

**Pennsylvania Chapter of the American Planning Association
Board of Directors Meetings
Friday, December 14, 2012
State College Borough Building, State College PA**

In Attendance:

Brian O'Leary, AICP, President
John Pickett, AICP, PE, Vice President *via phone*
James Cowhey, AICP, Secretary
Pam Shellenberger, AICP, Treasurer
Rachelle Abbott, AICP, Central Section Chair, *via phone*
Susan Elks, AICP, PDO, *via phone*
Tim Ference, Northeast Section Planning Official
Representative, *via phone*
Alex Graziani, AICP, Past President
Kyle Guie, Legislative Chair, *via phone*
Cliff Kanz, AICP, Education Chair, *via phone*

Dennis Martinak, AICP, Communications Chair
Amy McKinney, Northwest Section Vice Chair, *via phone*
Sara Pandl, AICP, RLA, Lehigh Valley Section Chair
Jim Segedy, PhD, FAICP, Southwest Section Chair
David Ward, AICP, Southeast Section Secretary, *via phone*

Non-voting:

Susan Shermer
Kim Gusic

Next Meetings:

Executive Committee – Spring 2013
Board of Directors – May 10, 2013, Harrisburg PA, TBD location

1. Call to Order
 - The meeting of the Board of Directors of the Pennsylvania Chapter of the American Planning Association was called to order at 11:02 a.m. on December 14, 2012 by President Brian O'Leary. Members introduced themselves.
2. Approval of Minutes
 - A motion to approve the minutes from the June 8, 2012 Board of Directors meeting was made by Jim Segedy and seconded by James Cowhey. The motion carried.
 - A motion to approve the minutes from the September 14, 2012 Executive Committee meeting was made by Pam Shellenberger and seconded by James Cowhey. The motion carried.
3. Treasurer's Report
 - a. The Financial Statement as of November 30, 2012 was reviewed. The Annual Conference generated \$25,000 in revenue.
 - b. A proposal to use a revised section allocation was reviewed by President O'Leary. The Board decided to go with option 2, which will give each section a \$600 base, and remaining funds will be based on a formula. The 2013 budget will be adjusted to go with this option. A motion to approve the new section allocation was made by David Ward and seconded by Alex Graziani. The motion carried.
 - c. 2013 Budget was reviewed. A motion to approve the budget was made by Jim Segedy and seconded by James Cowhey. The motion carried.
4. Chapter President Report. Progress on Goals for 2013
 - The Option Finder results from the Erie conference were distributed and reviewed.
 - Make PA APA the place to go for questions about planning in PA: DCED and PA APA will work together to present best practices in PA. There will be a separate webpage (in partnership with DCED) that will link from PA APA website.
 - Brian O'Leary and Denny Puko will be spearheading this initiative.
 - Advocate for the profession of planning:
 - A marketing piece (brochure) will be created. Jim Segedy will locate sample brochures.
 - The brochure will be distributed to consultants, educators, local governments – brochure will discuss the importance of planning and how PA APA benefits them.
 - Dennis Martinak and Jim Segedy will work on marketing piece.
 - Strengthen our links with other organizations: PSATS (what kind of relationship would we like to create)—Have a chapter rep be part of PSATS.

- PA APA should have some presence in AIA, ASLA, PSATS, and other planning related organizations.
- For the General Assembly - a letter of congratulations should be sent. Rachelle Abbott will send sample letter and the names of new legislators.
- Review of certifications for citizen planners. Approval of the letter will be made by David Ward and Jim Segedy.
- Engage students, emerging professionals, and retired planners
 - Jim Segedy continues to work on this
 - A mentor program for young planners is in development. Some Sections have this in place already.

5. Ongoing Business

a. Additional comments/highlights on reports from committee chairs

- Sections: Southeast, Southwest, Central, Lehigh Valley, Northeast are moving forward with their Sections. Northwest will likely have new section leadership in 2013.
 - PDO: Plans are underway for a DCED-funded training.
 - Communications: Dennis Martinak (and Jim Segedy) will be working on marketing piece to advocate planning
 - Legislative:
 - Committee has decided to renew CLC membership.
 - RFP is on hold
 - Will be using data from CCAP, before submitting an RFP
 - Education:
 - A motion was made to add the results from the education survey to the website by James Cowhey and seconded by Brian O'Leary.
 - Cliff Kanz will be stepping down as chair. A motion was made to appoint Jim Segedy as the new chair for the Education Committee by James Cowhey and seconded by Sara Pandl. The motion passed.
 - PMPEI (written report only)
 - Staff Report:
 - A motion was made to correct the mailing address and official name of the Chapter with the Bureau of Corporations by Jim Segedy and seconded by Pam Shellenberger. The motion carried.
 - Formation of a membership committee is on hold until marketing piece is developed and mailed.
 - Bylaws update: Bylaws went out to membership for vote, but was retracted to allow further time for a comment period. The following changes will be made to the Bylaws. Once the changes are made the Bylaws will go out to membership for vote.
 - Planning Commissioner will now state "Planning Official/Planning Commissioner" throughout the Bylaws document.
 - The definition for "Chapter Administrator" will be added to the Bylaws.
 - Student Rep - for consistency the phrase "as a student at an institution with a PSO" will be deleted from the second sentence from Section 11.1.
 - A motion to approve the Bylaws with the changes was made by Jim Segedy and seconded by Sara Pandl. The motion carried.
 - The Bylaws voting period will be two weeks.
 - Committees still needed: Development, Membership (**still on hold**), PODO
- b. Conference for 2014 will be in Philadelphia, contract will be signed today. 2015 will be in the southwest section of PA.
- c. Scholarships/Awards. Funds will be placed in a separate checking account to segregate them from the operating account.
- d. Full Board Approval Needed: The Distinguished award should become a Policy (section 12). The Award should be an action from the Executive Committee. The Executive Committee has approved this item. A motion was made that the executive committee will decide who will earn distinguished award by Jim Segedy and seconded by Sara Pandl. The motion carried.

6. New Business
- a. Scholarship Recommendations from Executive Committee for Jerry Walls Scholarship
 - b. Nomination of 3 names to Governor's Center for Local Gov't Services: A survey will be going out to members asking for nominees.
 - c. CPC Grant Cycle – grant applications are due January 29, 2013. We will pass for this cycle and consider the next cycle. Our need to advocate for the relevancy of planning, especially with the legislature, could be a topic for consideration.
 - d. Nominating Committee will include Brian O'Leary, Sara Pandl and Alex Graziani. Other Section committee members are needed.
 - e. Sustainable PA: PA APA should continue to participate, Sara Pandl is involved.
 - f. Appointment to Sewage Advisory Committee (2013-2015 term); Currently Morrie Waltz (interested) and Eugene Briggs(still waiting to hear response). A motion to reappoint Morrie Waltz was made by Jim Segedy and seconded by Pam Shellenberger. A motion to reappoint Eugene Briggs was made by Jim Segedy and seconded by James Cowhey. The motions carried.
 - g. There will be a Dropbox folder (virtual cloud) to be shared among board members.

The meeting was adjourned by 3:03 p.m.

Minutes taken by:

Minutes reviewed by:

Kim Gusic

APPROVED on May 10, 2013