

**Maine Association of Planners
Board Meeting
Friday, January 11, 2008 10:30 a.m.**

Minutes

Attending: Linda Johns, Jim Fisher, Steve Condon, Noel Musson, Hugh Coxe, Beth DellaValle, Helen Edmunds, Jane LaFleur, Ann Kreig, Maureen O'Meara, Judy Colby-George, Fred Marshall, Rebecca Schaffner

1. November Minutes

- Jane moved approval, seconded
- Approved as written

2. Treasurer's Report - none

- Revisit later if possible
- Fred Marshall joined the meeting later, but we did not return to the Treasurer's report

3. Strategic Plan Update discussion

- Maureen stressed that MAP has surplus funds and that we need to use these for the benefit of the membership
- Goal #1: promote, support, and encourage the practice of planning
 - case studies
 - concern was expressed about the cost involved in creating case studies
 - Beth is willing to go to the list serve and ask whether planners have write ups or good ideas for write ups
 - Web site can be the portal for a database of case studies
 - Maureen – suggest that we create an RFP for 10 case studies
 - 10 Case Studies and 25 Database entries
 - Suggest \$5,000
 - APA
 - Outreach and membership
 - Brochure
 - Audience: Legislature/policy makers, planners, planning students
 - Content
 - Who we are
 - How to join
 - Great moments in planning
 - Website and other contact information
 - Membership size

- Elements of strategic plan
 - Pictures
 - Format: 8 ½ * 11” tri-fold
 - Judy Colby-George will take a first
 - Fred has agreed to contact award winners
- Goal # 2 To facilitate cooperation, communication, and fellowship between all planners
 - Maintain a current membership directory and distribute updated copies to all members on an annual basis.
 - Develop a Home Page for the organization in order to provide a forum to discuss and promote planning related issues and ideas. The home page will also include items such as: membership directory, newsletters, meeting agendas and minutes, and other important association data.

Rebecca expressed concerns about the website appearance.

Ann Moves to take no action on updating the website. Steve seconds.

- Beth suggests that Rebecca continue looking at alternatives
- The motion fails.

Rebecca moves that MAP investigate the costs of alternatives to website management.

- Maureen offers an amendment that the investigation pursue use of the current software. Beth suggests that all software be considered.
- Motion passes without dissent.

- Plan at least one social event per year, which may be scheduled in conjunction with another association activity such as the annual meeting or workshop.
- Continue to publish the quarterly newsletter and actively solicit members to contribute articles and other technical information.

Goal #3: To provide recognition of the important and valuable contributions

- Continue the current practice of Annual Awards program and increase statewide media coverage of the event
- Develop a legislator of the year award for the elected official that promoted some important aspect of planning

Goal #4 To build capacity and improve the caliber of planning in Maine

- The Association shall actively support the creation of a Graduate Planning Program at the University of Maine.

- Suggest that the association present a letter to the university supporting the Muskie School
- Hugh will contact the faculty to see what they think is helpful.
- Tabled until the next meeting
- The Association shall assist colleges and universities to place planning interns in municipal, regional and state planning offices. The Association shall contact schools with undergraduate and graduate planning and other related degree programs and offer assistance with their intern programs.
 - Board discussed ways that we can support Muskie School internships
 - Concerns were raised about costs of formalizing internship programs
 - Need to find out what USM faculty want and can manage
- The Association shall at least once a year develop and present a professional training program of timely interest to planning professionals.

Goal 5 and Goal 6 are tabled until the February meeting.

4. **Continuing Education**

● **GIS session** – Judy

Judy wishes to have AICP certification for a GIS Techniques for Planning class that she will be offering.

- Week of April 8th – 9:30 – 3:00
- Carriage House - Maple Hill Farm in Hallowell
- Morning break
- Lunch
- \$288 rental fees (cover costs)
- Jim estimates that CM costs will be \$200
- Propose charging \$30 for the training session with MAP covering the balance of costs.
- Maureen moved \$500 to support this class. Motion passed without dissent.

● **MDOT AICP Training sessions**

Kat Fuller sent out a MaineDOT announcement that two courses will be offered. Information is on the website

● **NNECAPA web series session** – Carl – tabled

- **Annual meeting** - Kat Fuller has offered to organize the MAP annual meeting. A conference with Uri Avin speaking about Scenario Planning for Gateway 1. The annual meeting would be integrated with a larger Gateway 1 conference.

The board was very supportive.

Maureen moves that Helen, Jim, Kat, Maureen help to organize the conference. Maureen asked that anyone with suggestions for specific meeting locations please e-mail this committee.

Beth - Planning a workshop on the **Informed Growth Act**

- Needs speakers
- Looking for co-sponsors - asking MAP members to provide names of contacts
- Maureen - want to have enough time to get this in a newsletter

5. **Growsmart downtown initiative** - Maureen

- Maureen received a letter asking for MAP support for a downtown initiative.
- Jane is on the board that is organizing this initiative.
- Beth moves that MAP join the coalition.
 - Motion passes without dissent.
- Meetings are held in Augusta at the Maine Development Foundation.
- MAP should have a representative at the meeting - possibly Matt Nazar

6. **Newsletter** - Rebeccah

- 2008 Schedule
- Winter issue - Deadline for submissions February 1

Content

Judy - workshop

Annual Meeting - awards

Jamie Oman Saltmarsh can provide information to Jane.

Jim will also provide documents

Board Newsletter Submissions

- Hugh - TBA
- Judy - GIS Corner
- Beth - Legislative Update
- Stacy - evaluation of?

Electronic Newsletter - discussion tabled

7. Other items from Board members

Stacy - announced that SPO is looking into a policy change to review service centers

8. Next scheduled meeting- February 8th 10:30 AM