

**Pennsylvania Chapter of the American Planning Association
Board of Directors Meeting
Friday, February 24, 2011
11:00 AM -2:00 PM**

In Attendance were:

Brian O'Leary, AICP
John Pickett, PE, AICP
James Cowhey, AICP
Pam Shellenberger, AICP
Steve Pitoniak
Susan Elks, AICP
Jim Segedy, PhD, FAICP
Martha Cross, AICP, PP, LEED AP
Tim Ference

Absent:

Alex Graziani, AICP
Scott Brilhart
Roy Brant, PhD
Bill Brobst
Scott Haverstick
Dennis Martinak, AICP
Jonathan Pinkerton
Kevin Smay
Anthony Toth, AICP
Cheryl Tumola
David Ward, AICP
Jake Welsh, AICP
Peter Wulforst, AICP

Non-Voting:

Shannon Debes
Cliff Kanz, AICP
Sarah Galbraith Laucks, CMP, Chapter
Admin
Susan Shermer, CMP, Admin Director
Kelly Dolan, Note Taker

Next Meetings:

Executive Committee – March 23, 2012

Board of Directors – June 8, 2012

1. Call to Order

- The meeting of the Board of Directors of the PA Chapter of the American Planning Association was called to order at 11:04 a.m. on February 24, 2012 by Brian O'Leary.

2. Approval of Minutes of August 19, 2011 Board Meeting

- A motion was made by John Pickett to approve the August 19, 2011 Board Meeting minutes, seconded by Pam Shellenberger, motion carried.

Approval of Minutes of December 9, 2011 Board Meeting

- A motion was made by John Pickett to approve the December 9, 2011 Board Meeting minutes, seconded by Brian O'Leary, motion carried.

3. Treasurer's Report

- a. Review of 2011 Financial Statement as of January 31, 2012
 - We ended the year with a balance of \$91,000.
 - Major expenses for the year were the conference and our contracts.
- b. Discussion of 2012 Budget. Review of Legislative Committee budget request. Review of PMPEI budget request.
2012 Budget
 - APA has been discussing increasing the amount of funds it holds back from Chapters. They are looking at an additional 10%. The chapters have expressed their concerns with this proposal. This item will be voted on at the April 2012 national conference.
 - **ACTION ITEM:** Susan will contact Lynn Jorgenson and Mike Welch for information on how this change will affect the PA Chapter and when. The PA APA executive committee will then review after emailing the full board for discussion.
 - The budget was kept as accurate as possible this year, with the Erie conference location, costs will be higher than they were in Scranton and income may not be as high.

- A motion was made by John Pickett to approve the 2012 budget, second by Jim Segedy, motion carried.
- **ACTION ITEM:** Planning for the 2013 budget to begin in the summer, with a final discussion mid-November. This may make it possible to approve the budget prior to the beginning of the year.

PMPEI budget request

- Jim Segedy made a motion to stay with the budget request of \$5500 and to obtain from George Fasic documentation, bills, session lists, registration lists, financial reports showing income/expenses. The motion was seconded by James Cowhey, motion carried.
- **ACTION ITEM:** Obtain reports from PMPEI including documentation, number of attendees, registration lists, and financial reports of income/expense.

Legislative Committee budget request

- The group discussed options available to the chapter for legislative services and/or lobbying. The group decided that we need to take time during 2012 to explore what we can afford, who does it and what we want to accomplish.
- It was determined that we need to do legislative monitoring. Recommendation from Jim Segedy; he will talk with John Walliser at Pittsburgh office of the PA Environmental Council, VP for Policy and Legal Affairs, and Jason Jordon – APA national lobbyist.
- A line item will remain in the budget. We will discontinue services with Duane Morris for the time being, while we research our direction and try to get more participation on the legislative committee.

4. Goals for 2012-2013

- a. Discussion of executive committee and board of director roles
 - Exec. Committee consists of officers plus representatives from sections not represented by the officers. The committee is responsible for making smaller decisions that arise through the year.
 - The Board is made up of the executive committee; the chapter PDO, PODO, and student rep; and a professional planner and planning official from each section. Sections also have alternates.
 - The full board is responsible for making big decisions for the Chapter.
 - Meetings: Brian O’Leary suggested the Board have 2 meetings per year, with the Executive Committee holding 4 meetings per year. With use of the conference as a possible board meeting if the need arises.
 - The board will have an early meeting each year to focus on goal setting and a fall meeting to focus on budget.
 - The option of electronic votes via email is available for items that arise through the year.
 - Suggested running the annual meeting at the conference as a concurrent session, include the full board membership and make it a time for open discussion.
 - Board meetings are open to all board members to attend.
- b. Key focus areas for the chapter in 2012 and 2013
 - More work with allied associations, PSATS, Boroughs, County Planning Directors.
 - Provide more outreach to county planning commissions.
 - Planning assistance groups, get more members volunteering, get students more involved, (IUP should receive accreditation soon.)
 - Engage sections more. Make sure chapter is one entity across the state.
 - Improve website, make content more planner driven. Use chapter website as a way to showcase best practices, (see division websites for similar resources.) Fill out the content on the website and make it more planner-driven.

- Make PA APA a place to go for questions about planning in PA.
- Improve student involvement. Students are lost between graduation and obtaining a job/pre AICP exam. Maybe offer membership scholarships or an Emerging Professional rate. SE section looks for events that combine education with social activity. Advertise in the newsletter for a Student Rep for the Chapter Board.
- Need to engage planning officials, and incorporate with professional planners. Revitalize efforts to with MPC.
- Improve communications with members and leadership and communication between the two. Bring disenfranchised members into the fold.
- **ACTION ITEM:** Brian O'Leary will write up comments and ask board members to volunteer to take a thought and come up with execution ideas, then in our mid-year meeting we come up with a plan to implement the ideas.

5. New Business:

- a.** Review and approve Bylaws Revisions. Address questions and recommendations from Bylaws Committee. Review proposed method to vote revisions.
 - After the Bylaws are approved by the Bylaws Committee, they will be sent to Lynn Jorgenson of APA, and then our members will receive a 30 day review. After the review period, it will be voted on by the membership.
 - Section 8.2 regarding Executive committee was updated in 8.0 to add, "make policy recommendation to board of directors."
 - Edit section 8.4 to add "in cases of special urgency dealing with personnel matter or budget execution, via telephone, email and mail servicing are acceptable."
 - Section 9.2 second line should be, "and any additional members."
 - Make "2 year term with unlimited renewals" to committees as appropriate.
 - 11.1 Remove planning student organization reference.
- b.** Select PA APA representatives for PMPEI board of directors.
 - A motion was made by James Pickett to keep our three representatives (Carl Hess, Bill Gomes, and George Fasic), seconded by Pam Shellenberger. The motion carried.
- c.** Discussed Education, Professional Development, and Planning Officials Development Committees: roles and how they inter-relate.
- d.** Excellence in Local Government Awards: April 17, 2012 at the East Wing of Capitol Rotunda
 - Nominees are Alex Graziani, Ken Hughes , and Richard Schmoyer
- e.** PSATS 2012 Annual Convention: May 6-9 at Hershey Lodge
 - Our booth is confirmed, we are looking for volunteers. Volunteers can attend training for the day on the day they volunteer.
- f.** APA National: April 14-17, will be attended by chapter president
- g.** Request for \$100 from Mid-Atlantic Regional Planning Roundtable
 - A motion was made by James Pickett to approve the \$100.00, seconded by Jim Segedy. Motion carried.
- h.** PHRC Land Development Subcommittee
 - The current members will be asked to continue to serve.
- i.** HB 1950: Discussed PA APA next steps regarding this recently passed law. White paper, position statement, etc.

ACTION ITEM: Ask Stan to post his memo on the website and in chapter newsletter, and ask Legislative Committee to discuss and make a recommendation to the board.
- j.** Discuss creation of Development Committee to oversee fundraising efforts. Defer to next meeting

- k. Review "Value of Membership" article. Discuss creation of Membership Committee and possible role.
Defer to next meeting
- l. Develop policy for posting non-Chapter events on website and in newsletter.
Defer to next meeting
- m. Develop policy for expense reimbursement.
Defer to next meeting
- n. Review new board report form for sections, committees and PMPEI.
 - o ACTION ITEM: Add committee name and date of report to top of form.
- o. Schedule 2012 Board of Directors meetings.
 - Next year we will have the meeting in November.

6. Old Business

- a. AICP Commission's Tenured Faculty Program Proposal
 - Susan Elks made a motion to not support the proposed changes, seconded by Jim Segedy. The motion carried.
- b. Chapter/CCAP/County Planning Directors coordination
 - County Planning Directors are considering becoming a 501(c)
- c. PODO replacement and new PODC committee members
 - An advertisement in the Newsletter looking for members.
- d. 2012 Annual Conference
 - Call for presentations is out, deadline is March 23, 2012.
- e. 2013 Annual Conference
 - Hilton Harrisburg is confirmed.
- f. 2014 and 2015 Annual Conferences: Staff will check with sections re hosting.
- g. Continue outreach to PSATS and planning officials. James Cowhey will continue dialogue.
- h. Chapter staff changes
 - This will be Sarah Galbraith Lauck's last meeting as Chapter manager. Susan Shermer will act as the Chapter Administrator while she finds the appropriate replacement. Sarah will continue as the conference manager through 2012.

James Cowhey made a motion to write a letter of support for APA funding at a higher level for EnviroThon, seconded by Jim Segedy. Motion carried. Jim Segedy is to draft the letter.

A meeting adjourned at 2:53pm.

Minutes taken by:
Kelly Dolan

Minutes Reviewed by:
Sarah Galbraith Laucks, CMP
James Cowhey, AICP