

Pennsylvania Chapter of the American Planning Association
Board of Directors Meeting
Friday, March 14, 2014
11:00 AM – 12:30 PM

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
Dennis Martinak, AICP, Communications Chair
Richard Hoch, AICP CEP, Education Chair

Andrew Hartwell, Southwest, Chair
Steve Pitoniak, Northeast, Chair
Sara Pandl, AICP, Lehigh Valley, Chair
Tina Roseberry, AICP, Lehigh Valley, Prof. Planner
Rep alternate
Cheryl Tumola, Southeast, Planning Official Rep
Martha Cross, AICP, PP, LEED AP, Southeast, Chair
Rachelle Abbott, AICP, Central, Chair

Next Meeting: Tuesday, April 15, 2014, Executive Committee, 11:00 AM to 12:30 PM (being re-scheduled)

Via conference call: 1 800 377-8846 Code 93598718#

1. Call to Order. Introductions.
 - a. The meeting of the Board of Directors of the PA Chapter of the American Planning Association was called to order at 11:01 AM on March 14, 2014 by Brian O'Leary.
2. Treasurer's Report
 - a. Pam Shellenberger reviewed the financial statements of February 28, 2014.
3. Chapter President Report
 - a. Strategic Planning

There is a subcommittee comprised of Susan Elks, Sara Pandl, Brian O'Leary and James Cowhey. Our meeting on June 27 will include strategic planning. The Board will meet first beginning at 10:00, followed by strategic planning concluding in the late afternoon/early evening in State College. The plan covers the time period of 2015-2018. Denny Puko will be asked to facilitate. Brian O'Leary will ask him. A survey will be prepared to send out to Chapter members; results will be shared via email and then again at the annual conference along with a plan draft. All Board members and other specific Chapter members will be asked to join the strategic planning session in State College. A short survey to dropped/un-engaged members will be drafted and sent out later to provide additional data.
 - b. Outreach/Communications 2014

The Marketing brochure has been distributed to Planning Directors. Brochures will be printed and shared; Susan Shermer will get bids from printers. A final list of recipients needs to be developed by the Board. Suggestions included: school districts/guidance counselors, home builders, PMPEI. Brian O'Leary and Dennis Martinak will develop text to use when distributing the brochure via email. The membership will be notified that the brochure is available on the website.
 - c. APA in April – Delegate Assembly on Saturday between 3-5 PM

Three representatives are needed to serve as delegates in Atlanta. A motion to appoint Rich Bickel, Sara Pandl, and Rick Hoch to the Delegate Assembly was made by Cheryl Tumola and seconded by Pam Shellenberger. The motion carried. Brian O'Leary will coordinate with them. Susan Elks is a possible alternate. We believe that the topics will be Planning for Aging Society and Hazard Mitigation.
 - d. Education Committee

Rick Hoch from IUP is the new chair of the Education Committee. We discussed some ideas of the mission for this committee including: Internships for students, a place on the website serving as a gateway or guidance for students, developing more communication between colleges and universities about planning as a career.
4. New Business
 - a. Policy on Anonymous submissions for the Vantage Point

A motion to approve a new policy on anonymous articles for Vantage Point was made by Amy McKinney and seconded by Susan Elks. The motion carried. Policy: Do not accept anonymous articles. The Vantage Point will address any issues via an article. This Policy will be added to our Policy list.
 - b. CPC Grant

Rules for CPC grants emphasize special and peer to peer projects with transferability. Grant funding is available for the fall cycle. Perhaps the education committee would like to obtain funding for a project.

- c. Strategic Planning/Board Meeting
The next full Board meeting is June 27 beginning at 10:00 AM. PMPEI will be on agenda for 10 minutes during the Board meeting preceding the strategic planning session.
- d. Board Meeting at the Annual Conference
After discussion, we choose Sunday, October 12 11:00-12:30. Susan Shermer will notify Keith McNally.

5. Ongoing Business

- a. Election Cycle/ Chapters and Sections; amending the Chapter Bylaws
Ideally, Section and Chapter elections should occur during the same time to provide continuity of board member rotations. The Section elections, item 10.2 in the Chapter bylaws, needs updated. Bylaws need to include information regarding nonfunctioning Sections and how the Chapter can step in to assist perhaps by appointing an interim Section chair. A Bylaws committee was formed including Sara Pandl, Rick Hoch, and Brian O’Leary.
- b. Great Places Initiative Update
Pam Shellenberger reviewed information regarding marketing efforts for the Great Places Initiative.
- c. Mapping Project Update
Pam Shellenberger reviewed maps with the Board. Two Sections had also prepared and shared mapping data. The creation of two new Sections is under consideration: a North Central and a South Central Section. These new Sections would need leadership and sufficient membership before being created. We may decide to do a survey of members in the geographic areas under consideration (Counties of Tioga, Bradford, Sullivan, Clearfield, Blair, Potter, etc.)
- d. Approval of co-chairs for 2015 Conference (Pittsburgh)
A motion to approve the co-chairs for the 2015 Annual Conference was made by Andrew Hartwell and seconded by Brian O’Leary. The motion carried. Co-chairs for the 2015 Annual Conference are Bruce Betty, AICP (McCandless Township), Andrew Dash, AICP (City of Pittsburgh), Ron Henshaw, AICP (Cranberry Township), and Kay Pierce (Allegheny County).
- e. Unconventional Gas Report – Board policy making
Brian O’Leary has contacted Dennis Auker.
- f. Reports from Committee/Section Chairs
No action items.

We discussed the next Executive Committee meeting. Originally we had planned to meet prior to the annual Governor’s Award for Local Government Excellence program. The timing has changed and the program will be on April 15 from 3:00 – 5:30. Members could not meet at this time. Because Friday is Good Friday, we will meet by phone from 11:00-12:30 on April 15. Board members were asked to respond to Susan if they can attend the Local Government Day event.

Meeting adjourned at 12:50 PM

Minutes taken by:

Minutes reviewed by:

Kim Gusic

Amy McKinney