

NATIONAL CAPITAL AREA CHAPTER--APA
Executive Committee Meeting
Thursday, March 6, 2008
6:30 pm

Office of Planning
801 North Capitol Street, NE
Washington, DC 20002

QUICK NOTES—

- The Chapter will give the University of Maryland \$500 to assist students in getting to Las Vegas this year. Other schools will be given the opportunity to request donations from the chapter next year.
- The Chapter will donate \$250.00 to the MD, DC, and VA reception at APA. Tuesday, April 29, 2008 at 7:30 pm. Location TBD.
- The Chapter newsletter is going green! E-mail distribution is now underway. Check out the new look of our website at www.ncac-apa.org.
- Start preparing for Board nominations. Ballots are expected to go out this Spring. Do you have anyone in mind that's hard-working, proactive, energetic, and is willing to commit to a two-year term. Send potential candidates to Julia.
- A new PDO-Elect will be appointed by Julia for this year. Stay tuned for further details.
- The Chapter will hold a speakers forum, with tentative guest Ray Suarez.
- Next Board Meeting --- Thursday, April 17, 2008, at 6:30 pm... location Office of Planning! Board meetings will be held every fourth Thursday of the month!

BOARD MEMBERS PRESENT:

Carol Truppi, Daniel Goodman, Harold Foster, Julia Koster, Karina Ricks, Katie McQueen, Malaika Abernathy

CALL TO ORDER:

Julia teleconferenced in and the meeting was called to order at 6:45 pm.

BUDGET:

Carol will provide a full report at the April meeting.

PRESIDENT'S REPORT:

University of MD—Funding Request; Julia received a request for the Chapter to assist several University of Maryland students attend the National APA Conference in Las Vegas. Julia suggested the Chapter form a procedure to award these types of requests. Dan added that other universities in the region should also benefit from chapter donations.

***** Carol motioned: The Chapter should not contribute to the University of Maryland's request this year and plan a budget, available to all Universities, for next year. Harold seconded the motion.**

- **Discussion:** There were several concerns that the University of Maryland is not representative of the Chapter membership, although the Chapter has a good relationship with the school. The Chapter would like to improve its relationship with other schools in the region, and also inform them of ongoing Chapter activities. The University of Maryland students should be supported but the Chapter needs to do a better job in reaching out to other schools.
- **Vote:** NO VOTE

***** Dan motioned: The Chapter should contribute \$500 to the University of Maryland's request this year but should send letters to other schools to make them aware of the funding opportunities available from the Chapter. Carol seconded the motion.**

- **Discussion:** The Chapter should create a policy on funding requests. It was agreed that the Board will send a letter to three schools with accredited planning programs: University of Maryland, Howard University, and Virginia Tech.
- **Vote:** Unanimous

Reception for APA— The MD and VA Chapters will host a reception at the APA conference this year. This collaborative reception was given at last year's Conference, and was a success.

***** Dan motioned: The Chapter should contribute \$250 to the VA, MD, DC reception during the APA National Convention. Harold seconded the motion.**

- **Discussion:** No discussion
- **Vote:** Unanimous

Julia mentioned that Judy Daniel and Lee Schoenecker will be attending the APA conference and serve as delegates for the Chapter.

CHAPTER NEWSLETTER: Katie has been preparing the draft Chapter Newsletter. Upon Julia and Carol's review and editing of the draft, it should go out to the members by March 18. She mentioned that a significant portion of the newsletter will be devoted to Board Election information. At the Board's last meeting, two new positions were

Bold Italics— Board Members Action Items

2

*****Bold—Board Vote Taken**

discussed—President-elect and Professional Development Officer-elect. Katie stated that the by-laws will have to be updated before these Board positions are advertised. ***Julia and Harold will update the Chapter by-laws and review at the next meeting.***

Katie and the Board agreed on the following timeframe for the upcoming Chapter Elections:

- March 18—mail postcards notifying members of the upcoming elections, Chapter website is up, and that the Newsletter will be going electronic. Post newsletter on website.
- June 1—Deadline to receive Board nominations.
- June 3—Mail paper ballots to members and include in the Newsletter.
- July 8—Tally votes
- July 15—Announce 2008-2010 NCAC Board

WEBSITE

Malaika will update the Board on the amount of money that was approved previously for the website.

The Board agreed that all Board Election notices will be posted on the Chapter website.

CHAPTER ELECTIONS

In light of the 2008-2010 Board elections coming up, Julia mentioned that the Chapter by-laws will have to be updated to reflect the new Board positions discussed and voted on in past meetings. A new PDO-elect appointed person is needed this term to assist Julia with Certification Maintenance.

***** Julia motioned: To amend the Bylaws for PDO elect and President elect positions that will serve a 4 year term. Harold seconded the vote.**

- **Discussion:** Each new position will require a two-year term as elect and a two-year term in the full position.
- **Vote:** Unanimous

UPDATE ON CHAPTER COMMITTEES:

SPEAKERS FORUM: Dan has taken the lead on planning a speaker's forum for Chapter Members. ***Dan will draft a letter to invite Ray Suarez. Further details on subject matter, guest, and logistics will be presented at a later date.***

OTHER ISSUES:

Julia thanked Dan, Katie, Carol and the Gala group for all of their hard work in making this years Chapter events a success.

The meeting was adjourned at 8:33 pm.