

**Pennsylvania Chapter of the American Planning Association
Full Board of Directors Meeting
Wednesday, April 27, 2016
State College Borough Building, State College PA**

In Attendance:

Amy McKinney, *Vice President*
Justin Dula, AICP, *Treasurer*
Leah Eppinger, AICP, *Secretary*
Susan Elks, AICP, *PDO*
Amy Evans, AICP, *Communications Committee*
Steve Pitoniak, *NE Section*
Katie Stringent, *SW Section*
Troy Truax, AICP, *PODO*
Jack Lynch, *NW Section*

Susan Shermer, non-voting
Kim Gusic, non-voting
Erica Ehly, AICP, non-voting guest
Stan Lembeck, AICP, non-voting (PMPEI)

Via Conference Call

Bill Campbell, *SW Section*
Brian O'Leary, AICP, *Past President*
Sara Pandl, AICP, *LV/Berks Section*
Pam Shellenberger, AICP, *Central Section*

Absent:

James Cowhey, AICP, *President* (with notice)
Brian Traylor, AICP, *Legislative Committee* (with notice)
Rick Hoch, AICP, *Education Committee* (with notice)

MINUTES

1. Board of Directors meeting was called to order at 11:04 AM.
2. Opening Board Member Presentation by Leah Eppinger discussing her transition from TCRPC to Dauphin County Housing Authority
3. Minutes: A motion was made by Justin Dula to approve the Executive Committee minutes of March 18, 2016; there was a second from Amy McKinney. The motion passed.
4. Financial Statements: Justin Dula reviewed financial statements as of March 31, 2016. Justin also noted that the *Fiscal Policy* was approved.
5. Chapter President Items
 - a. Strategic Plan: James Cowhey will send a memo to the Board with his thoughts on the strategic plan.
2015-2018 Strategic Plan - Implementation
 - b. Student Representative/bylaw change
 - A Bylaws subcommittee is needed to review *Student Representative* section: Amy Evans and Leah Eppinger will review them and have recommendations for the June Board meeting.
 - IUP APA PA group: Melina Fuchs, chair, will give the Board the name of a new student representative.
 - c. Report from Phoenix:
 - A report from James Cowhey was emailed to the Board
 - New membership path from APA
 - College planning program: how can APA mentor them from student to emerging professional to professional
 - New *Ethics Code* released from APA

- Self-reporting change: the process has changed; AICP members can self-report pro-bono work, APA PA Chapter work...up to 8 hours in a reporting cycle (check out new self-reporting guidelines, retroactively to April 1, 2016)
- d. Request letter to APA: Pitch to have APA conference in Pennsylvania
- Brian O'Leary asked the Board to review letter requesting APA bring the conference to PA. Earliest open slot is 2020. Philadelphia Convention Center is more exhibitor friendly. Add support from FAICP's, Philly region. A motion was made by Justin Dula to approve the APA request letter; there was a second by Leah Eppinger. The motion passed.

6. New Business:

Add fourth representative to PMPEI Board

- PMPEI Board meeting is on 4/29 at 10:30 in the Board Room of PSAB on N Front St. Stan Lembeck gave an overview PMPEI. George Fasic, Bill Gomes and Tina Roseberry are the APA PA Chapter members; a 4th person is needed. PMPEI has requested more financial support; APA PA will re-assess later in the year to see what support it can give. Troy Truax recommended Jennifer Boyer from Upper Allen Township (from the PODO committee) to be the 4th representative from APA PA. A motion was made by Amy McKinney to approve Jennifer Boyer as the 4th representative to PMPEI; there was a second from Sara Pandl. The motion passed.

7. Ongoing Business

a. Annual Report

- Still in a draft form; many Sections and Chairs have not submitted content.

b. Outstanding Conflict of Interest documents: James Cowhey and Amy McKinney will help get remaining signatures.

c. Outstanding Section appointees: Northwest, non-member in SE, Lehigh Valley/Berks

- Sections - please review section council listings on the Chapter website. Please send any updates or changes. There are vacancies in the Northwest, Southeast, and Lehigh Valley/Berks sections.

d. 2016 Conference Allentown: Kim Gusic shared update on Annual Conference. Sessions have been selected. Committee members are still following-up with speakers on a few sessions. Mobile tours are being finalized. We hope to get speaker confirmations out in the next month or so. Sponsorship details are out and available. If you know of a company /organization that would like to sponsor the Annual Conference please let us know.

8. COMMITTEE & SECTION REPORTS

a. Sections: Reports that were emailed to the chapter were shared with board members.

- Justin Dula reported that Southeast Section has an orientation guide, which describes the difference between Section, Chapter and APA.
- Leah Eppinger reported that Central Section will offer AICP exam or professional development scholarship (up to \$500)

b. Communications: Amy Evans reviewed a draft membership brochure.

c. PODO (see report)

d. PDO: Susan Elks reported on the APA conference, AICP exam and CM self-reporting (see above in section 5c)

- AICP exam will be updated for 2017
- Partial scholarships may be available from other states that don't use their funds.

- Please promote Statewide Training: *Aligning Planning, Policy and Practice to Foster Public Health.*
- e. Legislative Committee (no report)
- f. Education Committee (no report)
- g. Shale Energy Committee-matrix and Weaver letter /State Planning Board transition to an implementation committee
 - James Cowhey emailed a matrix from the Shale Energy Committee. James felt comfortable moving forward with the matrix and letter. A motion was made by Leah Eppinger to adopt the Shale Energy Matrix and letter; there was a second from Steve Pitoniak. The motion passed.
- h. PMPEI: Stan Lembeck shared his report on PMPEI with the Board.
 - Stan asked if the PA Chapter of APA would be interested in being a part of the 'Super Planner Award'. This award would go to local planners and officials who take all four 10-hour PMPEI courses. A motion was made by Jack Lynch to support this partnership; there was a second by Susan Elks. The motion passed.

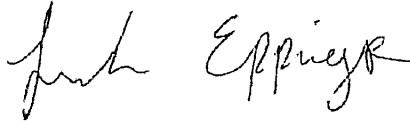
Meeting adjourned at 1:41 PM

Minutes taken by:



Kim Gusic

Minutes Reviewed by:



Leah Eppinger