

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

QUICK NOTES

- *Next Board Meeting --- April 26, 2011 – Location: DC Office of Planning, 1100 4th Street SW, Washington, DC 20024 - 6:30 p.m.*
- *Budget Requests are due on April 19, 2011*
- *Welcome to the new Board Member (At Large Director), Damon Orobona*

BOARD MEMBERS PRESENT:

Shannon Yadsko, Robyn Eason, Arlova Jackson, Jacqueline Marsh, Bob Kuhns, Laine Cidlowski, Bill Washburn, Bob Duffy, Brooke Taylor Fossey, Lilly Shoup, and Jaime Fearer

CALL TO ORDER

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

APPROVAL OF DECEMBER MINUTES

Laine Cidlowski moved, seconded by Robyn Eason, that the February minutes of the NCAC-APA Executive Board be approved

VOTE: 9-0

PRESIDENT'S REPORT

Shannon discussed Peter Whitte's (At-Large Director) resignation from the board. It decided that Shannon would consult with Renee, but the ultimate direction from the board was to contact the two runner-ups from the Board elections to see if they would be interested in taking over the vacant position.

An update on the American Planning Association National Conference was provided. The conference is taking place in Boston and Shannon and Robyn will be attending. Robyn is serving as the national legislative delegate on behalf of the NCAC-APA board. Jaime is also attending the conference.

Shannon circulated information on Dhiru Thadani who had contacted Renee with a speaking opportunity. The board discussed the possibility of Mr. Thadani speaking at an event in the summer based upon his availability.

TREASURER'S REPORT

Bob passed around the Board's budget as of March 22, 2011, and discussed the checking account and budget information. He stated the budget has been provided to the APA.

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COMMUNICATIONS REPORT

Laine provided a Communications Budget and discussed the variables that should be included as part of the Communications Team outreach strategies. She further discussed the need for the website to be updated, which will be a major area of focus after the One-Day Conference.

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. The expected attendance numbers are consistent with those in the past and she thanked Hazel Edwards for creating a program for the conference. It was decided that NCAC Executive Board members should not have to pay a registration fee.

WRAP-UP OF RETREAT COMMITTEE PROGRESS AND OUTLINE OF EVENTS

VOLUNTEER GROUP

Shannon reported on a volunteer opportunity with PB World as a joint event for a Saturday in May. She discussed a previous volunteering event that involved a trail clean up and a presentation. Approximately 25-30 people attended. A final date and more information will be announced.

COMMUNICATIONS REPORT

Laine reiterated the information that she had provided earlier. The board discussed the organization's Facebook page, the webpage, and the possibility of incorporating a Google calendar that will provide users with dates of various Chapter events.

BUDGET REQUESTS

Shannon asked for any budget requests to be turned in by April 19, 2011, so the board could discuss the requests at its regular April meeting. The requests should be given to Shannon, Bob, and Renee.

OTHER BUSINESS

The USGB Council panel discussion on LEED-ND will be held on April 4, 2011, at the AIA Headquarters. Shannon, Robyn, and Jackie are attending on behalf of the Board.

Jackie will provide a Work Plan from the Board Retreat that outlines each team's reports, strategies, and goals.

Jamie will provide the board with the new student representative information after elections are held.

The next meeting of the NCAC-APA Executive Board will be on April 26, 2011, 6:30 p.m. at the DC Office of Planning.

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The meeting was adjourned at 7:25 pm.

Respectfully submitted,

Jacqueline Marsh
Secretary