

**Pennsylvania Chapter of the American Planning Association  
Executive Committee Meeting**

**Friday, March 23, 2012**

East Hempfield Township Building, Landisville PA

**11:00 AM – 2:00 PM**

**Attendance, Voting:**

Brian O Leary, AICP  
John Pickett, AICP, PE  
Pam Shellenberger, AICP  
James Cowhey, AICP  
Peter Wulfhorst, AICP (phone)

**In Attendance, Non-Voting:**

Susan Shermer  
Kim Gusic  
Shannon Debes

**Absent:**

Roy Brant, PhD  
Anthony Toth, AICP  
Alex Graziani, AICP

**Next Meeting: Full Board meeting on June 8**

1. Call to Order
  - The meeting of the Executive Committee of the PA Chapter of the American Planning Association was called to order at 11:03 a.m. on March 23, 2012 by President Brian O'Leary.
2. Approval of Minutes
  - The minutes of January 20, 2012 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
  - Pam Shellenberger and Susan Shermer reviewed the financial statement as of February 29, 2012. We had net income of \$26,701 at the end of February. \$1200 will eventually drop off from revenue; it is income from a credit card transaction for another Shermer & Associates client that went through the wrong credit card gateway. Susan Shermer has been working for two months to resolve the issue.
  - Staff is following up on outstanding dues and the Delta Development invoice for the Irving Hand Award.
  - Four (4) sections still need to submit reports in order to receive the section support allocation (SE, SW, NW, and LV)
4. New Business
  - a. Review policy for expense reimbursement.
    - The draft policy was reviewed including the requirement to submit expenses within 60 days. It is unclear to whom this applies. Susan Shermer will research the background; item tabled until the next meeting.
  - b. Review policy for posting non-Chapter events on website
    - Any events sponsored by PA APA and the professional development officer will be posted on the home page of the website and calendar of events. PA APA will continue to post

events of interest to members on the calendar of events (such as PMPEI trainings, PSATS, Earth Day events, etc.) The Calendar of events needs to include language which states PA APA is not endorsing the posted event. A motion to approve the policy was made by Pam Shellenberger and seconded by John Pickett. The motion passed. Susan Shermer will have the non-endorsement text added to the website.

- c. Review new board report form for sections, committees and PMPEI.
  - Reports should be sent to the Chapter office before each Board and Executive Committee meeting. A motion to approve the use of the form was made by John Pickett and seconded by James Cowhey. The motion passed.
- d. CM Activities Pricing
  - For Sections, 3 hours of CM credit is free; anything additional will be charged \$50/hour (credit) and the revenue will be shared 50/50 by the Chapter and Shermer & Associates. For one-time co-sponsored events, CM credits will incur a fee of \$75/hour (credit). These proceeds are shared 50/50 between the Chapter and Shermer & Associates. A motion to approve CM pricing was made by John Pickett and seconded by Pam Shellenberger. The motion passed.
- e. Student Representative
  - Christopher Townley has responded to our newsletter advertisement. He is a student from IUP, and is interested in being the Student Rep to the board. The committee amended the bylaws (7.7) to change the Student Representative term to be: from the time s/he is appointed until s/he graduates. This position is a voting member. We discussed covering the travel expenses for this position. Further discussion tabled until the June board meeting.
- f. Lehigh Valley Section
  - Brian O'Leary called and emailed and will be following-up again to see how the Chapter can assist this section. He has likewise reached out to all the sections.
- g. Planning Official Development Officer
  - No one had applied. Tabled for further discussion at the June Board meeting.
- h. Creation of a Development Committee
  - We discussed ideas for the charge for this committee. We envision the committee acting as a think tank to increase membership and non-dues income, not as a committee who directly solicits income. Susan Shermer will look through past minutes to see if other ideas have been discussed to help create the charge for the committee. Further discussion tabled until the June board meeting.
- i. Review "Value of Membership" article and creation of a Membership Committee
  - A membership committee will likely be folded into a Development committee.
- j. 2012 Events: Excellence in Local Government Awards, PSATS 2012 Annual Convention, APA National (attendance by president and PDO)
  - Alex Graziani will be awarded the Local Government Award.
  - Our display will be exhibited at PSATS.

- Staff will go to APA conference in 2013 and funding will be added to the 2013 budget.
  - k. APA Policy Guides
    - APA issued two policy guides in advance of the APA conference. APA allows the PA Chapter to have three delegates. Brian O’Leary has asked Rich Bickel, John Pickett and Sara Pandl to represent the Chapter. They have discussed the policies and will forward their comments to APA.
  - l. PA APA 2013 Conference Update; PA APA 2104 Conference, Section hosts
    - 2013 conference will be at the Harrisburg Hilton; the contract has been signed.
    - For 2014, Susan Shermer will be sending out an inquiry about hotel costs in the city of Philadelphia.
    - We are considering 2015 in Pittsburgh (downtown), and 2016 in Lancaster or Penn State.
  - m. Local Training Partnership
    - James Cowhey will discuss PA APA membership with Denny Puko.
  - n. Legislative committee
    - Shannon Debes joined the discussion by phone (1:30 p.m.) to give an update. The GSP contract has ended. We had a general discussion about what services PA Chapter of APA would like, and about what constitutes lobbying. The Legislative committee would like to continue Hill visits. Shannon Debes will be reviewing the RFP and a revised RFP will be sent out in early-mid April; action will take place at June Board meeting.
  - o. Schedule next 2012 Executive Committee Meeting
    - We will discuss at the June board meeting.
5. Old Business
- a. AICP Commission's Tenured Faculty Program
    - A copy of our response is included in the materials.
  - b. Chapter/CCAP/County Planning Directors coordination
    - John Pickett sees no conflict and hopes we can continue to coordinate efforts.
  - c. Bylaws Revisions
    - This is still in progress. Sarah Galbraith Laucks needs to finish the revisions, send them to the bylaws committee, and then to Lynn Jorgenson at APA.

The meeting adjourned at 2:08 p.m.