**PA-APA Southwest Section Meeting Minutes**

**September 18, 2019**

In attendance: Dan, Laura, Jordan, Corey, and Jim (in person); Josh and Jeff (via phone)

1. Fall Workshop Updates
	1. Laura reported that the speakers have all been confirmed. She still needs bios from Andrew Dash, Jessica Smith-Perry, and the Penn Hills/Veteran’s Place folks. The bios are for the credits but are also useful for promoting the event. Josh will reach out to Andrew again and Laura will touch base and remind the others.
	2. Date and Location are confirmed:
		1. Wednesday, November 6, 2019 from 10am-2pm
		2. Veteran’s Place, 945 Washington Boulevard, Pittsburgh, PA 15206
	3. Food – Laura can pick up donuts and coffee that morning. For lunch, we can try the caterer SPC uses – Affordable catering and do a sandwich tray.
	4. Let’s start to get the word out and set up the Eventbrite Page. Flyer is now fully updated – Dan added HRG’s logo.
		1. Corey is willing to help set up the Eventbrite page if Rhiannon is unable. He just needs the login information for the Chapter in order to get started.
	5. Sponsorships:
		1. HRG has committed $500.
		2. Jordan will reach out to a few other potential sponsors.
2. Mentoring Program
	1. Dan reported there are 26 applications from mentees and only 5 mentor applications. Many Section Council members would like to serve as a mentor and will get their applications in ASAP.
	2. The 26 applications are from Pitt, IUP, Duquesne, and Slippery Rock.
	3. We’ll likely have one event in Pittsburgh (Pitt and Duquesne) and one at IUP. We’ll also go up to Slippery Rock if they are unable to meet in the City.
	4. Jeff will reach out to some folks about sponsorships and interest in supporting the program, including Michael Baker International, Environmental Planning & Design, etc.
	5. Dan will send out one more push for a call for mentor applications.
3. FHLB Grant – Rhiannon
	1. Rhiannon to provide an update via email or at our next meeting. This money could be used for various purposes and some of our programs, particularly the mentoring program, seemed like a great fit!
4. Fall Social Event
	1. We had a discussion on what type of social event to host in the fall – do we piggy back on the training on November 6th and head to a brewery in Sharpsburg afterward? Do we plan something for Pittsburgh/Western PA folks to meet up at the Conference in Reading one night at a local eatery/brewery? Do we host something separate? We decided to sit on this for a little longer and discuss more ideas at the October meeting. Since its fall – do something about Pumpkins and Planners and drink Pumpkin or fall beers somewhere?
5. Next Meeting Dates
	1. Laura will send out a doodle poll for October.