**PA-APA Southwest Section Council Meeting Minutes**

**December 2, 2019**

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

1. Recap of November 6, 2019 Affordable Housing Workshop
   1. Laura gave a brief recap on the Affordable Housing Workshop. There were about 25-30 people that attended, including the various speakers. She said she was not sure if the speakers registered for credits and paid or not. She noted the general feedback received from attendees was positive in relation to the topic, speakers, food, and venue. In terms of funds spent and received for the event, $500 sponsorship from HRG was received. The event space was free. And, the food cost approximately $315. Estimated revenues from Eventbrite are approximately $390. So, we definitely came out on top for this one!
   2. Daniel asked if Corey had processed the check yet for payment or if the payment is linked to our account. Laura said there was some sort of mix up with the registration and that she would check with Corey and get back to the group. Daniel also mentioned we still need the funds from the Energy Planning Workshop as well. The check was made out to the state and not our chapter. Laura will check with Corey on this other payment also.
   3. Laura asked if someone else could sign the thank you letter for HRG for the sponsorship. Jordan agreed to sign it and Laura said she’d email him the letter.
2. Mentoring Program
   1. Daniel and Jeff provided a summary and recap of the various kick off events held at IUP, Pitt, and Slippery Rock. They were well attended. Mentors and mentees should be communicating during the months ahead. The Section will look to host another event in the spring sometime.
   2. Per Jim’s questions, Daniel confirmed the program is open to those emerging professionals that are 1-2 years post-graduating.
   3. Overall, we’re pleased with the response level for our first year. And, so far, no horror stories, so that’s a bonus!
3. 2020 Budget
   1. Daniel will work on this. It’s fairly straightforward. We do need our allocation from the State Chapter to finalize. Laura will email Kim.
4. FHLB Grant
   1. Laura will ask Rhiannon for an update via email.
5. Upcoming Vacancy for Secretary Position on Council
   1. Laura reported that due to other commitments, Rhiannon has decided to resign from her position, effective January 1, 2020.
   2. Jim and Amy both offered to fill in as Acting Secretary for 2020.
   3. We’ll think about what’s best and try to come up with a decision. We’ll also need to meet with Rhiannon to get all of the log in and account information.
6. 2019 Accomplishments / Focus Areas Discussion
   1. The group discussed some of the 2019 accomplishments and overall all are pleased with what has been achieved in 2019. The Mentor Telemachus is up and running. We hosted two successful workshops and two social events. We can certainly improve on things in 2020, but, for our first year, we are pretty pleased!
7. Goals for 2020
   1. We agreed as a group that we need to update and improve the website and should plan to have a work session in early 2020 on the topic.
   2. We also agreed we need to do a better job at communication and cross promoting events with partner agencies.
   3. How can we reach more members? We need to do research on other programs, i.e. Constant Contact. We think this is what the State uses. Compare it to Robly.
8. Suggestions on Surveys from 2019 workshops for future topics:
   1. Amy suggested we focus on ethics and law credits. All agreed to focus on law and ethics for the 2020 workshops, and maybe one other topic. It is possible we could combine the law and ethics into one or keep them separate.
9. Next meeting:
   1. Laura will send out a doodle poll for the January meeting. Jeff will plan to host us in Greensburg!