

Pennsylvania Chapter of the American Planning Association
Executive Committee Meeting
Friday, November 21, 2014
2:00 PM – 3:00 PM
Via Conference Call

In attendance

Brian O'Leary, AICP, President
James Cowhey, AICP, Vice-President
Pam Shellenberger, AICP, Treasurer
William McLain, Southwest Section Representative
Sara Pandl, AICP, Lehigh Valley/Berks Chair
Troy Truax, AICP, Planning Officials Development Officer

Peter Wulfhorst, Northeast Section Representative

Susan Shermer (non-voting)
Kim Gusic (non-voting)

Absent with Notice: Amy McKinney, Northwest Chair and Secretary

1. Executive Board meeting was called to order at 2:02PM.
2. Chapter President Items
 - a. Appoint Communications Chair - Amy Evans
 - A motion was made by Troy Truax to appoint Amy Evans as Communications Chair, seconded by Sara Pandl. The motion carried. Tasks will be discussed in December.
 - b. Legislative Chair vacancy
 - Kyle Guie has resigned effective December 31, 2014. An ad will be running in the latest *Vantage Point* to find a new chair. All are asked to think about possible candidates.
 - c. Region 1 Conference
 - The Committee is now seeking proposals for sessions. The Conference is in June at Saratoga Springs, NY; 500-700 attendees are expected.
 - d. Board Meeting in December, please email Susan Shermer or Brian O'Leary with topics.
3. New Business
 - a. APA Health Initiative
 - There are many questions about this. It is not entirely clear. Chapters are to play a role as administrators, this is not defined. The Chapter office will send out information on the deadline for any Letters of Intent. More to follow at the December Board meeting.
 - b. Draft Budget
 - Susan Shermer and Pam Shellenberger reviewed the draft budget for 2015. The draft budget will be brought to a vote for the full Board meeting. Revisions were made in the Conference section of the budget. Conference registration was increased from \$85,000 to \$87,000. Sponsorship revenue was increased from \$35,000 to \$37,000. Professional services were decreased from \$8,000 to \$6,000. Supplies were decreased from \$3,000 to \$2,000. Food and beverage was decreased from \$70,000 to \$65,000. Susan Shermer will gather more information on food & beverage costs and email the Committee.
 - c. PA of APA Annual Report
 - A suggestion was made to produce an Annual Report in *Vantage Point*. The report could be posted to the website easily, and will not cost additional graphic artist fees. We also discussed producing this as a stand-alone item. This will be discussed in December.
4. Ongoing Business
 - a. Local Government Nominee submission

- A short survey/poll will be sent to the Board to select a nominee for the excellence in local government award. Choices include: Darlene Heller, Bill Kelly and Kirk Stoner. A decision must be made by December 3rd, and reported to the DCED. Resumes will be provided for the three candidates along with the poll.
- b. Great Places Initiative Update
 - Pam Shellenberger will draft an announcement naming the winners of *Great Places*. Regret nominees will be contacted by email. There were 7 *Great Place* winners and 20 regrets. Certificates will be given to the winners. Also window clings may also be given out. A quote on window clings will be brought to the Board meeting in December.

Executive board meeting adjourned at 3:25 PM.

Minutes taken by:

Minutes reviewed by:

Kim Gusic

PA-APA Board

Approved on December 5, 2014