

**NATIONAL CAPITAL AREA CHAPTER--APA
Executive Committee Meeting
October 18, 2006, 6:30 pm**

**NCPC
Moynihan Room, 401 9th Street, Washington, DC 20004**

QUICK NOTES—

BOARD MEMBERS PRESENT:

Carol Truppi, Daniel Goodman, Harold Foster, Harold Pettigrew, Heather Whitlow, Julia Koster, Katie McQueen, *Lee Schoenecker, Malaika Abernathy
*(*Note: left before the meeting was adjourned.)*

CALL TO ORDER:

Julia called the meeting to order. Art was out of town on APA business.

APPROVAL OF THE MINUTES:

The September 20 meeting notes were approved with the following changes:

- Lee abstained from the following vote: Whether the NCAC Chapter would support the DC Comprehensive Plan (pg. 6 of the September 20, 2006 meeting notes).

PDO REPORT:

Julia had no new updates and tabled this discussion until further notice.

TREASURER'S REPORT:

Carol distributed the treasurer's report, indicating a balance of \$32,455.79 as of October 17, 2006. The report showed chapter expenses expected for this work program, which included ongoing activities such as the newsletter, but had missing information for future activities such as the Gala and the community charrettes. Carol requested that members provide her with projected funding amounts for each committee. She stated that electronic reports or balance sheets from the previous years were not available and that additional information is needed in order to complete her report. She also stated that the amounts reflected in the report were actual expenditures and receivables based on the information she had.

Board members discussed whether the budget should be established under a fiscal or calendar year. Lee suggested someone contact National APA for further guidance.

LEGISLATIVE AFFAIRS REPORT:

Lee addressed the following issue:

Hiring a lobbyist: Lee suggested the Board consider going into a joint agreement with the MD APA on sharing a lobbyist. The lobbyist would be responsible for identifying potential legislative interests of both chapters. He specifically referred the Chapters past lobbyist, Diane Shaw. Ms. Shaw was referred by Richard Hall and hired last year by the MD APA chapter and our chapter under a joint agreement. The costs were shared based on each chapter's total membership. Lee anticipates the costs associated with this joint venture would range from \$3,200 - \$3,300 for 50-60 hours of work.

Board members were concerned about how this joint agreement with MD would be beneficial for the chapter, especially since it is unclear whether the legislative interests are more similar or more different this year. Some members agreed that the current Board has enough internal, regional knowledge to develop a legislative position. The Board agreed that the focus should be identifying key legislative issues that truly represent this Chapter's membership, and then have the lobbyist support those initiatives, not vice versa. ***Julia suggested that Lee address the following issues associated with a joint agreement with MD by the January 2007 meeting:***

- Identify if MD is even interested in pursuing this agreement again this year. Lee would check to confirm MD's interest.
- Identify whether or not enough time is allotted for the scope of services required of the lobbyist. (i.e. how much time is required to do an initial regional scan)
- Define the process, which should be comprehensive for the region. (What's the legislative agenda? What's the Chapter position? Define the lobbyist's role in refining the position.)
- What is the exact timeframe anticipated. Lee suggested from November 2006 to March 2007 would be the anticipated timeframe.

Lee stated that he would gather information on this topic for the November meeting.

Harold P. requested Ms. Shaw's proposal and resume. Heather stressed that the Chapter should identify a process in which legislative issues are addressed.

COMMUNICATIONS/NEWSLETTER:

Julia read an update from N'kosi who was unable to make the meeting. The update stated that three or more bids were received to redesign the website. Requests for announcements for the Newsletter were needed.

Julia suggested that N'kosi provide additional information on the activities of the Website at the next meeting. She also suggested that he provide the Board with a schedule for the newsletter so members are aware of those deadlines. The board concurred that issues associated with the Chapters website needed to be resolved ASAP.

Julia thanked Harold P. for setting up and maintaining the Board's listserve.

UPDATE on BY-LAWS

Harold P. stated that a small group of the Board met on October 18, 2006 to discuss the process in which to update the chapter's by-laws document. Malaika will email the meeting notes to the Board. Harold stated that Art recommended the group be formally named as the By-laws subcommittee and chaired by Harold P. with up to five Board members. Julia formally named the By-laws subcommittee, identified Harold P. as the chair, and the following Board members as members of the said sub-committee: Art, Malaika, Harold F., Daniel, **and??**

Harold P. identified the following major issues addressed at this meeting;

- Board Compilation: The following additional board positions were identified and will be discussed in detail as the responsibilities of this subcommittee;
 - President Elect, VP of Diversity and Community Affairs, Assistant PDO, and

Chapters three core values that were established at the Board Retreat on Saturday, September 9, 2006.

1. Adding value for members—
 - Provide better communication to members by improving website depth and breadth.
 - Provide professional development activities-- such as an ethics-training event (applications, panels, link to specific subject).
2. Be a credible voice for the profession and the community—
 - Policy Agenda— Determine a process to impact local government policy positions
 - Develop partnerships within the region— Identify 2-3 groups to proactively engage for co-sponsoring specific events of mutual interest.
3. Engaging members to participate—
 - Hold regular member events/activities
 1. Have one major (networking related) event for the Chapter's 60th Anniversary /2007 Awards Gala.
 2. Hold several smaller events for members.
 - Develop a community outreach project—Neighborhood Charrette using volunteers, providing technical services.

UPDATE ON CHAPTER COMMITTEES

Eight committees were created to support the Board's newly established core goals. Art requested a progress report from each committee chair:

- **Website:** N'kosi said that he and Jessica Ryan, the newly contracted web master, had not been able to reach one another. Art tabled this update until the October Board meeting.
- **Ethics:** Julia had no new updates and Art tabled this discussion until the October Board meeting.
- **Policy and Legislation:** Lee distributed a handout reviewing state and local legislation and policy development initiatives for the region.

Karina suggested the Board discuss ways in which to address the continuance of planning leadership in the region when the new Adrian Fenty Administration takes office in January. She suggested drafting a letter identifying the Chapter's position on major local and regional planning initiatives. She suggested that the importance of this letter is critical in establishing a working relationship with the Administration. **Art suggested the Policy and Legislation Committee take the lead on drafting such a letter.**

Art stated the Board should establish a general rule on addressing local, regional and national planning activities. **Julia and Karina volunteered on drafting a policy procedure for the Board to follow that would also include the Chapter's position on major local and regional planning initiatives. Board members would review a draft of this policy via email.**

After further discussion, Art further agreed that an introduction letter should be sent to the new administration. The letter would help build rapport with the newly elected mayor and provide a brief synopsis of the Chapter's position on major planning initiatives in the region.

Karina suggested that in addition to the letter, a separate notice to recruit all Chapter members to participate in each committee should be sent out. N'kosi volunteered to write a notice in the Chapter Newsletter.

Art suggested we revisit the progress of this Committee during the November Board meeting.

- **Awards Gala:** Carol suggested the committee focus on the following three areas when brainstorming about Chapter's Awards Gala event for 2007: (1) Possibly using an event planner/coordinator for the event. Last year's event was a major success and in keeping with the Chapter's 60th anniversary theme, Carol suggested that the event could require a professionals attention to plan. (2) Establishing an Award's Selection Subcommittee, which would focus primarily on choosing award recipients and establishing the criteria necessary to win an award in various categories. (3) Establishing a Sponsorship Subcommittee that would be responsible for securing sponsors, creating the application and identifying various donor levels. Carol requested any Chapter members interested in participating in this committee should contact her.

Art requested a progress report during the November Board meeting.

- **Chapter Networking Activities:** Katie stated that the student Association at the University of Maryland would be a great organization to help coordinate Chapter activities. She also suggested having smaller networking activities at various local spots around the region—such as Maddams Organ or MatchBox in the District. The goal of having the Chapter host smaller networking events provides an informal opportunity for planners in the region to meet and get to know other members and the Board. She hopes these events will have “Central Park/Friends” type of atmosphere.

Art requested a progress report during the November Board meeting.

- **Community Outreach Initiatives:** Daniel requested to provide a progress report to the Board in October.
- **Partnership Event:** Karina distributed an outline of the scope of services and approximate budget of the Neighborhood Visioning activity of this Committee. This project will provide:
 - Two to three 1-hour pre-meetings with a sponsor and/or group.
 - One 8-hour weekend charrette (Including visual materials such as maps, flip charts, images, etc.)
 - Illustrated final report

In response to Judy’s question, Karina anticipated that non-governmental or citizen groups interested in participating should contact their jurisdiction’s local planning agency before committing to this activity. She also stated the DC Office of Planning was supportive in the past when a similar activity was implemented. Karina and Judy stressed the importance of having co-sponsors participate in this activity.

Art requested an update during the October Board meeting.

- **Administrative Assistant:** *Judy volunteered on finding out additional information on hiring a part-time employee to assist with Chapter activities and events.* She will provide an update on this item during the October Board meeting.

Harold P. suggested the Board place the Website Committee as a priority action item. He suggested hiring a consultant to help redesign a base site and subsequently hire a web master to help maintain the site. Daniel agreed and stated that the current design of the site is outdated. Julia said the current web master, Jessica Ryan, should be contacted to identify her technical capabilities to see if she is comfortable with those tasks. Judy suggested looking at other APA chapter websites for ideas.

Art suggested each Committee Chair identify ballpark numbers to fund proposed projects for the Budget and to think about future dates these activities could be scheduled. Art suggested discussing at next meeting.

COMMENTS ON BOARD RETREAT

Art commended the Board on identifying short-term, concise Chapter activities for this work program. He believes the Chapter's core values tie in well with the activities of each Committee and anticipates a successful two-year term. Carol said that all committee activities should be planned for no longer than a two-year term. Judy concurred and highlighted that the intention of the brainstorming activity during the retreat was to help identify feasible tasks the Board could commit to during the next two-year work program.

TREASURERS REPORT

Carol stated the Chapter had approximately \$30,000. She will work with Art to establish a budget on projected activities and be prepared at the next meeting to report on the Chapter's current financial status. Harold P. suggested that the meeting notes and the financial report should be the first reported items of business during each Board meeting. He stressed the importance of the Board being aware of the Chapter's finances at all times and stated that a financial report should be a priority for the next meeting. He asked if the Board had a budget for this work program. Carol stated that no Chapter budget exists at this time.

Harold P. suggested that a Chapter budget and a financial report should be prepared as soon as possible.

Julia agreed with Harold P. and stated that every committee should have a budget and a timeframe for each event. She suggested that each Committee be prepared to provide that information at the next meeting. Carol suggested that the timeline of activities and the budget should be set up electronically.

Art suggested each committee identify a calendar of activities/events. Karina agreed and suggested that projected funds should be included for each activity. ***Malaika volunteered to be the point person for this and suggested all committee chairs forward her proposed dates and funding for all proposed projects anticipated for this work program***

Julia suggested that each committee commit to the following three things:

- Dates of the event
- Budget to fund event
- Timeframe in which to implement event.

CHAPTER NEWSLETTER

N'kosi requested all Board members provide him with comments and ideas for the upcoming newsletter. ***He preferred all comments be emailed to him no later than the end of September to meet the October mail-out date.***

Judy volunteered to write an update on the Board Retreat events and goals for the new work program.

Katie volunteered to contribute to the student corner of the newsletter, which N'kosi explained as being a new effort to communicate with the student members of the chapter.

OTHER CHAPTER ISSUES

Judy stated that Barry Miller from the DC Office of Planning emailed her requesting the Board testify at a public hearing in support of the DC Comprehensive Plan and to attend the Mayor's Press Conference next week. She said Barry has in the past appreciated the Chapter's regular updates in the Newsletter and commends the Chapter for awarding the DC Comp. Plan Phase One, which was received last year.

Judy said that an elected Chapter representative should be present at the public hearing because a large number of special interests groups have signed up to testify in support of deferring the Comprehensive Plan's schedule until after the new administration takes office in January.

Lee questioned if the new DC administration would support the Chapter taking such an active voice on this issue. He thought the Chapter should take caution in supporting such an important planning issue in the region, especially if the new administration's opinion regarding the Plan is not known.

Harold P. suggested the Chapter focus on the current administration's objectives and support the schedule of the Comp Plan.

In reference to the specific recommendations of the Plan, Julia felt there were minor issues that could be further discussed within the Chapter, however the Board should support the Plan now and encourage the Council administration to support the Plan's schedule—especially since the community outreach activities of the Plan were so intensive and engaging. She further stated that despite some concerns, she believes this Plan represents good solid planning with commendable outreach to community and should be supported by the Chapter.

Karina supported Julia's comment and suggested the Chapter support the Plan schedule since the current Comp Plan is extremely out of date.

Harold F. agreed in support of the Chapter advocating the Plan's schedule. He did however understand Lee's concern about the Chapter developing a position about the Plan as it relates to the new administration. He suggested the proposed letter to the Fenty administration identifying the Chapter's position on local and regional policy initiatives should be withheld until the new administrations planning views are discussed.

Daniel endorsed the Chapter supporting the Comp Plan's recommendations and schedule.

*****Karina motioned: Does the NCAC Chapter support the DC Comprehensive Plan. Art and Lee seconded the motion.**

- **Discussion:** Carol questioned if there were any severe issues in the Plan that would prevent the Board from supporting the Plan. Art suggested that since the community outreach process was quite commendable, it would prove an injustice to the community to defer until next year. Julia suggested that the Elements of the Plan were crafted over time are well thought through, however the Small Area Plans within the document were seemingly rushed and released late in the process. Despite these caveats, she stressed the Chapter supporting the Plan's schedule and testifying at the Public Hearing. Karina stated that Transit Oriented Development was not well developed in the Plan. She suggested the applications of the principles are a definite concern to the community in the Small Area Plans section. She proposed that the Comp. Plan should be adopted and in place when the new administration is in office next year.
- **Vote:** 10 members in favor, 3 abstained.

Julia, Karina, and Judy volunteered to draft a letter in support of the Comprehensive Plan. The letter will be submitted during the Tuesday, September 26, District Council's public hearing.

*****Judy motioned: The letter should indicate support of the Council's timeline to take action on the Plan. Karina seconded the motion**

- **Discussion:** no discussion
- **Vote:** 9 members in favor, 2 abstained, 1 absent

Art placed a request for any Board member available on Tuesday, September 26, 2006 for the Public Hearing and/or the Monday, September 25, 2006 Press Conference, contact him for further details.

***** Harold P. motioned: The NCAC Chapter should hold a special By-law meeting. Carol seconded the motion.**

- **Discussion:** Art stated that this subcommittee on the Chapter By-laws would oversee the edits and additions to the existing by-law document. These changes would then go before the full Board for discussion. Karina suggested that Harold P. facilitate the next By-law meeting. The meeting will be held on October 18, 2006 at 6:30 pm at NCPC.
- **Vote:** unanimous

Lee said that he would check on the availability of the Sumner School for the Board's November 15, 2006 meeting

Art requested Judy and Lee talk to Rich Hall on the Chapter's coordination with the Maryland APA Chapter.

The meeting was adjourned at 9:00pm.