



There was no quorum for a meeting to be held, but updates were provided and discussion was held about the below topics:

Treasurer's Report

- Many bills have been paid and funding spent for recent events, including our recent annual dinner in Lansdowne.
- There were three sponsors for the annual dinner: Control Point (\$300), Pennoni (\$300), Urban Engineers (\$100)
- A total of \$205 dollars for the annual dinner was submitted via cash or check
- \$300 dollars was received from Temple University for sponsoring the mentorship program
- There may be one more potential invoice for the annual dinner outstanding

Scholarships

- Perhaps reach out on the Pickett scholarship locally for donations, to general membership for smaller events?
- **ACTION:** Nicole will revise next agenda to John E., not John H. Pickett.

Events

- There was an issue with the complementary tickets at the annual dinner, rectify for next year
- *How to Be an Expert Witness* has been rescheduled to January 31st for law credits
- Justin walked the attending members through an on-line survey to members: <http://bit.ly/APAPASEventsurvey>
- Comp admission to an educational event, not the annual dinner, as a way to encourage survey participation.
- **ACTION:** Nicole will reach out to Linda Dottor at Community Design Collaborative to investigate joint events and education opportunities. Cost share would need to be determined.
- After low response to a general survey of partners, the events committee created an organizational chart (<http://bit.ly/APAPASEpartnerchart>) to help people better visualize the sorts of partners APA-PA-SE may want to work with.
- **ACTION:** Justin asked that everyone take a look at the partner spreadsheet (<http://bit.ly/APAPASEpartners>) and fill in. Additions in organizations are also welcome and will be added to the chart.

Outreach

- Letterhead review and sponsorship verification discussed. NH revised letterhead and sent out. **ACTION:** Jeffrey Barg will revise the web sponsors. Only the Council sponsors will go on the letterhead, not the event sponsors. All sponsors will go on the web.
- For future Council meetings, Nicole will send Jeffrey Barg the announcement a minimum of 10 days for web posting, to allow time to publish. Nicole will send out to attending Council members a minimum of 7 days before the event and one day before as a reminder.
- **ACTION:** Justin will ask Jeffrey Barg to create a secretary@apapase.org email address to distribute information, rather than a personal gmail account.

Next Meeting

Next APA SE PA Meeting will be on Thursday, January 8th at 5:00pm (sharp) @ TRF.

Any discussion topics requested? Send Nicole any agenda topics or attachments to collectively distribute