic planning meeting

PDO

- FAICP should be announced in January or February
- AICP prep session will be held on March 10th

Education Committee

- No report
- No chair
- Waiting for strategic plan to see what the focus is

PMPEI

- PA Chapter is supporting PMPEI with \$6500

2017 Annual Conference Evaluations

The Board discussed evaluation results.

Site/Section for 2020 conference

Susan will send Board members a list of past conference locations.

Choose dates for next Executive Cmte and Board of Directors meetings

A Calendar appointment will be sent to Board members.

The Board meeting adjourned at 3:13 p.m.

Minutes taken by

Kim Gusic

Minutes reviewed by


Leah Eppinger