



**Pennsylvania Chapter of the American Planning Association**

**Board of Directors Meeting**

**Friday, December 14, 2018**

**10:00 a.m.-12:00 p.m.**

Via conference call

**Attendance:**

James Cowhey, AICP, *President*  
Amy McKinney, *Vice President*  
Leah Eppinger, AICP, *Secretary*  
Justin Dula, AICP, *Treasurer*  
Rachelle Abbott, AICP, *Central Section Chair*  
Amy Evans, AICP, *Communications Chair*  
Ed LeClear, AICP, *Legislative Chair*  
Laura Ludwig, *Incoming Southwest Section Chair*  
Brian O'Leary, AICP, *Past President*  
Sara Pandl, AICP, *Lehigh Valley/Berks Chair (joined at 10:15)*

Pam Shellenberger, AICP, *Central Section*  
Troy Truax, AICP, *Planning Official Development Chair (joined at 10:18)*  
Alexis Williams, AICP, *Professional Development Chair*  
Peter Wulfhorst, AICP, *Northeast Section Chair*  
  
Kim Gusic (non-voting)  
Susan Shermer (non-voting)  
Chris Stewart (non-voting)

**MINUTES**

The Board meeting was called to order at 10:03 a.m.

**Minutes**

**A motion was made by Amy McKinney to approve the Board of Director's August 28<sup>th</sup> minutes. Peter Wulfhorst seconded the motion; the motion passed.**

**A motion was made by Amy McKinney to approve the Executive Committee November 15<sup>th</sup> minutes. Peter Wulfhorst seconded the motion; the motion passed.**

**RFP Process for PA Chapter of APA**

Shermer & Associates will not be renewing its contract with the PA Chapter of APA and will continue to work month-to-month until a new management company can be found. The Chapter will be posting an RFP for a new association management company the week of December 17<sup>th</sup>. Leah Eppinger prepared the RFP with help from Board members. **A motion was made by Brian O'Leary to move forward with the RFP. Justin Dula seconded the motion; the motion passed.** The deadline for responses to the RFP is January 31, 2019. Interviews will be held the week of February 11. A decision will be made by end of February.

**Maryland Chapter Inquiry**

Amy McKinney had a discussion with a representative (Angie Hernandez) from the Maryland Chapter on how the Pennsylvania Chapter is managed.

**Financial Statement Review**

Justin Dula reviewed the financial statements. Susan Shermer made a recommendation to place some funds in certificates of deposit at another banking institution. She suggested laddering the funds into two

or three CDs. **A motion was made by Justin Dula to explore rates and report back. Sara Pandl seconded the motion; the motion passed.** Justin will report back. Board members should be on the lookout for future emails for any votes and approvals.

### Strategic Plan/Work Plan

James Cowhey gave an update on the strategic plan and work plan. James will have a work plan completed to send to the Board in a few weeks. James asked for approval of the Strategic Plan. **A motion was made by Brian O'Leary to approve the strategic plan. Amy McKinney seconded the motion; the motion carried.**

### Legislative RFP

Ed LeClear updated the Board on the progress of the Legislative committee. An RFP was developed for legislative services with a fee for services of \$6500. **A motion was made by Sara Pandl to approve the Legislative RFP contingent on the passing of the draft budget. Peter Wulfhorst seconded the motion; the motion passed.** The RFP will go out in January.

### PMPEI

PMPEI made a request asking the Chapter to reappoint James Lettiere and Tina Roseberry to serve 2-year terms beginning 1-1-2019. **A motion was made by Ed LeClear to reappoint James and Tina to the PMPEI board. Justin Dula seconded the motion; the motion carried.** Other representative from the Chapter on the PMPEI Board are George Fasic and Jennifer Boyer. Their terms expire at the end of 2019. Susan Shermer will notify Herman Slaybaugh.

### Budget for 2019

Justin Dula reviewed the 2019 budget with the Board. The main changes for 2019 include

- Association management transition fee
- Scholarships: Spaulding Trust keeps bringing less and less money every year. Every year at conference scholarship support keeps going down. A taskforce is needed to reinvigorate scholarships. Justin will write an article for Vantage Point. The PA Chapter will add an optional donation line on the upcoming 2019 dues. James will reach out to the President's Council to see what other chapters are doing. This item will be placed on the 2019 agenda for the Board.
- Conference sponsorships goal is set at a manageable level.
- Website: funds are set aside for the transition to the APA website.
- Legislative budget shows an increase because the committee is looking for a firm to track legislation, and to reinvigorate this committee.

**A motion was made by Sara Pandl to approve the 2019 budget. Amy McKinney seconded the motion; the motion carried.**

### FOLLOW UP

Technology and planning

- The Central Section will gear its training session in May 2019 to technology. The Professional Development Committee will support Central Section for this training as needed. If successful, the training could be used by other Sections and presented at the conference.

Progress on new education committee

- James will follow-up with Dave McFarland to see if he wants to remain as chair.

GIS Story Map/Great Places

- Pam Shellenberger shared an update about Great Places. Kim Gusic will reach out to Pam to schedule training.

#### Bylaws review committee

- Amy McKinney is the chair of the bylaws review committee. James Cowhey, Brian O'Leary, and Amy Evans agreed to serve on the committee. A future meeting will be in January. Amy has requested that the committee members review the bylaws in full. The Bylaws are on the website.

#### Nominating Committee

- Brian O'Leary agreed to be the chair of the nominating committee. Brian needs a representative from a minimum of five Sections. Susan Shermer and Justin Dula will send previous files for reference. The full slate will be needed by APA for the Chapter to be part of consolidated elections.

#### Communication/Membership

- A meeting should be scheduled. The committee should review the development plan to see where it has a role to play. We would like all Sections/Committees to review their pages on the website and send any updates. The final Shale Energy report will migrate from the Advocacy section and into the Resources section of the website. All other references will be deleted.

#### Conference RFP

- The 2020 conference site will be Scranton; a site visit is scheduled for January for the Hilton and Radisson.
- The 2021 conference site will be Pittsburgh. The Board agreed to move forward on a contract with the Sheraton Station Square.
- 2022 RFP will go out to York and Lancaster (Central Section).
- 2023 is the year for the APA conference to be held in Philadelphia. The Chapter will hold a smaller conference that year. Gettysburg is a possibility. Central Section suggested Williamsport. Staff will reach out to the CVB to see what space is available.

### Sections/Committees

Reports from Sections and Committees were emailed out to Board (if received by December 7)

#### Northeast

- Recently had a Section meeting. There is a concern there is no representation from the NE Section on the State Planning Board. Denny Puko may know how to proceed.

#### Southeast

- Budgeting for 2019 includes scholarships for membership
- See report for more information

#### Healthy Communities

- Still continuing monthly orientation calls
- 2019 bi-monthly committee calls have been scheduled

#### Lehigh Valley

- Forming the committee for conference planning
- Recently had a transportation workshop
- Future events to possibly include southeast section

#### Professional Development

- AICP exam prep is scheduled for 2019 (February 23)
- PA Chapter belongs to a webcast consortium which requires that the PA Chapter produce one of the webcasts. Alexis Williams is reviewing the survey results from the annual conference to see if there is a session that could turn into a webcast, and if anyone has suggestions please let her know.

#### Northwest

- Wrapped-up the conference

Central

- November event went well

Legislative

- Shared update earlier in the meeting
- Also working on communications to the membership in 2019 (Joy Ruff will work on this piece)
- Charles Courtney is the Vice Chair
- They will draft a letter to go to the new congress in PA

The Board meeting adjourned at 11:58 a.m.

Minutes taken by:

Minutes Reviewed by:



Kim Gusic



Leah Eppinger, AICP