PPA - SW Meeting Summary

**Present:**

* **Andrew Hartwell, AICP**
* **Nicole Zimsky, AICP**
* **Katie Stringent**
* **Erica Kagle**
* **William Campbell**
* **William McLain (via telephone)**

1. 2015 State Conference Update:

* Ms. Kay Pierce, Manager of the Allegheny County Economic Development - Planning Division and Chair of the 2015 APA PA Conference was present to provide a conference update
* A meeting for all of the conference co-chairs is scheduled for Tuesday, February 24, 2015 with Shermer Associates
* The Conference Committee continues to look for co-chairs
* To date, a good list of potential donors has been developed
* An all committee meeting is scheduled for March 5, 2015
* There is potential for the Special Events Committee and the Scholarship/Fundraising Committee to work together in order to combine event efforts

1. Committee Appointment
   1. Professional Planner
      1. i. Member-at-Large - Stephen Wiedemer, AICP
2. Budget Update

* William Campbell presented the 2015 Section Budget
* Katie Stringent will follow up on the Local Government Academy Sponsorship in order to allocate funds for planning specific instruction
* The allocation of 2015 funds for web hosting was discussed. Possible options include the utilization of Word Press as a web hosting provider or contracting with a private consulting firm to build and maintain a website. Katie Stringent will follow up on the utilization of Word Press and Eventbrite. William Campbell will explore the option of utilizing a private firm for development and maintenance. An update on web hosting will be presented at the next Section Council meeting.

1. Workshops/Meetings/Social
   1. Social
      1. i. Summer Social Update
      2. - The Summer Social will take place in early June 2015
      3. - Hartwood Restaurant was identified as a possible location

- Erica will look into Hartwood as well as other possible locations

- An update on the summer social will be provided at the next section council meeting

* 1. Section Workshop
     1. i. Ideas for Spring
     2. - Nicole, Steven, & Katie will work together on ideas for the spring workshop
     3. - A potential idea includes the Allegheny Land Trust Wingfield Pines property in Upper St. Clair
  2. Section Council Meetings
     1. i. Schedule Next Meeting

- The next section council meeting will take place on either April 27, 2015 or May 4, 2015

- Katie Stringent will follow up with formal meeting invitation

1. Old Business
   1. Section Outreach Update
      1. i. Section Website/Social Media/Sponsorship
      2. - Katie spoke with Jeff Barg website coordinator for the APA PA Southeast Section. Jeff provided information regarding the use of Word Press and Eventbrite for section engagement and outreach
      3. - Katie will look into the use of Word Press and Eventbrite for the Southwest Section including what is involved, the startup requirements, updates for Word Press and, the financial requirements to maintain a Word Press site

- William Campbell will look into the use of a professional consultant for website services

- The website can also highlight upcoming socials, and conference planning events

ii. Membership Achievement Recognition

- Andrew would like the Section Council to start a process by which the council is recognizing individuals/communities/organizations for sound planning practices

- An opportunity for recognition may be during the section socials adding a more formal element to the social

- Those wanting to participate may nominate through the section website once up and running

- The nomination process may also serve as a PR piece for the website roll out

- Further ideas regarding the types of recognition and the requirements for recognition will be discussed at the next Section Council meeting

1. Miscellaneous

* Andrew asked that all Section Council members review the 2014 APA PA Annual Report for revisions, additions, and corrections prior to his submission
* The APA PA SW Section adopted updated bylaws on April 1, 2014. Within these adopted bylaws the election cycle for section council is held every even numbered year with council members seating January 1st of every odd numbered year. The state chapter is directing the sections to change their bylaws so that elections are held every odd numbered year and council members are seated every even numbered year. This change is being made because APA is taking over the election process and our election cycle needs to be aligned with the national organization’s election cycle. Due to the fact that the section just adopted new bylaws and we are in the middle of planning the state conference our section will be holding off on amending our bylaws with this election changed until sometime in 2016. In addition the section boundaries may change in the near future requiring another amendment to the bylaws which could be handled at the same time.