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 effectivated 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