



**Pennsylvania Chapter of the American Planning Association
Executive Committee Meeting
Wednesday, November 15, 2017
Via conference call**

Attendance:

James Cowhey, AICP, *President*

Leah Eppinger, AICP, *Secretary*

Justin Dula, AICP (via phone), *Treasurer*

Brian O'Leary, AICP, *Past President*

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

Katie Stringent, *Southwest Section*

Peter Wulfhorst, AICP, *Northeast Section*

Kim Gusic (non-voting)

Susan Shermer (non-voting)

Next Board of Directors meeting is December 19 at 2:00 p.m. via conference call.

MINUTES

The Executive Committee Meeting was called to order at 2:05 p.m. EST

Chapter President Items / Ongoing

a. 2018 Strategic Plan

A needs assessment should be sent to membership. **Susan Shermer will send a copy of the last assessment to the Board for their review and input. We will target March to send a new one to the membership.** The executive committee discussed having Brian O'Leary and/or Denny Puko lead the strategic planning discussion. The executive committee agreed that State College would be a good location. Emails will be sent requesting available dates for this meeting.

b. Request/suggestion for a lower "retired" conference registration fee

Presently, we give a 20% discount to retired planners, planning officials/ commissioners and emerging planners. At this discounted rate, the conference is being offered at cost (barely covering food). **The executive committee feels the current discounted rate is appropriate, and no additional offers will be given.**

c. PMPEI

Herman Slaybaugh mailed a request for support to the Chapter. **The Chapter will continue supporting PMPEI at the \$6500 level.** We would like PMPEI to continue to share regular updates with us. We would like to know how the succession transition is going.

d. Local Government Day

Local Government Day will likely be held the week of April 9-13, 2018. **The executive committee has formally agreed to submit Felicia Dell's name to the DCED.**

e. Supplies & Baskets from the Annual Conference

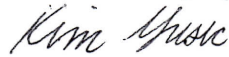
The executive committee agreed that remaining supplies from the keynote speaker presentation will be donated to a school. There were two raffle baskets that were not claimed at the annual conference. **The executive committee agreed to donate the items from the baskets to a charity.**

DRAFT Budget

Justin Dula and Susan Shermer reviewed the draft budget with the executive committee. A few line items were adjusted. The Healthy Communities in PA committee requested some funds. **The executive committee agreed that the budget should be presented to the full Board in December.**

The meeting adjourned at 3:21 p.m. EST.

Minutes taken by:



Kim Gusic

Minutes reviewed by:



Leah Eppinger