

**Pennsylvania Chapter of the American Planning Association  
Executive Committee Meeting  
Friday, January 20, 2012  
11:00 AM – 2:00 PM  
Lancaster County Planning Commission  
150 North Queen Street, Ste #320, Lancaster, PA 17603**

**Minutes**

**In Attendance, Voting:**

Brian O'Leary, AICP, President  
John Pickett, PE, AICP, Vice President  
James Cowhey, AICP, Secretary  
Pamela Shellenberger, AICP, Treasurer

**Absent:**

Roy Brant, PhD  
Peter Wulfhorst, AICP  
Alexander Graziani, AICP  
Anthony Toth, AICP

**In Attendance, Non-Voting:**

Sarah Galbraith Laucks, CMP, Chapter  
Administrator  
Susan Shermer, CMP, Administrative  
Director  
Kelly Dolan, Note taker

**Next Meetings:**

Board Meeting, Friday, February 24, 2012, 11:00am – 2:00pm, Location to be announced  
Executive Committee Meeting, to be announced

1. Call to Order. Review of Agenda.
  - The meeting of the Executive Committee of the PA Chapter of the American Planning Association was called to order at 11:08 p.m. on December 2, 2011 by President Brian O'Leary.
2. Approval of Minutes from December 2, 2011 Executive Committee Meeting
  - The minutes of December 2, 2011 Executive Committee meeting were reviewed. A motion to approve the minutes was made by James Cowhey, and seconded by John Pickett. The motion carried.
3. Treasurer's Report:
  - a. Review of 2011 Financial Statement as of January 31, 2012
    - We have a net gain of about \$2,700.00 for the year ending 2011.
  - b. Discussion of 2012 Budget
    - John Pickett, Pam Shellenberger, Susan Shermer and Sarah Galbraith Laucks met in December 2011 to review the 2012 budget. They looked at line items that could be trimmed to lessen a projected deficit.  
Changes implemented are:
      - \$2,250.00 was pulled from conference speakers, anticipating lower speaker travel expenses.
      - The Conference transportation budget was removed; we assume that transportation services will be complimentary.
      - The brochure/website budget was trimmed by \$1,000.00.

- Postage budget cut by \$400.00 due to an anticipated reformat of the conference brochure.
  - Cut brochure printing down to \$1,300.00 due to anticipated reformat. (Sarah Galbraith Laucks will double check with printer on cost).
  - Lower the office supplies cost.
  - Add \$1,000.00 to our credit card fees.
  - Remove travel and registration costs for the PDO to the APA conference since she cannot attend this year. President O'Leary is planning to attend.
  - Add \$2,000.00 to the APA rebate.
  - In the future when making conference location decisions, we need to choose locations where fees are reasonable keeping in mind that we want all Sections to have the opportunity to host the conference.
  - The Legislative monitoring contract did expire. After much discussion regarding its renewal and value to the Chapter, a decision was made to send this topic to be reviewed by the full board.
- c. PMPEI budget request
- PMPEI requested a \$500 increase in 2012; due to budget cuts across the board we are unable to honor their request, but we will consider the increase next year.
  - **ACTION ITEM:** Brian O'Leary will contact Stan Lembeck to review the chapter's funding for PMPEI in 2012.
- d. Organizational membership revision: adding option to add extra members at \$15.00 per person for up to 5 additional members
- Approved. We will keep the cap the limit at 5 additional members. We will update this addition to the brochure.

A motion was made by James Cowhey to approve the budget and take it to the board, seconded by Pam Shellenberger. The motion carried.

#### 4. Goals for 2012-2013

- a. Define executive committee and board roles more clearly.
- The executive committee enforces the policies and day-to-day operations, and the board makes the broader policy decisions.
  - We need to be sure when we address items to the board; we present them in a manner to offer discussion, rather than opening straight to a vote.
- b. Key focus areas for the chapter in 2012 and 2013
- John Pickett
    - Communication, starting a communication committee
    - Strategic plan is effective for 2 more years, and we need to be sure review it and make sure we are making decisions in accordance with our plan
  - Pam Shellenberger
    - Promoting and recognizing the activities of the Chapter
  - James Cowhey
    - Offer more services for planners

#### 5. New Business:

- a. Bylaws Committee: Review final Bylaws Revisions. Address questions and recommendations from Bylaws Committee. Review proposed method to vote revisions.

- We reviewed the bylaws and addressed outstanding questions. Sarah Galbraith Laucks, Susan Shermer, and Pam Shellenberger will make further changes, and send the recommended changes out.

**A motion was made by Pam Shellenberger to approve the changes discussed, seconded by John Pickett. Motion carried.**

- b. 2012 Events: Excellence in Local Government Awards, PSATS 2012 Annual Convention, APA National (attendance by president and PDO)
  - Excellence in Local Government Awards - The board met in December and asked Sarah Galbraith Laucks to investigate the process this year. She is currently looking into obtaining recommendations for three nominees. She will email the board with recommendations on Friday.
  - PSATS - We do want to continue to maintain the relationship with PSATS and will therefore attend their conference as an exhibitor.
- c. Discuss creation of Development Committee to oversee fundraising efforts.
  - Defer this to the board to discuss
- d. Review "Value of Membership" article. Discuss creation of Membership Committee and possible role.
  - Defer this to the board to discuss
- e. Awards Committee: Appoint Denny Puko as new chair.

**Brian O'Leary made motion to appoint Denny Puko as chair, seconded by John Pickett. Motion carried.**

- f. Develop policy for posting non-Chapter events on website and in newsletter.
  - Tabled. Sarah Galbraith Laucks will draft a policy to take to the board.
- g. Develop policy for expense reimbursement.
  - Tabled. Questionable reimbursements will be sent to the committee for approval. Sarah Galbraith Laucks will draft a policy to take to the board.
- h. Recognize Carl Hess' contributions.
  - Brian O'Leary will create an article to recognize him in the newsletter.
- i. Review new board report form for sections, committees and PMPEI.
  - Tabled. Referred to board.
- j. Schedule 2012 Executive Committee and Board of Directors meetings.
  - Last year each group met 4 times. The Executive Committee is required to meet 4 times per year and the Board of Directors is required to meet a minimum of 2 times per year. The number of board meetings will be at the discretion of the Board.
  - We should create a private board member section on the website to post agenda attachments rather than sending emails with several attachments.
  - The Executive Committee will meet more often to shorten the length of the meetings.
  - We will have a board meeting before the Executive committee meets again.
  - We want to have a board meeting on February 24th, from 11:00-2:00, and encourage all board members to attend in person.
  - 2013 dues need to be discussed and acted on at the second meeting of the board.

6. Old Business
- a. Art Loeben memorial, creation of SE Section Award
    - We did send a thank you note. Perhaps we can create an award in his name, and defer to SE section with support of the Executive Committee.
  - b. AICP Commission's Tenured Faculty Program Proposal
    - Tabled. Defer to the board.
  - c. Chapter/CCAP/County Planning Directors coordination
    - Tabled. Defer to the board.
  - d. PODO replacement and new PODC committee members
    - Tabled. Defer to the board.
  - e. Newsletter and Website revisions: review of final website firm choice
    - Sarah Galbraith Laucks stated that Biscuit Studios will be hired, and work will commence shortly.
- 2012 conference information will go out Monday, and we will begin fundraising. Planning is going well.
  - Sarah Galbraith Laucks encouraged everyone to read section reports as they do have interesting items.

The meeting adjourned at 2:55pm

Minutes taken by:

Kelly Dolan

Minutes reviewed by:

James Cowhey, AICP, Secretary  
Susan Shermer and Sarah Galbraith Laucks