

**Pennsylvania Chapter of the American Planning Association
Board Meeting
Friday, December 5, 2014
Giant Food Store, Camp Hill, PA**

In attendance:

Brian O'Leary, AICP, President
James Cowhey, AICP, Vice President
Amy McKinney, Secretary
Pam Shellenberger, AICP, Treasurer
Martha Cross, AICP, SE Section Chair
Susan Elks, AICP, Professional Development Chair
Amy Evans, Communications Chair
Troy Truax, AICP, Planning Officials Chair

Sara Pandl, AICP (joined 11:34 AM), LV/Berks Section Chair
Rachelle Abbott, AICP (via phone), Central Section Chair
Andrew Hartwell, AICP (via phone), SW Section Chair
Steve Pitoniak (via phone), NE Section Chair

Absent with Notice:

Richard Hoch, AICP, Education Chair
Tina Roseberry, AICP, Lehigh Valley/Berks Section

1. The Board meeting was called to order at 11:05 AM.
2. A motion was made by James Cowhey, and seconded by Amy McKinney, to approve the minutes for the October Board meeting. The motion passed.

A motion was made by Troy Truax, and seconded by James Cowhey, to approve the minutes for the November Executive Committee meeting. The motion passed.
3. Pam Shellenberger reviewed the financial statements as of December 1, 2014. AECOM was a sponsor at the conference and still owes payment.

The 2015 proposed budget was reviewed. The following are changes to the proposed budget made by the Board.

- *Vantage Point* newsletters will no longer be printed. Members will get a final notice of this with their dues, and they will be asked to supply emails.
- The Professional Development budget is increased by \$700.
- The Shale Energy Committee requested \$5,800, however the Chapter will not be able to grant the full request. Brian O'Leary will advise the Committee to apply for the CPC grant from APA. \$1,500 has been approved in the Chapter budget.

A motion was made by James Cowhey and seconded by Sara Pandl to approve the proposed budget. The motion carried.

4. Chapter President Items
 - a. New Communications Chair: Amy Evans from York County Planning Commission has been appointed. A Legislative Chair is needed. A student representative is needed. Both positions will be advertised in *Vantage Point*.
 - b. 2015-2018 Strategic Plan
 - David Ward suggested a minor revision. Page 11, #2, under *responsible party* should also include "planning official". Other very minor corrections were made.

A motion was made by Pam Shellenberger, and seconded by Susan Elks, to approve the 2015-2018 Strategic Plan. The motion carried.

- Implementation will require all Board members to be involved. Listed below are Board members assignments:
 1. Continue to provide training and education that responds to the needs of the membership: *Troy Truax, Amy McKinney, Susan Elks, Rachelle Abbott, and Rick Hoch*

2. Build coalitions with sister organizations for the broader advocacy and training: *James Cowhey, Sara Pandl, and Amy McKinney*
 3. Provide an orientation process for new board members, committee chairs, committee members, section volunteers, and section members: *Brian O'Leary, Martha Cross, and Amy Evans*
 4. Develop a plan to address financial stability, scholarships, member dues, and non-dues income: *James Cowhey and Pam Shellenberger*
- c. Region 1 Conference: Planning is underway; they are disseminating a "call for sessions".
 - d. Local Government Nominee: Via a poll, the Board selected Kirk Stoner.
 - e. Bylaws: The Board was given a red-line copy of the proposed bylaw edits for review. The Committee will continue its review and bring final recommendations.
- 5. Ongoing Business**
- a. PA of APA Annual Report – the report will be published in the spring issue of *Vantage Point*.
 - Section and Committee information will be included in this report; please produce a short narrative paragraph and a bulleted list. Susan Shermer will send an email request.
 - b. Great Places Initiative update
 - Winners have been announced and regrets have been sent.
 - Framed certificates will be presented to winners. Local section councils are asked to facilitate.
 - Additional quotes are needed for window clings.
 - c. APA Health Initiative:
 - APA/American Public Health Association have grants available via the CDC. Chapter involvement is required. More information can be found on APA's website. The deadline for letters of intent has passed. To our knowledge, there have been no submittals from Pennsylvania.
 - d. Section Mapping underway
 - Zip codes are being added to the membership database to get an accurate representation of the zip codes and counties in each section. A survey will be sent to border counties concerning the possible formation of new sections.
- 6. Other Business**
- With the election of Tom Wolf, there is hope that the State Planning Board will become active again. We can ask Kirk Stoner for an update.
- 7. 2015 meetings:** A short survey will be sent to Board asking for available dates/times in February, June and December. The full Board will meet at the conference. For this year, we will look at Wednesdays and Thursdays instead of Fridays.

Board meeting adjourned at 1:08 PM.

Minutes taken by:

Minutes reviewed by:

Kim Gusic

Amy McKinney