

**Pennsylvania Chapter of the American Planning Association
Board Meeting (In-person)
Friday, June 5, 2015
Room 220 State College Borough Bldg, 243 S Allen Street, State College PA 16801**

In attendance:

Brian O'Leary, AICP, President	Andrew Hartwell, AICP, Southwest Section
James Cowhey, AICP, Vice President	Martha Cross, AICP, Southeast Section
Pam Shellenberger, AICP, Treasurer	Bill Campbell, Southwest Section
Rachelle Abbott, AICP, Central Section Chair	Troy Truax, AICP, PODO
Amy Evans, Communications Chair	Susan Elks, AICP (via phone), PDO
Steve Pitoniak, Northeast Section	Susan Shermer, APA PA Admin (non-voting)
Rich Hoch, AICP, Education Chair	Kim Gusic, APA PA Admin (non-voting)

Minutes

1. The meeting was called to order at 11:00 a.m.
2. February Board Meeting minutes: A motion was made by Steve Pitoniak, and seconded by James Cowhey, to approve the Board minutes from February 25, 2015. The motion passed.

April Executive Committee minutes: A motion was made by James Cowhey and seconded by Pam Shellenberger, to approve the Executive Committee minutes from April 28, 2015. The motion passed.
3. Financial Statements for the period ending May 31, 2015 were reviewed by Pam Shellenberger.
4. Chapter President Items
 - a. Seattle APA conference update
 - New grassroots network is starting; our legislative committee should become involved.
 - CDC public health grants are available; APA awarded \$2.25 million in funds to 18 communities in 15 states; LOI deadline for the second round is July 1st; same criteria as last time (PA chapter must be involved), information will be available on PA Chapter website.
 - Development plan for APA is on the APA website. Website redesign to include photo database for Chapters to use.
 - AICP CM credit process is changing for 2016; approval process to be more simplified.
 - It was suggested that the Chapter offer a full scholarship for taking the AICP exam; include this in the 2016 budget.
 - Chapter Presidents gave summaries of accomplishments; PA of APA accomplishments appear in the PA of APA annual report.
 - PA APA should raise the profile of our Board. Planner profile in newsletter is one avenue.
 - b. Appointment to Geospatial Coordinating Board
 - Brian Traylor has been appointed to this position.
 - c. FAICP Nomination
 - Carol Collier will be the Southeast Section nominee; Martha Cross will contact her to see if she is interested in the FAICP nomination. Toby Fauver will be the Chapter nominee; James Cowhey will contact him to see if he is interested in the FAICP nomination. Thomas Comitta will also be approached by Brian O'Leary. Next step is to find out if individual nominees are interested in the FAICP nomination, an answer is needed by June 30.

- d. 2015-2018 Strategic Plan - Implementation
 - *Continue to provide training and education that responds to the needs of the membership:*
 - Troy Truax reviewed the training needs assessment survey: potentially more webinar and online trainings should be made available. Southwest Section is in discussions with Susan Hockenberry (Local Government Academy) to have trainings in their Section (as an alternative for PMPEI classes because they are not available in the southwest Section). Troy Truax suggested that the results be shared with Stan Lembeck.
 - *Build coalitions with sister organizations for broader advocacy and training*
 - James Cowhey discussed building coalitions. An excel spreadsheet listing organizations has been started. Talking points have not yet been developed.
 - *Provide an orientation process for new Board members, Committee chairs, Committee members and Section Council members*
 - Brian O'Leary reviewed this item. A draft handout on the orientation process was shared with the Board.
 - *Develop a plan to address financial stability, scholarships, member dues, and non-dues income*
 - Encourage membership with incentives, for example a discount to the annual conference.
 - e. Ongoing Outreach to the Wolf administration
 - Communication has been made with Governor Tom Wolf and DCED Secretary Dennis Davin. A letter was sent to the Governor's Secretary of Planning and Policy John Hanger related to our Shale Energy Committee.
 - A meeting is set for June 25 at DCED with Brian O'Leary, Pam Shellenberger, and Susan Shermer. Some discussion items will be: Shale energy, LUPTAP plans, and our relationship with DCED.
 - f. Elections
 - APA is conducting the Chapter elections for all states. This year's nominees include: James Cowhey as president; Amy McKinney as vice president; Leah Eppinger (née Pearlman-Storch) as secretary; and Justin Dula as treasurer.
 - Future Section elections can be conducted by APA; Sections are updating bylaws as needed.
 - g. Region 1 Conference in Saratoga Springs
 - Sponsorship and registration numbers are low. If the conference loses money, Chapters will cover the difference.
 - h. Irv Hand Award
 - Delta Development (Irv Hand Scholarship) is ending this year, only one more \$2500 award will be handed out to someone seeking professional development. Deadline to apply is August 28th.
5. Ongoing Business
- a. 2015 Great Places Update
 - 9 judges; 2 meetings setup for June. Should have winners by the end of June. There are two categories: Neighborhood and Public Space.
 - b. Legislative Committee Update
 - Written report provided.
 - c. Report on Spring Forum and statewide series
 - Spring Forum had more than 70 attendees. Overall the forum was very informative. Final report on the Forum was submitted to PSATS for reimbursement from DCED.
 - Public/Private Partnerships statewide training series was cancelled due to trainer illness.
 - Other training: Model Sign event will be held in the southeast Section, plans are underway.
 - d. Description for Communications Committee
 - Needs to be included in the bylaws
 - e. Annual Awards

- Deadline June 12
- f. Scholarship Submissions: Executive Committee will discuss after Board meeting.

Next board meeting item for discussion: Section mapping

Meeting adjourned at 2:20pm

Minutes taken by:

Minutes reviewed by:

Kim Gusic

Board of Directors

Approved at the October 18, 2015 Board Meeting