

**Pennsylvania Chapter of the American Planning Association**  
**Executive Committee Meeting**  
**Friday, February 21, 2014**  
**11:00 AM – 12:30 PM**

**Via conference call, in attendance:**

Brian O'Leary, AICP, President  
James Cowhey, AICP, Vice President  
Pam Shellenberger, AICP, Treasurer  
Susan Elks, Professional Development Officer  
Andrew Hartwell, Southwest Section  
Sara Pandl, AICP, Lehigh Valley Section  
Peter Wulforth, AICP, Northeast Section

**Next Meeting: March 14 Board of Directors**

**Giant Foods Grocery Store, Community Center, 2nd Floor, 2300 Linglestown Rd, Harrisburg PA 17110**

1. Call to Order. Introductions.
  - a. The meeting of the Executive Committee of the PA Chapter of the American Planning Association was called to order at 11:03 AM on February 21, 2014 by Brian O'Leary.
2. Treasurer's Report
  - a. Pam Shellenberger reviewed the financial statements of January 31, 2014.
3. Chapter President Report
  - a. Strategic Planning: More details on the strategic planning meeting will follow soon. A conference call is scheduled for February 28 and will include Brian O'Leary, Susan Elks, Sarah Pandl, and Susan Shermer.
  - b. Education Committee: Brian O'Leary recommended Rick Hoch, from Indiana University of Pennsylvania, as the next Education Chair. A motion to approve Rick Hoch as the Education Committee chair was made by Pam Shellenberger and seconded by Sara Pandl; the motion carried.
  - c. Legislative Committee: Vice-Chair position is now vacant. Brian O'Leary reported that Kyle Guie has reached out to the committee to see if there was anyone to fill that open position. Brian O'Leary will call Kyle Guie about funding and 2014 plans.
  - d. Outreach/Communications 2014, marketing brochure: Susan Shermer will get a final pdf of the brochure to distribute to everyone in two formats – suitable for the website, and in a version that can be printed into a folded brochure. The brochure could be distributed through email, the website, DCED, county planning directors, and social media. We will have some copies printed. A quantity needs to be determined.
  - e. APA in April: Brian asked if any board members were attending the APA Annual Conference to see if they would be interested in attending the Delegate Assembly on behalf of the PA Chapter. Susan Elks is interested in being a delegate; Sara Pandl is interested, depending on the schedule.
4. New Business
  - a. Unconventional Gas Report – plans for policy making: Brian has asked Dennis Auker to solicit individuals to create a committee. More details to come later.
  - b. CPC Grant (spring cycle) due March 25: Chapter will not apply for the Spring cycle of the CPC grant. Chapter will possibly submit for fall cycle (more notice and planning is needed for this application).
  - c. Rich Bickel will be offering two \$1000 scholarships for 2014.
  - d. The Chapter office is currently pulling together all the tax information. Vantage Point is almost complete and it is anticipated it will be emailed via Constant Contact this afternoon.
5. Ongoing Business

- a. DCED Training Series for 2014: Susan Elks reported on trainings, everything is moving forward, but the Spring Forum required more involvement from the Chapter than originally planned.
  - Planning Matters: Final details for Todd Poole's sessions are being finalized. Information on this session will be shared in a few days.
  - Spring Forum: Eastern and western locations have been selected. Final details for each location are still being worked out. Andrew Howard is the main speaker for both locations. DCED approved the proposal, but PSATS needs to prepare a contract.
- b. Great Places Initiative: Pam Shellenberger reported there are 17 committee members. This committee is very active and has formed subcommittees. APA stated that the PA Chapter must announce its Great Places winners either 2-3 months before October or after October; the months of September and October are reserved for the APA Great Places announcements. For 2014 PA Chapter will announce Great Places winners in November. In 2015, PA Chapter will announce the Great Place Initiative in late Spring or early Summer.
- c. Mapping Project: Pam Shellenberger reported that Debbie Tollett continues to work on mapping project. No other updates at this time.
- d. Reports from Committee/Section Chairs
  - PMPEI- Tina Roseberry is replacing Carl Hess (George Fasic and Bill Gomes are also our representatives for PMPEI)
  - Southwest and Northwest sections are currently reviewing bylaws. Presently, most Sections have elections in the spring with officers beginning on June 1. Our Bylaws prescribe this. However, all Chapters are moving to a common schedule with officers starting on January 1 as requested by APA. The PA Chapter already does this. Sections are not required to do this, but it puts them off-kilter with the Chapter. The Southwest Section is revising their bylaws to align its elections with the Chapter; the Executive Committee has no objections. We will discuss the conflicting Chapter bylaw at our full Board meeting in March.
- e. 2014 conference planning is progressing. The Call for Presenters deadline is February 28.
- f. 2015 Annual Conference Chairs will be voted on at the Board meeting.

Meeting adjourned at 12:21 PM

Minutes taken by:

Minutes reviewed by:

Kim Gusic

Meeting Participants

Minutes approved by meeting participants via email; final approval on 4/28/2014