

**NATIONAL CAPITAL AREA CHAPTER--APA  
Executive Committee Meeting  
November 11, 2006, 6:30 pm**

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**Casey Trees Endowment Fund  
1425 K Street, NW Suite 1050  
Washington, DC 20005**

**QUICK NOTES—**

- The Legislative Committee proposed a new procedure to address legislative and policy review. Harold needs comments on this proposal ASAP.
- Art attended the National APA New Presidents Orientation and has a wealth of information regarding chapter protocols and information. See him for a copy.
- The Chapter Website will be updated within the next few months. A budget has been approved to hire a web designer. N’kosi will provide updates to the Chapter on this initiative.
- **Next Board meeting is scheduled for TODAY, January 17, 2006 at 6:30 pm... location Casey Trees!**

**BOARD MEMBERS PRESENT:**

Art Chambers, Daniel Goodman, Heather Whitlow, Judy Daniel, Karina Ricks, Malaika Abernathy, N’kosi Yearwood

**CALL TO ORDER:**

Art called the meeting to order at 6:40 pm.

**APPROVAL OF THE MINUTES:**

The October 18 meeting notes were approved with changes. Heather will forward corrections to Malaika.

**BUDGET:**

Carol was unable to attend the meeting but provided an email to the Board reflecting a deposit of \$3,900 from National. Carol also stated that an updated report would be prepared for the next meeting.

**COMMUNICATIONS UPDATE:**

N’kosi distributed a handout highlighting the following issues:

- Website: The current face of the Chapter is outdated and is in dire need of an upgrade. N’kosi researched the costs for implementing a comprehensive makeover to the Chapter’s website. Costs ranged from \$3000-\$10,000 to provide a new website with various services and features such as:
  - Newsletter-Access and customized subscriber services
  - Built-in google searches for the site
  - Weekly/daily bloc and POD casting

**\*\*\* Julia motioned: Up to \$10,000 be authorized to update the website, however, maintenance of the site must be doable by the chapter.**

- **Discussion:** Daniel was concerned that the website had such outdated information that intermittent changes should occur as soon as possible. Changes such as updating the Executive Board and the chapter listserve should occur now. Karina suggested that communications committee established at the Board retreat should manage the details in hiring a contract web designer and report updates to the Board.
- **Vote:** unanimous
- Listserv: Jessica Ryan is currently responsible for the existing website and listserve. For any contributions to the listserve, which is distributed weekly, please contact Jessica at [jessicalynryan@gmail.com](mailto:jessicalynryan@gmail.com)
- Newsletter: N'kosi requested members contribute to the content of the Newsletter, which is distributed every other month. N'kosi stated that he's interested in offering new and exciting sections for the newsletter and requests all Board members to contribute to this new initiative. The deadlines for submissions are the first Monday of every month.

#### **PRESIDENTS REPORT:**

Art attended APA's Fall leadership orientation for new chapter presidents. He distributed handouts received at the orientation. Some of the highlights of the orientation included the following:

- Certification Maintenance: Art said that the APA Commission is considering requiring certification maintenance through continuing education. The issue of requiring continuing education has been debated throughout the organization for many years. It would require at least forty-eight (48) credits of eligible professional development activities in a two-year period. Half of the eligible credits will have to come from APA or APA-sponsored programs. The other half of the required credits may come from other registered educational providers. Up to 25 percent of the non-APA credits may be "self study" credits. There may be exemptions to who is required to register, such as local governments.
- APA Chapter regulations on tax status, lobbying limitations and postal regulations: Art distributed a handout defining various regulations APA chapters must follow.
  - APA is a 501(c)(3) tax-exempt organization. All APA chapters are subordinates of the national association.
  - APA must review chapter bylaws for conformity with National APA. A copy of proposed bylaw changes must be submitted to National before the chapter approval process begins to ensure the bylaws comply with National APA.
  - Chapters must avoid getting involved in the political campaigns of candidates for office. Chapters are not allowed to financially support any candidates running for office.
  - Chapter lobbying activities must be "insubstantial" and should not consume more than 5% of the total budget.

- Chapter Performance Measures:
  - There are specific measures discussed during the orientation that all chapters are required to implement. Such measures include submitting an annual budget to National APA.

Art stated that any changes to the Board membership, such as the previously discussed President Elect position, should attend such leadership programs on chapter protocol in the future. He stated that all Executive Board members should review the handouts distributed at the meeting. There's a wealth of information that can be useful in implementing the Chapter's work program. Specific guidance and suggestions on general programs such as Awards programs are discussed and provide helpful and useful information. APA National officials are interested and excited about local chapter and Art encouraged members to utilize their services. Art suggested that all chapter related questions and comments be directed to Lyn Jorgenson, the APA staff person for Chapter Services.

#### **LEGISLATIVE AFFAIRS REPORT:**

Harold F. distributed a handout proposing a new legislative process for the Chapter, titled "Legislation and Policy Review: October 19, 2006 Draft". The handout outlined a process for the chapter to implement when reviewing legislation and policies. It included a proposed work program for the Chapter to address various legislative and policy reviews for the District of Columbia, Maryland and Virginia. The handout also included a submission form that would be used by the Board to initiate discussion on a particular issue. Art commended Harold F. and Lee on their efforts. Harold will email a copy of the handout the Board for their review and comment.

Judy suggested the board interview Governor Martin O'Malley and DC Mayor Adrian Fenty regarding their perspectives on planning issues in the region.

#### **OTHER ISSUES:**

##### **DC Comprehensive Plan**

A Public Hearing held on October 24, 2006 was scheduled to receive testimony regarding the DC Comp Plan. No board members were available to attend or transmit additional comments to this hearing. Paul Farmer from APA transmitted written comments regarding the Comp Plan on behalf of APA.

Julia and Karina volunteered to send letters to MD and DC newly elected officials.

#### **UPDATE ON CHAPTER COMMITTEES:**

Art suggested that the committees be prepared to provide an update to the Board at the next meeting.

The meeting was adjourned at 8:30 pm.