**PA-APA Southwest Section Meeting Minutes**

**June 18, 2019**

In attendance: Laura, Dan, Josh, Corey, Jordan, Jeff (via phone)

1. Follow-up on Spring Workshop
	1. Dan and Corey both reported that they still had not heard from Joel from the West Penn Power Sustainability Fund and that we still have not received their $500 sponsorship check for the April workshop.
	2. Laura stated once the check is received, she will send them a thank you.
	3. The Eventbrite funds still need to be transferred from Corey’s account to the Chapter. Corey will call Dan to coordinate.
2. Fall Workshop Updates
	1. Laura met with Chris Blackwell of Penn Hills and Shawn O’Mahoney of the Veteran’s Place project and Penn Hills is willing to host the workshop at their new municipal building. Laura said they have a nice space that can accommodate about 40 or so people.
	2. Laura stated we need to pick a date and also finalize the rest of the speakers. Both Chris and Shawn have agreed to speak about their project.
	3. Jordan stated that Ron Henshaw could speak about the amendment for tiny homes that Planners in Action worked on. Jordan also mentioned he would reach out to HRG and PVE (engineering firms) to see if they would be willing to sponsor the workshop. Jordan asked who their contact is at Google and Laura said she would ask Shawn O’Mahoney that.
	4. Laura stated she will reach out to some builders to see if they might be willing to speak and/or sponsor.
	5. Tentative date chosen: Wednesday, September 18th, 2019 from 10am-2pm at Penn Hills.
	6. Josh mentioned that SPC’s caterer is fairly affordable and based in the east and could probably cater the lunch at an affordable rate.
	7. Once we confirm the date with Penn Hills, we can send out a Save the Date.
	8. Laura drafted a flyer for the event and asked that everyone comment on it.
3. Mentoring Program
	1. All stated general feedback received thus far has been very positive.
	2. Next steps: Dan will begin to contact the schools. We want to see interest from area schools and finalize appropriate contacts per school. In the program information, we all do have certain counties or areas assigned to us.
	3. Discussion on who to contact: Dept. heads vs. Deans? We want to create a buzz and want to show to all involved we did our due diligence.
	4. 1st email blast: Deans and Dept. Heads
	5. 2nd email blast: Just the Dept. Heads
	6. Dan mentioned that some of the Junior staff at the County may be able to help with the launch of the program and contacting the schools.
	7. We want to have a fall kick-off event – location and date TBD
	8. Jeff also mentioned asking Kim Gusic if we can have a table at the Annual Conference in Reading or at least some flyers about the program at the check-in/registration table. Laura stated she will ask Kim about this.
4. Summer Social Event
	1. Laura posed the question of if we should try to have a summer social event or not. Just something informal. People like beer. Maybe a happy hour at a brewery.
	2. Josh volunteered to call Hitchhiker Brewery and Southern Tier to inquire about group rates/reservations.
5. Next Meeting Dates
	1. July – Friday, July 19th at 1pm at Southern Tier Brewery on the North Shore
	2. August – Laura will send out a Doodle poll.