**PA-APA Southwest Section Meeting Minutes**

**October 9, 2019 Conference Call**

In attendance: Laura, Jeff, Daniel, Rhiannon, Josh, Corey, Jordan, Amy, Jim (all via phone)

1. November 6, 2019 Affordable Housing Workshop – Laura
   1. Breakfast/Morning Treat:
      1. Everyone agreed to keep it simple. Coffee provided by Veteran’s Place and either some donut holes from Dunkin’ Donuts and/or a mix of pastries from Sam’s Club will suffice.
   2. Lunch:
      1. We plan to use Affordable Catering (this is the caterer SPC typically uses)
      2. They have a variety of easy lunch offerings, including the following:
         1. Bagged Lunches – Sandwich, chip, fruit, and cookie. $6.95 each
         2. Sandwich buffet is 7.95 per person. This comes with 1 side salad and a cookie tray.
         3. Deli buffet (make your own sandwich) is 8.95 per person. This comes with two side salads and a cookie and brownie tray.
      3. Josh said they typically need a week’s notice.
      4. There was a brief discussion on best option and we are going to go with the prepared sandwich buffet tray and try to add a second side salad to it for variety.
      5. Josh mentioned you can add a bottled water for $1 per person. Amy suggested trying to eliminate waste by seeing if Veteran’s place can provide cups and pitchers for water. Laura will ask them about this.
   3. Sponsorships:
      1. $500 from HRG committed. Jordan noted HRG asked for something on letterhead in order to process on their end. Laura can provide this and will coordinate with Jim Feath from HRG.
   4. Laura noted that she still needs a few speaker bios in order to complete the CM paperwork.
      1. Josh will follow up with Andrew Dash re: his bio. Laura will just use what is on the City website for now.
      2. Laura will follow up with the Veteran’s Place folks and Jessica Smith Perry to finalize their bios.
   5. Laura will send in the application for credits to Kim at the State once the bios are complete.
   6. Email and Eventbrite is all set up.
      1. Corey noted we have 6 registrations already. (And none of the registrations thus far include any of us Section Council members!)
2. Mentoring Program – Daniel and Jeff
   * 1. Daniel confirmed there are 13 mentors and 25 mentees. Daniel did match all of the mentors and mentees over the weekend.
     2. The kickoff at IUP is scheduled for Friday, November 1st at 3pm. Jeff offered to coordinate food for the IUP kick-off event. More detail to follow.
     3. We still need to schedule kick off events at Pitt and Slippery Rock. Daniel asked for any help on these items.
3. FHLB Grant – Rhiannon
   1. Rhiannon discussed the request from FHLB. The total we are requesting is $5,000 and this will be disbursed several ways - $2,000 for scholarships for 1-2 undergraduate level students pursuing planning or a related field; $1,000 toward internship stipends for two students; $1,000 toward educational workshops (free attendance to students, reduced cost or free attendance to non-profit or public employees); and $1,000 to support the mentorship program.
   2. Rhiannon reported that she will put a narrative together and send it out for comment by early next week. She’d like comments back in a few days so that she can officially submit the application.
4. Fall Social Event –
   1. Laura noted that she received an email from Calvin at IUP asking about a social gathering at the upcoming statewide conference. We had talked about this briefly at our last meeting. But, there look to be a few decent places within walking distance of the hotel in Readying, including the 724 Bar and Lounge, the Ugly Oyster Draft House, the Speckled Hen Cottage Pub, and the Peanut Bar Restaurant, if we’d want to host a social gathering there on Monday night.
   2. Jordan offered to look into the various potential venues. There was a discussion that this would be worth a try and that we could potentially get a decent turnout.
   3. If this does not work out, we can plan for some sort of holiday happy hour.
5. Dates and locations for upcoming meetings:
   1. Another conference call next Wednesday at Noon.
   2. Jordan will provide a call in number.
   3. Corey will report on number of registrations received for the workshop.
6. Any else for the good of the order?
   1. Daniel commented that we’ve pretty much spent the majority of our food budget and that we should brown bag it for the rest of the year for any in person meetings.
   2. Daniel reported that we still have not received the Eventbrite registration funds from Corey for the April 10th event. Corey and Dan agreed to coordinate on this.