

**Pennsylvania Chapter of the American Planning Association
Executive Committee Meeting
Friday, September 14, 2012
East Hempfield Township Building, Landisville, PA
11:00 AM – 2:00 PM**

Attendance, Voting:

Brian O’Leary, AICP
John Pickett, AICP, PE
Pam Shellenberger, AICP
James Cowhey, AICP
Sara Pandl, AICP
Steve Pitoniak (phone)
Peter Wulhorst, AICP (phone)
Jake Welsh, AICP (phone)

In Attendance, Non-Voting:

Kyle Guie
Susan Shermer
Kim Gusic

Absent:

Roy Brant, PhD
Alex Graziani, AICP

Next Meeting: Full Board meeting on December 14

1. Call to Order
 - a. The meeting of the Executive Committee of the PA Chapter of the American Planning Association was called to order at 11:02 a.m. on September 14, 2012 by President Brian O’Leary.
2. Approval of Minutes from March 23, 2012 Executive Committee Meeting
 - a. The minutes of March 23, 2012 Executive Committee Meeting were reviewed. A motion to approve the minutes was made by James Cowhey, and seconded by Pam Shellenberger. The motion carried.
3. Treasurer’s Report:
 - a. Pam Shellenberger reviewed the financial statement as of August 31, 2012.
4. New Business:
 - a. Legislative Committee
 - Kyle Guie is the new Legislative Committee Chair. Susan Smith continues to be the Vice Chair.
 - Kyle Guie has been working with a pro bono attorney to draft an amicus brief on Act 13 addressing Section 3304. On a motion from Pam Shellenberger, with a second from John Pickett, the PA Chapter of APA will submit an amicus brief upon final review by the executive committee. The motion passed.
 - Legislative Monitoring. The committee hopes to have a subcommittee draft and release an RFP shortly. The goal is to hire a consultant to do legislative monitoring by the end of the year.
 - b. Pitkin Funds; Scholarship Report from Susan Elks
 - The subcommittee includes Brian O’Leary, James Cowhey, Susan Elks, and Jim Segedy. The Scholarship subcommittee will take the report/recommendations from Susan Elks and complete a draft for approval outlining the funds, criteria, decision process/dates, and other details for our scholarships/awards. A motion to move the Pitkin funds to a

- separate bank account was made by James Cowhey, and seconded by Sara Pandl. The motion carried.
- Jerry Walls is likely to start a scholarship/award similar to the Irv Hand award.
- c. Distinguished Service Award
- The Distinguished Service award should become a Policy (section 12). The Award should be an action from the Executive Committee. A motion to approve the policy was made by James Cowhey, and seconded by John Pickett. The motion carried.
 - A motion to nominate Stan Lembeck for the “Distinguished Service Award” was made. A motion to approve this award nomination was made by Peter Wulfhorst, and seconded by Sara Pandl. The motion passed.
 - The Executive Committee would like to see policies and meeting minutes on the website.
- d. Support for Northwest Section for Hosting the Conference
- A motion to support the Northwest Section with \$600 was made by James Cowhey, and seconded by John Pickett contingent on finding available funds in the Chapter budget. The motion passed.
- e. Section Allocations
- We had a discussion about support for Sections. It is difficult for the small sections to function as easily as the larger sections. President O’Leary presented a chart showing various funding scenarios. Allocations could also be based on financial need. By the end of the year, we hope to have a decision on funding for 2013. Brain O’Leary will prepare and send a proposal to the Sections. A common report form to be used by Sections should be developed.
- f. Website – Job Posting: Formally accept that there is no fee to Members to post job openings; Non-members pay \$60 for 60 days (or less).
- A motion to approve the cost for job postings on the website was made by Sara Pandl, and seconded by Pam Shellenberger. The motion passed.
- g. Conference Call line for Sections: Giving all sections the opportunity to have regular meetings especially when geographically large sections can’t meet in person.
- A motion to approve making the conference call line available to Sections was made by Pam Shellenberger, and seconded by Peter Wulfhorst. A \$600 line item will be added to the draft budget.
- h. 2013 Budget
- Susan Shermer and Pam Shellenberger have prepared a 2013 draft. The draft was reviewed and small adjustments made. They will revisit the budget again after the conference, and prepare another draft for the Board. Our goal is to approve the budget at the December board meeting.
- i. New chair for Education Committee
- Cliff Kanz reported he has had 25% response rate for Education survey.
 - Further discussion about this committee is deferred to the full board meeting.
- j. CPC Grant for next cycle

- The President's Council of APA awards grants twice a year. We will endeavor to apply for a grant in the next cycle if the Board can determine a project it wants to fund.
 - k. Development Committee to oversee fundraising efforts
 - This discussion needs to be moved higher on agenda for the board meeting
 - l. Membership Committee and Role
 - This discussion needs to be moved higher on agenda for the board meeting
 - m. PA APA 2104 Conference
 1. The Sheraton Society Hill offered a \$169 rate. The dates they offered are over Columbus Day. Meeting room rental is free is based on an 80% room block fulfillment. Few other hotels bid and their rates were high.
 2. 2013-Harrisburg
 - a. Conference committee will be getting together after the conference to discuss plans.
 - n. Schedule next Executive Committee Meeting
 - The next full Board Meeting will be December 14th in State College, 11:00 a.m. – 2:00 p.m. (possibly later)
- 5. Old Business**
- a. Planning Official Development Officer
 - Still vacant
 - b. Chapter/CCAP/County Planning Directors coordination
 - James Cowhey has been following up.
 - APA was concerned about a potential competitor. John Picket says there is no conflict.
 - c. Bylaws Revisions
 - Wrapping up by the end of the year. Next steps: This will be mentioned in the Vantage Point and posted on the website. An electronic "vote" will go out with hard copies to members with no email address.
 - d. Task Force Report
 - Sarah Galbraith Laucks is finished with a draft of the Required Training Task Force report. We anticipate asking Alex Graziani for help to complete report.
 - e. Local Training Partnership: can PA APA become a member
 - James Cowhey will investigate.

The meeting adjourned at 2:43 p.m.

Minutes taken by:

Minutes reviewed by:

Kim Gusic

James Cowhey