

**National Capital Area Chapter – APA  
Executive Board Meeting  
February 22, 2011; 6:30 PM**

The meeting was held via conference call

**QUICK NOTES**

- **Next Board Meeting** --- March 22, 2011 – Location: Shannon’s office: 1401 K Street NW, Washington DC 20005 – 6:30 p.m.
- **NCAC-APA One Day Conference** – March 26, 2011 – Catholic University – 8:00 a.m. to 5:00 p.m.

**BOARD MEMBERS PRESENT:**

Shannon Yadsko, Robyn Eason, Arlova Jackson, Jacqueline Marsh, Bob Kuhns, Bill Washburn, Laine Cidlowski, Alan Hachey, Lilly Shoup, and Jaime Fearer

**CALL TO ORDER**

Shannon called the meeting to order at 6:35 pm.

**APPROVAL OF DECEMBER MINUTES**

Lilly Shoup moved, seconded by Laine Cidlowski, that the December minutes of the NCAC-APA Executive Board be approved

**VOTE: 8-0 (Kuhns abstained)**

**CONFERENCE UPDATE/PDO REPORT**

Robyn updated the board on the NCAC-APA One Day Conference. The conference is scheduled for March 26, 2011, at Catholic University, from 8:00 a.m. to 5:00 p.m. Those eligible will be able to receive up to six CM Credits.

This year the most notable difference is that there is no keynote speaker, as attendees have expressed a desire to have time to network during an open lunch format.

Robyn moved to make a motion that the board provide a monetary donation in the amount of \$300.00 to Catholic University for the use of their facility. The motion was seconded by Bill Washburn. **The motion passed at a 9-0 vote.**

Robyn further stated that she had been receiving feedback on CM opportunities and that providing an opportunity every three to four weeks is working well.

Robyn also attended the Planning Boot camp event, which was collaboration with Hazel Edwards and Michael Bayer at Catholic University in February. About ten participants were in attendance.

NCAC may possibly host and sponsor two webinar spots: one on June 17, 2011 and on September 16, 2011.

Montgomery County is holding a Planning series/conference in April and this may be a CM-credited event.

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## PDO REPORT

Arlova stated that she has been in contact with AICP applicants and other PDOs in the region.

## DISCUSSION AND WRAP-UP FROM RETREAT

## COMMUNICATIONS REPORT

Laine gave an outline of the Communication report formulated during the retreat and reported that the NCAC-APA is now on Facebook. She thanked Lilly for her assistance in setting up the Facebook page.

The newsletter outline was reviewed and Laine will reach out to individual members for their biographies. After a discussion, it was decided the newsletter will be completed and sent out at end of March, so pictures and a write up on the One Day Conference can be included.

Laine further discussed the cost of the website and stated she plans on “building” two new test sites. After a trial period of both, the board will either choose one of the new websites or the existing format will be retained. Robyn suggested contacting YIPPS, as they use Wordpress for their website template

Alorva provided the Volunteer group update and discussed several green-volunteer opportunities that both she had Brooke had researched. The board discussed the various volunteer organizations and weighed the pros and cons of each. A future volunteer event will be held in the future.

Bob Kuhns gave the Treasurer’s Report and provided the Board’s budget as of January 31, 2011. He reported that approximately \$10,000 was used for the Planning Awards event. He noted there remain some outstanding receipts and invoices and requested that if members had given him a receipt for the retreat to contact him.

Budget requests - Shannon asked for any budget requests to be turned in by March and stated that if there is money requested from outreach groups, to contact Shannon, Renee, or Bob.

Other business - Laine requested that the website development coordinator be paid.

The next meeting of the NCAC-APA Executive Board will be on March 22, 2011, 6:30 p.m. at Shannon’s Office, which is located at 1401 K Street NW, Washington DC 20005.

The meeting was adjourned at 7:12 pm.

Respectfully submitted,

Jacqueline Marsh  
Secretary