

Pennsylvania Chapter of the American Planning Association
Executive Committee Meeting
Friday, May 16, 2014
11:00 AM – 12:30 PM
Via conference call

In attendance:

Brian O'Leary, AICP, President
James Cowhey, AICP, Vice President
Amy McKinney, Secretary
Pam Shellenberger, AICP, Treasurer
Susan Elks, AICP, Professional Development Officer
Steve Pitoniak, Northeast Chair
Sara Pandl, AICP, Lehigh Valley Chair
Tina Roseberry, AICP, Lehigh Valley Professional Planner Rep (alternate)
Rachael Richter, AICP, Southwest Treasurer
Ellen Hwang, Student Representative
Peter Wulforth, Northeast Treasurer
Amy Wiles, Southwest Section

1. Call to Order. Introductions.
 - a. The meeting of the Executive Committee was called to order at 11:02 AM on May 16, 2014 by Brian O'Leary.
2. Treasurer's Report
 - a. Pam Shellenberger reviewed the financial statements of April 30, 2014.
3. Chapter President Report
 - a. Strategic Planning
 - i. Contract for the Penn Stater has been signed.
 - ii. Invitations have been sent out. Another email blast will go out shortly.
 - iii. Survey results will be downloaded and shared with strategic planning group and Denny Puko. Denny Puko will be the facilitator for the strategic planning.
 - b. APA Recap
 - i. A request from \$0.62 to \$0.98 was requested by the president's council of APA. The funds come from APA dues (this will be brought to the June meeting).
 - ii. APA recommended that chapters consider the same election process as APA, by selecting a president elect one year before stepping into office.
 - iii. APA would like the chapters to promote and market "National Planning" month in October (this will be brought to the June meeting).
4. New Business
 - a. SW section is requesting a 5th co-chair for the 2015 conference. David Schaarsmith from Michael Baker International. A motion to approve this request was made by Amy Wiles and seconded by Sara Pandl. The motion carried. The Board has requested there be a point person among the co-chairs.
 - b. Student Scholarships
 - i. There were a total of 11 student applications. The disbursement of funds will be decided before June 30.
 - c. Peer Directory for website
 - i. The peer directory would consist of contact people for specific topics of planning. This would be shared on our website. The peer directory would have to be updated once a year to assure accuracy (this will be brought up in June).
 - d. Separate Student Section for website

- i. The website will be updated to have a “Student/Emerging Professionals” section. The Board will work with the education committee to fill this new section with content.
 - e. Recruiting APA to come to PA
 - i. Miami may be dropping out as a conference location, which leaves the opportunity to have the conference in PA. The last National conference held in PA was in 2007. After July the chapter should make a push if they want the conference in PA (this will be discussed in June).
- 5. Ongoing Business
 - a. Great Places Initiative Update
 - i. Continue to promote and advertise; the deadline is June 13th. Judges will follow the same format as the awards committee.
 - b. Mapping Project Update: Next steps include creating a survey for adjacent counties.
 - c. Unconventional Gas Report – Board policy making (O’Leary) – List from Auker (List attached)
 - i. Dennis Auker provided a list of committee members. These members will create policy for the chapter to adopt. The Board may decide to add additional names.
 - d. Annual Awards: Deadline to submit is June 13th.
- 6. Additional Items
 - a. Spring Planning Forum recap
 - b. Rich Bickel asked if the Chapter would make a donation to Penn State on behalf of Irv Hand.

Next Meeting: Executive Committee to be determined.

Pending:

Amending the Chapter Bylaws: *no action*

CPC Grant (Fall cycle): *no action*

Outreach/Communications Marketing brochure to affiliated organizations: *share with municipalities*

Region 1 Conference: *moving ahead; conference will be in 2015 in Sarasota Spring, NY. Region includes New England, New York, New Jersey and Pennsylvania.*

Minutes from March Full Board Meeting are posted as a draft on the website

Meeting adjourned at 12:33 PM.