

APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2018, 9:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas GoToMeeting:

Toll-free Dial-in Number (866) 499-7054

Conference Code: 3750530425

9:00 am

Call to Order and Roll Call*: Doug McDonald, AICP

9:05 am

- A. President's Remarks: Doug McDonald, AICP
 - 1. Welcome and Introduction
 - 2. 2018 Delegate Assembly Recap Lee Battle, AICP
 - 3. NPC18 Recap
 - 4. New Texas AICP Fellows: Bill Barker, FAICP; John Dugan, FAICP; David Preziosi, FAICP; and Shafik Rifat, FAICP
 - 5. Chapter President's Council Grant (ATTACHMENT A-1)
 - 6. APA Chapter Performance Criteria (ATTACHMENT A-2)
 - 7. 2017-2022 Development Plan for APA Texas Chapter (ATTACHMENT A-3)
 - 8. Reports from APA Board Director for Region III, Past President, President Elect Wendy Shabay, AICP, Kim Mickelson, JD, AICP, Chance Sparks, AICP
 - 9. UT-Arlington Center for Transportation, Equity, Decisions and Dollars (CTEDD) Presentation

B. Secretary's Report: Christina Sebastian, AICP

10:05 am

- 1. <u>Action Item:</u> Review and Approve Minutes for Board of Directors Spring Meeting, Houston, Friday, June 2, 2017 (ATTACHMENT B-1)
- 2. <u>Action Item:</u> Review and Approve Minutes for Board of Directors Fall Meeting, Frisco, Wednesday, November 1, 2017 (ATTACHMENT B-2)
- 3. <u>Action Item:</u> Review and Approve Minutes for Executive Committee Meeting, Pearland, Friday, February 2, 2018 (ATTACHMENT B-3)
- 4. <u>Action Item:</u> Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, Friday, April 6, 2018 (ATTACHMENT B-4)
- 5. <u>Action Item:</u> Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, Friday, May 14, 2018 (ATTACHMENT B-5)

10:10 am

- C. Treasurer's Report: Angela Martinez, AICP
 - 1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)
 - 2. Draft FY2019 Chapter Budget (ATTACHMENT C-2)

10:45 am

- D. **Action Plan Progress Reports**: The Action Plan includes the following six major categories:
 - 1. APA Texas will LEAD the planning movement in this state.
 - Section Director's Report Gary Mitchell, AICP (ATTACHMENT D-1)
 - EPL Representative's Report Monica Rainey
 - Uniform Section Bylaws Doug McDonald, AICP and Gary Mitchell, AICP (ATTACHMENT D-2)
 - 2019 Chapter and Section Board Elections Doug McDonald, AICP
 - <u>Action Item:</u> Consideration of a Membership Committee Doug McDonald, AICP (ATTACHMENT D-3)

11:10 pm

- 2. APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.
 - Professional Development Officer's Report Richard Luedke, AICP
 - AICP CM Coordinator Report Barbara Holly, AICP
 - Planning Official Development Officer's Report Ann Bagley, FAICP
 - Historian's Report Dave Gattis, FAICP (ATTACHMENT D-4)
 - Communications Coordinator Report Heather Nick, AICP
 - Communications Tech Report Kyle Kingma, AICP (ATTACHMENT D-5)

LUNCH BREAK

- 3. APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.
 - Hurricane Harvey Committee Update Kimberly Miller, AICP
 - <u>Action Item</u> Approval of APA Foundation Grant Application for Hurricane Harvey Recovery Project – Mike McAnelly, FAICP (ATTACHMENT D-6)
 - <u>Action Item</u> Approval for Chapter Letter of Support for Gran Application for Texas A&M Target Cities Community Planning Assistance Team – Mike McAnelly, FAICP (ATTACHMENT D-7)
 - Texas Department of State Health Services Obesity Prevention Program Mike McAnelly, FAICP
 - Obesity Prevention Program, CDC Grant Physical Activity and the Built Environment
 - National Association of County and City Health Officials' Award Mike McAnelly, FAICP
 - o NACCHO July 10-12, New Orleans
 - Planners4Health APA Chapter Grant Project Hazards Planning Toolkit for Small and Rural Communities – Canton and Van Zandt County
 - 2018 Texas Municipal League Annual Conference, Fort Worth, Oct 9-12 -Christopher Looney, AICP

12:00 pm

1:15 pm

1:30 pm

- 4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.
 - TML Representative Report Christopher Looney, AICP
 - Government Relations Report Kelly Porter, AICP
 - Advocacy Network Liaison Report Craig Farmer, FAICP
 - Progress report for Planning Matters--the Texas Planning Roundtable Kim Mickelson, JD, AICP
 - <u>Action Item</u> Consideration of a Diversity and Inclusion Committee Doug McDonald, AICP (ATTACHMENT D-8)

2:00 pm

- 5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.
 - Texas Planning Awards Program Clare Hempel, AICP (ATTACHMENT D-9)
 - Great Places in Texas Program Doug McDonald, AICP
 - Emerging Planning Leaders Mentorship Program Monica Rainey
 - APATX18 Chapter Conference Update Angela Martinez, Conference Co-Chair

2:30 pm

- 6. APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.
 - <u>Action Item</u> APA Texas Boundary Adjustment Study Christina Sebastian, AICP (ATTACHMENT D-10)
 - Action Item Big Six Conference Assistance (ATTACHMENT D-11)
 - Planning Student Organizations Representative's Report Kelsey Poole
 - University Faculty Representative Report Shen Guoqiang
 - Regional Workshops Kim Mickelson, JD, AICP, Mike McAnelly, FAICP
 - The Guide to Urban Planning in Texas Communities Kim Mickelson, JD, AICP
 - NPC20 Update Local Host Chair Kim Mickelson, JD, AICP

2:55 pm

- E. Future Meetings: Doug McDonald, AICP
 - APA Texas Board of Directors and Executive Committee
 - Executive Committee Summer Meeting TBD August 4, 2018
 - Chapter Board Fall Meeting, Galveston TX October 17, 2018
 - Executive Committee Winter Meeting TBD January 25, 2019
 - Chapter Board Spring Meeting, El Paso TX May 3, 2019
 - APA Texas Chapter Conferences:
 - APA Texas Chapter Gulf Coast/Galveston October 17-19, 2018
 - APA Texas Chapter Waco October 16-18, 2019
 - APA Texas Chapter El Paso October 7-9, 2020
 - National Planning Conferences:

2019 San Francisco, April 13-16, 2019 **2020 HOUSTON, April 25-28, 2020** 2021 Boston, May 1-4, 2021

2022 San Diego, April 3-May 3, 2022
2023 Philadelphia, April 1-4, 2023
2024 Minneapolis, April 13-16, 2024

Agenda – Board of Directors Meeting June 1, 2018

3:00 pm

- F. **New Business**
- G. **Adjourn**



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Making Great Communities Happen

Agenda Item No.: A-1

Agenda Topic: Chapter President's Council (CPC) Grant Action Item: ☐ Yes ✓ No
Submitted by: Doug McDonald, AICP
A. Background Information: The CPC Grant Program was initially approved in 1986 to strengthen chapter performance and to create model programs that could be transferred to or adapted by other chapters. Grant categories were also established to provide for leadership development and to assist smaller chapters with limited resources to pay for basic programs. Criteria have been developed for both programs and are evaluated annually.
B. Details: (include additional pages if need) The Texas Chapter requested a CPC Grant of \$5,000 to create a 2 minute video with Chapter leadership, Chet Garner and Chet's production crew, and potentially APA National leadership if desired and available, to highlight the City of Houston's Great Places in America as a promotional component to NPC20. The City of Houston has three Great Places in America that were recognized by APA, which include Buffalo Bayou, Hermann Park, and the Montrose neighborhood. Once completed, this video may be used by APA and APATX following the NPC19 conference to promote NPC20 and the Houston Great Places in America, and potentially show at the end of NCP19 during the closing remarks of the conference. The Chapter will be notified in June of the results.
C. Action Needed Today: None. On May 14, the Chapter Executive Committee voted to support the nomination.
D. Attachments: Texas Chapter Grant Proposal

GRANT APPLICATION

2018 (1st Cycle) CHAPTER COMPETITIVE GRANT PROGRAM

CHAPTER PRESIDENTS COUNCIL

I. Chapter Name: <u>Texas Chapter</u>

II. Grant Category (either SPECIAL PROJECTS OR PEER-TO-PEER CHAPTER ENHANCEMENT

(for Special Projects, please list sub-category):

Special Projects; Chapter Enhancement of Existing Programs

III. Overall Costs:

Amount Requested Total Project Cost Cost for Distribution

IV. For *Special Projects:* Project Title/Summary.

For *Peer-to-Peer Chapter Enhancement*: Area/Program requiring assistance.

Project Title: Great Places in America Preview for NPC20 Houston

Summary: The APA-Texas Chapter developed its statewide Great Places program in 2016 and has had success building on APA's prestigious Great Places in America Program to celebrate stories of exemplary planning. This year, the Chapter partnered with Texas celebrity, Chet Garner, who is the creator, executive producer, writer, editor, and host of the seven-time Emmy-award winning "The Daytripper", to assist our organization in increasing the exposure of Great Places in Texas outside of the planning profession. Chet's show on PBS was created to get people out and explore the history and culture in their own backyard, and we felt the goals of Great Places in Texas align seamlessly. In 2018, APA Texas kicked off the new partnership by recording a video with Chet Garner and Chapter President Doug McDonald, AICP announcing the 2018 Great Places in Texas designees.

This video was a major success in terms of viewership and social interaction. In the first week, the video produced 800 reactions, comments, and shares, 12,800 video views, and reached over 32,000 people on Facebook organically, meaning the Chapter did not pay to "boost/advertise" the post. Over 4,700 video views were a result of the post share from Chet Garner on the Daytripper's Facebook page. APA Texas and Chet Garner also shared the video on Twitter, Instagram, and LinkedIn, and had record viewership and

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shares on these social media platforms. One of the most noteworthy stats is eight Texas Senators or
Representatives shared/retweeted the post, which is significant for our Chapter's advocacy efforts.
With the success of the 2018 announcement video, the Chapter and Chet Garner have expanded this effort
to provide individual communities the opportunity to bring Chet and his production crew to their city. This
opportunity is offered exclusively to state and national Great Places recipients for the purpose of creating
promotional videos that help tell the planning story of that Great Place. The cost of these individual videos is
approximately \$9,000, and the Chapter has one community who has already committed.
The Texas Chapter is requesting a CPC Grant to create a 2 minute video with Chapter leadership, Chet Garner
and Chet's production crew, and potentially APA National leadership if desired and available, to highlight the
City of Houston's Great Places in America as a promotional component to NPC20. The City of Houston has
three Great Places in America that were recognized by APA, which include Buffalo Bayou, Hermann Park, and
the Montrose neighborhood. Once completed, this video may be used by APA and APATX following the
NPC19 conference to promote NPC20 and the Houston Great Places in America, and potentially show at the
end of NCP19 during the closing remarks of the conference.
V. Chapter President (Name, address, daytime phone, and e-mail address):
Doug McDonald, AICP 6705 Kingsbury Drive, Dallas, TX 214-801-7792 president@apatexas.org
Chapter President Signature: M()) (
VI. Project Director (Name, address, daytime phone, and e-mail address):
Doug McDonald, AICP 6705 Kingsbury Drive, Dallas, TX 214-801-7792 president@apatexas.org
Project Director Signature: M) as ()

VII. Other Key Persons/Co-sponsoring Organizations (Name, address, daytime phone, and e-mail address):

Chet Garner, 711 S. Main Street, Georgetown, Texas 78626, 512-809-5745, chet@hogaboomroad.com

- VIII. Grant Purpose (including CPC/APA objectives to be met and how the objectives of the Grant Category identified above are to be fulfilled):
 Over the past two years, the Texas Chapter has been able to build in its budget funding for promotional videos with Chet Garner for Great Places in Texas. The Chapter values the partnership with Chet and his ability to increase the exposure of city planning throughout the state. The purpose of this grant aligns seamlessly with four strategies identified in the APA Development Plan.
- 1. APA will communicate and Engage to foster quality leadership and participation.
- Promote planning successes.

The video produced by this grant will assist in promoting the great planning successes in the City of Houston. Houston has many noteworthy places with rich planning stories, but only three have made the prestigious list of Great Places in America. These three places represent the gold standard in planning and demonstrate why stakeholder engagement matters. The video will not only promote the planning successes to potential NPC20 attendees, but also non-planner Texans from all across the state who are "Daytripper" followers.

- 2. Partner to leverage resources and build coalitions
- Enhance the depth and breadth of our partnerships

The Texas Chapter has built a unique partnership with Chet Garner. While some may associate Chet with the tourism industry, he is much more. Watching his shows, you can soon realize his passion and advocacy for history, culture, and community. He spends time talking to local residents, business owners, and local officials about their neighborhood, store, or restaurant, and the impact it has on the community. Here is a link to an episode where Chet is in Houston visiting unique places and helping to tell their stories: https://thedaytripper.com/episodes/houston/. One place he visits in Houston is the Fifth Ward, an area that has been challenged with high poverty and crime rates over the past decade. In 2000, the median annual income of the Fifth Ward was \$8,900. Chet spends time visiting a local

restaurant and talking to the district's councilman about the history of the area and how work is underway to bring new jobs and businesses to the district. Chet's exposure of the Fifth Ward to viewers across Texas is intended to break down negative perceptions and encourage people to visit this unique and historic neighborhood. This video is an opportunity for APA and APA-Texas to further increase the depth and breadth of our partnerships.

- 3. APA will advocate for planning, planning leaders, and good government
- Assert and communicate the value and role of planning in community building

One thing the Chapter has found motivating while building this partnership with Chet Garner is that he understands and appreciates the value of planning. He sees the impact planning has made on the people and places he visits all across Texas. When brainstorming about individual city videos for Great Places in Texas, Chet's goal is to have a representative from the Planning Department on camera to talk about the evolution of planning that has resulted in this place. If funded this grant, the NPC20 promotional video featuring the Great Places in America will help communicate the value and role of planning in the Houston community. These three Great Places tell a unique story of how great planning can be implemented without the use of traditional zoning powers.

4. APA will Inspire building great communities

Raise awareness, respect, and support among federal, state, and local leaders about the importance of planning and professional planners

The role of Great Places in Texas/Great Places in America is to celebrate stories of exemplary planning that have resulted in stronger and healthier communities. This video is intended to raise awareness about the Great Places in Houston. As mentioned in the summary, the 2018 Great Places in Texas announcement video was shared/retweeted by eight Texas Senators or Representatives. While this is not a large number, the Chapter knows it is something to build on. The Chapter's 2017-2022 Development Plan includes developing a Legislative Program, and Great Places, and the videos produced that tell the stories of these places, can be used to raise awareness among federal, state, and local leaders to further

this legislative program. Additionally, when Chet posts or shares this video on his social networks, it will increase the exposure of the planning profession and the National Planning Conference.

IX. For *Special Projects:* Scope of Work and Methodology Employed to Complete Project For *Peer-to-Peer Chapter Enhancement:* Scope of Work and Methodology Employed to Achieve Desired Goals

Chet Garner will assist the Chapter in writing the video script. After the script is finalized, the Chapter will determine who needs to be in the video (state/national leadership). Once determined, the Chapter will coordinate a day to meet in Houston for filming. Chet's crew will research and set up shot locations.

The video will primarily contain video images of Houston with voice-over from Chet Garner. However, the introduction and conclusion may feature clips of APA leadership and Chet Garner welcoming APA members to Houston.

Chet's crew will operate the camera and audio, and any gear rental that may be necessary. Chet will serve as Director for the production. Following the filming, Chet's crew will edit the video for distribution.

Once the video is ready for release, APA (Chapter and National) will have full access of the video. The Chapter and National will coordinate how best to use the video leading up to NPC20 (closing video at NPC19, internet release only, etc.).

X. Dates that key components of project will be completed (if this is a multi-year project, provide complete time line; in all cases, include reporting dates as required in grant procedures):

This video is anticipated to be complete by the end of 2018. If funded, this video will likely be filmed in early fall.

XI. For **Special Projects:** Product Description (physical format of final product should be included) For **Peer-to-Peer Chapter Enhancement:** List program/service to be improved by grant and specific examples of problems with program/service.

The physical format of the final product will be an mp4 video file.

XII. For *Special Projects:* How Grant Criteria are met (list specifics for each of the following: transferability, appeal, uniqueness, focus, product)

For *Peer-to-Peer Chapter Enhancement:* How Criteria are met. List specific, measurable objective, to be achieved through Peer-to-Peer assistance.

1) Transferability

The Texas Chapter believes this project serves as an excellent model for enhancing partnerships, raising awareness of planning and the planning profession, and promoting planning successes. Our partnership with Chet Garner is a model for other Chapters to build on to increase the exposure of Great Places outside of the planning profession. As a promotion of NPC20, we would like to make this a high quality video. However, smaller chapters or those with limited budgets can use this video as an example, and simply use their smart phone to video a Great Place segment. This video concept can also be used by APA to promote future national conferences and the Great Places attendees should visit. The final product is a video and can be easily distributed to isolated groups.

2) Broad Appeal

The Great Places promotional video will appeal not only to Chapter members, but more broadly to

APA members all across the world who want a preview of what Houston has to offer for NPC20. In

addition to APA members, Chet Garner's network of followers across Texas will also benefit by

learning more about APA, Great Places in America, and the role of planners in their communities. The

video content can be reused after the NPC20 conference as an advocacy tool for legislators across the state to help tell the story of why planning matters.

3) Innovation

While searching for supportive documentation regarding video marketing, one can find several interesting and emerging stats. For example, Tubular Insights, an agency that provides independent analytics for the entire social video ecosystem, has stated the following:

- Video will account for 80% of all internet traffic by 2019;
- 45% of people watch more than an hour of Facebook or YouTube videos a week; and
- More video content is uploaded in 30 days than the major U.S. television networks have created in 30 years.

We live in an age of "show, don't tell" and increasingly, the best communication method for our Chapter to raise awareness, respect, and support about the importance of planning and professional planners is through video. We believe highlighting our Great Places recipients through video not only raises awareness, but it also builds a sense of pride among our communities as they share the content through their social media networks. The Chapter's partnership with Chet Garner is innovative and forward-thinking in terms of building partnerships and increasing our profession's exposure.

4) Focus

The Chapter believes this project has clearly defined objectives that support the APA Development Plan.

5) Product

The physical format of the final product will be an mp4 video file, which can be easily distributed to all APA members. The 2018 Great Places in Texas video was filmed on March 14, 2018 and the video was released to the Chapter membership on April 2, 2018. The Chapter believes the timeframe to

complete this project by the end of 2018 is realistic. In addition, Chapter resources have been identified, and are sufficient to produce the product in conjunction with the CPC Grant.

6) Chapter Benefit

The benefit of this video is to increase the exposure of planning, and Great Places in Texas, outside of our profession. Following the NPC, the Chapter can reuse the video footage as an advocacy tool for legislators across the state to help tell the planning successes of our communities.

7) Other

The **Chapter's 2017-2022 Action Plan** identifies the following goal and action:

Goal 5: APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.

5C. Increase exposure of the 'Great Places in Texas' program.

This project aligns with the Chapter's adopted Action Plan, and assists with Action 5C, increasing the exposure of the Great Places in Texas program. In addition, this winter, the Chapter released a fun "get to know us" document for the elected Chapter leadership. When answering the question about what the officers hoped to accomplish in their term, every officer mentioned advocacy as a key goal for their term. Expanding the exposure of Great Places in Texas, continuing to tell our story, and ramping up a legislative program that could integrate Great Places in Texas are all goals of this elected board. On Monday, May 14, 2018, the Executive Committee unanimously voted to support this grant nomination.

XIII. Budget Amount, Sources, Expenditure, Time frames:

A. Budget by Source:

CPC Grant	\$ <u>5,000</u>
Chapter Cash	\$ <u>3,850</u>
Chapter In-kind	\$ <u>0</u>
Other Organization Cash (identify organization)	\$ <u>0</u>
Other Organization In-kind (identify organization	\$450 (City of Richardson; Daily Base Pay for APATX President to attend video shoot.
TOTAL	\$9.300

B. Budget by Expenditure (be very specific, review the given budget examples for the detail wanted):

List by:	Component Chet Garner Fee	Туре	Amount <i>\$2,000</i>
	Script Writing		\$500
	Camera	\$800/Day	<i>\$800</i>
	Editor (ingest, edit, sound) \$100/Hour; 32 Hours	\$3,200
	Music		\$50
	Footage licensing	(using previous Daytripper Clips)	\$500
	DayTripper Travel	Mileage, Meals	\$250
	Production Company Fee	15%	\$1,100
	APATX President Travel	Chapter Cash: Mileage, Meals, Hotel	\$450
	APATX President	In-kind Funds from City of Richardson	\$450

C. Budget by Time Frame (be very specific, review the given budget examples for the detail wanted):

Anticipated dates and amounts that project component expenditures will take place; include: *a specific date by which product/program will be complete.*

<u>September 12, 2018 – Filming in Houston - \$4,950, includes Chet Garner Fee, Script Writing, Camera, Footage licensing, Daytripper Travel, APATX President Travel, and APATX President In-Kind Funds</u>

November 14, 2018 – Video Production Complete - \$4,350, includes Editor, Music, and Production Company Fee

December 31, 2018 – Video Complete

XIV. Past Grant Projects

Describe any past chapter projects that have been funded by APA/AICP grants. Include the project name, year grant was awarded, description, and project status.

The Texas Chapter was funded CDC grants, which passed through APA. All listed projects below have been completed:

The FY 2015 Plan4Health Cohort 1 grant was \$110,000 for the City of Austin Vaminos Rundberg project.

The FY 2016 Plan4Health Cohort 2 grant was \$135,000 for the Healthy Tarrant County Coalition project.

The FY 2017 Planners4Health Cohort 3 grant was \$70,000 for the APA TEXAS CHAPTER/Texas Public

Health Association partnership for the Van Zandt County Tornados Recovery Planning project for rural communities.

XV. For *Peer-to-Peer Chapter Enhancement ONLY:* If you have a specific person you would like to request to serve as the "Peer" for assistance, please list below. Please list name address, phone, and email address. Also, list the relevant experience and the chapter where it occurred for this individual. (The CPC Grants Committee reserves the right to refer another "peer" to your Chapter).

NA

XVI. Below and/or on no more than two additional sheets of paper you may provide any additional information or supporting documentation for the application.

The Texas Chapter has included four videos of Chet Garner, including the 2018 Great Places in Texas Announcement and Chet's Keynote Speech at the APATX Conference in 2017.



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2018 Great Places in Texas Announcement

https://www.youtube.com/watch?v=sUtP-8tEhUw&feature=youtu.be



Bucket-Trippin with Chet Garner - National Parks



Chet Garner, Keynote Speaker of APATX17 Conference https://www.youtube.com/watch?v=Mq-iJg1a-I4&t



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Barton Springs Pool, Austin, TX - The Daytripper



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Making Great Communities Happen

Agenda Item No.: A-2

	a Topic: Chapter Performance Criteria Action Item: ☐ Yes ✓ No ed by: Doug McDonald, AICP
A. Bac	Ekground Information: The Chapters of the American Planning Association serve to extend the mission of APA to individual states and regions. More so than APA itself, Chapters, are often the primary point of direct contact and interaction with the membership. As such, Chapters have a responsibility to provide quality customer service to both members and the communities served. This service is representative of not only each of our chapters, but also of one APA.
В.	Details: (include additional pages if need) The Chapter Presidents Council (CPC) understands the limitations of a volunteer driven organization, but also recognizes that each chapter must provide a baseline level of service in order to fulfill APA's mission, satisfy the needs of the membership, and ensure the success of the overall organization. The CPC has therefore adopted these Chapter Performance Criteria to establish the baseline levels of service and functions that the members of each chapter of APA deserve to expect in return for their dues dollars. The Chapter Performance Criteria are divided into two parts—the first are mandatory components necessary for the Chapter to remain in good standing while the second provide a series of standards of success that a high-performance Chapter will strive to meet or exceed; completion of at least four electives is also required for a chapter to remain in good standing. The CPC is committed to assisting chapters in meeting these criteria by providing training, resources and assistance.
C.	Action Needed Today: None.
D.	Attachments: Chapter Performance Criteria Chapter Evaluation Checklist Policies and Procedures for Non-Conformance



Chapter Performance Criteria

The Chapters of the American Planning Association serve to extend the mission of APA to individual states and regions. More so than APA itself, Chapters, are often the primary point of direct contact and interaction with the membership. As such, Chapters have a responsibility to provide quality customer service to both members and the communities served. This service is representative of not only each of our chapters, but also of one APA.

The Chapter Presidents Council (CPC) understands the limitations of a volunteer driven organization, but also recognizes that each chapter must provide a baseline level of service in order to fulfill APA's mission, satisfy the needs of the membership, and ensure the success of the overall organization. The CPC has therefore adopted these Chapter Performance Criteria to establish the baseline levels of service and functions that the members of each chapter of APA deserve to expect in return for their dues dollars.

The Chapter Performance Criteria are divided into two parts—the first are mandatory components necessary for the Chapter to remain in good standing while the second provide a series of standards of success that a high-performance Chapter will strive to meet or exceed; completion of at least four electives is also required for a chapter to remain in good standing. The CPC is committed to assisting chapters in meeting these criteria by providing training, resources and assistance.

- A. The following mandatory items are required to be submitted annually to APA staff and the CPC Executive Committee to remain in good standing with APA:
 - <u>Mission Statement:</u> Defines the Chapter's core function(s) or purpose(s) and should include a commitment to the providing certain enumerated services and functions to its members.
 - <u>Development Plan</u>: Articulates a long-term (5 year or so) vision for the Chapter's future programs and services—the things that the Chapter wants to be able to do in future years.
 - Work Program: Identifies specific quantifiable goals and actions for the coming year(s), based on the Mission Statement and Development Plan. The Chapter Work Program shall not exceed a four-year span and contains a listing of goals and objectives—the things the Chapter knows it is capable of accomplishing within the available resources. A Board Retreat is a best practice which can be useful in enhancing interpersonal Chapter board member relationships as well providing an opportunity to focus on building the Development Plan, Work Program and Budget.

- <u>Bylaws</u>: Chapter shall operate under a current set of bylaws. Chapters shall review their bylaws no less than once every five years and update as needed.
- <u>Budget</u>: Chapter shall adopt and follow an annual or biennial budget which is designed to implement the Chapter Work Program.
- <u>Financial Reporting</u>: Chapter shall prepare and disseminate to the membership a financial report for the previous fiscal year within 3 months of the fiscal year close. The report shall include the identification of all sources of income as well as expenditures.
- <u>Tax Return</u>: Chapter shall prepare and file appropriate federal and state tax returns within the timeframe established by the tax authority for an on-time return.
- <u>Use of "One APA" Logotype</u>: Chapter websites, publications, contracts and communications shall be identified with the full name of the chapter as "a Chapter of the American Planning Association," and with the uniform logotype of the Association.
- <u>Consolidated Elections</u>: Chapters officers shall be elected on a regular basis and Chapters shall participate in the APA consolidated and coordinated election cycle; a current list of all elected Chapter officers shall be maintained with APA staff.
- Annual Report: Each chapter shall prepare an annual report to chapter members
 that summarizes the Chapter's activities in relation to the adopted Work Program.
 This gives the Chapter Executive Committee an opportunity to assess the successes
 and difficulties experienced during the year and to plan accordingly for next year
 and provides the membership with a yardstick by which to measure their Chapter.
- B. Attainment of all or most of the following elective items ensures that a Chapter is effectively serving its membership. Annually, completion or attainment of at least 4 of the elective items is required for the Chapter to be considered to be in good standing.
 - 1. <u>Communications:</u> Chapters should publish and send to its members some form of communication that focuses on current information and concerns relevant to its chapter. This publication maybe in an electronic form. Each chapter will determine the most appropriate format(s) and frequency for this communication, but 3 times per year appears to be a practical minimum.
 - 2. Membership Recruitment and Retention: The most valuable asset of every Chapter is its members. Each Chapter should have an elected or appointed position and committee whose sole charge is attracting new members and retaining existing members. Additionally, a Chapter should develop a membership recruitment and retention plan which addresses diversity, students, faculty, emerging professionals, legacy planners, mentor programs and how each membership group is engaged by the Chapter.
 - 3. <u>Professional Development</u>: Providing educational opportunities for the membership is a key component to the performance of Chapters, thus, chapters should provide access to 16 hours' worth of educational opportunities to its members each year. These educational opportunities can include section events, workshops, conference sessions,

brown bag lunch & learns, webinars, co-sponsoring educational opportunities relevant to the planning profession by allied organizations or any other format which delivers professional development opportunities to the membership as well as providing planning-related education to the broader community. Chapters should also consider creating a process and committee to assist eligible AICP members to be nominated to the AICP College of Fellows.

- 4. <u>Planning Board Outreach</u>: Chapters should provide support for planning board members in developing an understanding of the principles and practices of planning and opportunities to network with both planners and other planning board members. Creation of a Planning Board Development Officer position, offering special tracks for Planning Board members at Conferences and other similar actions are recommended.
- 5. <u>Legislation and Policy Program</u>: Chapters should provide opportunities for members to be informed of and participate in state and local legislative and policy issues of concern to the planning profession. At the very least, each Chapter should elect or appoint a legislative liaison and provide support for the liaison to attend and participate in the APA Policy and Advocacy Conference and National Delegate Assembly.
- 6. <u>APA Leadership Meeting Participation</u>: Chapters must send its chapter president or proxy to at least one of the two leadership meetings held in any given calendar year.
- 7. <u>Chapter Annual Meeting</u>: Chapters should hold a business meeting annually in person or via electronic communications.
- 8. <u>Succession Management</u>: Each chapter should have a plan for leadership transition to ensure the smooth transfer of experience and knowledge to new chapter leaders.
- 9. <u>Awards Program</u>: Chapters should have an awards program to recognize professional planning projects undertaken and completed within the Chapter territory. The categories within awards programs must be tailored to the needs of each Chapter and can include recognition of individuals as well as projects and plans. Whenever possible, Chapters should use awards as a way to communicate to the community at large about the value of planning.
- 10. National Community Planning Month: Each Chapter should use the opportunity and resources provided by National Community Planning Month to engage communities and citizens in a dialog about the value of planning to civic discourse and developing a shared vision for the future of communities. Obtaining state and local proclamations, providing specific programs and writing articles highlighting planning's value to citizens for news media outlets are all examples of successful efforts.
- 11. Local Great Places Program: Some Chapters have found that instituting a statewide or localized Great Places program is very beneficial for promoting planning and what planners can accomplish. Great Places programs can be easily combined with advocacy outreach efforts as elected officials rarely object to being part of positive recognition events.
- 12. <u>Outreach to Youth, Students and New Professionals</u>: Chapters should work closely with College and University Planning Programs in their area, but should also look for ways to engage K-12 youth about the value of citizen engagement and community planning.

Finally, Chapters should make specific efforts to bring new planning professionals into the Chapter through mentoring, programming and representation. Mentor-match programs are a best practice which many Chapters have found to be effective and are a

Summary of Chapter Performance Criteria								
Required	ElectivesFour Required							
Mission Statement	Communications							
Development Plan	Recruitment and Retention							
Work Program	Professional Development							
Bylaws	Planning Board Outreach							
Budget	Legislation and Policy Program							
Financial Reporting	APA Leadership Meeting Participation							
Tax Return	Chapter Annual Meeting							
APA Logo	Succession Management							
Consolidated Elections	Award Program							
Annual Report	National Community Planning Month							
	Local Great Places Program							
	Youth, Student and New Professional Outreach							

way to involve AICP Fellows.

The process for reporting is intended to not add paperwork burdens to the Chapter. The specific documents required by these criteria together with the existing reporting schedule will provide nearly all necessary reporting and it is anticipated that a simple reporting form will be developed and used as a part of regular annual chapter reporting cycle currently in place.

The goal of these criteria is not about crime and punishment; it is to set a reasonable and attainable level of performance which will ensure a quality and beneficial membership experience for all members of APA. The principle of progressive and scalable intervention will be utilized. The CPC Executive Committee has lead role to determine both compliance/non-compliance and what, if any, assistance will be provided. In general, the path may include:

- Provide assistance through mentoring—this may be an especially attractive opportunity for former CPC members with a desire to remain involved to be able to work one-onone with a chapter
- Tailored "Performance Improvement Plan" with timeline and focused assistance
- Designated as Noncomplying—not eligible for CPC Awards or general CPC grants—until fully meeting criteria
- Targeted assistance grants to help with meeting a specific criterion or goal
- Non-compliance actions will be followed pursuant to the CPC Policies and Procedures



Chapter Performance Criteria Evaluation

FY2018 (October 1, 2017 to September 30, 2018)

Chapter Name: Reporting Contact:

Standard	ds - Required	Yes	No	Date Submitted
1.	Chapter Mission Statement			
2.	Chapter Development Plan (Long term plan 3-5 years)			
3.	Work Program (Identifies specific quantifiable goals and actions for the coming year(s). Should not exceed a four year span.)			
4.	Chapter Bylaws (Current set)			
5.	Chapter Budget (Annual)			
6.	Financial Reporting to APA (Quarterly bank statements sent to APA)			
7.	IRS Tax Return (Annually sent to APA)			
8.	APA Chapter Brand (Consistent Use of Chapter Logo/Signature)			
9.	APA Consolidated Elections (Chapter Participation)			
10.	Chapter Report to Membership (Annual)			
Electives - Four Required		Yes	No	Date Submitted
Member (Communications			
Recruitme	ent and Retention of Members			
Professio	nal Development Offered to Members			
Planning	Board Outreach			
Legislatio	n and Policy Program at the Chapter Level			
APA Lead	ership Meeting Participation			
Chapter A	Annual Business Meeting			
Succession	on Management <i>(Chapter Leadership)</i>			
Chapter A	Chapter Awards Program			
National	Community Planning Month			
Local Gre	at Places Program			
Youth, St	udent and New Professional Outreach			

Chapter Performance Criteria Evaluation

FY2018 (October 1, 2017 to September 30, 2018)

CHAPTER COMMENTS AND NOTES:

1)

2)

3)

4)

5)

FOR APA USE:

Completeness of Report (select one)

- The report is complete.
- The report is incomplete (specify missing items, not just categories).

Overall Evaluation (select one)

- Meets all criteria
- Meets most criteria (evaluation will identify where performance needs improvement and CPC Presidents Leadership Committee could offer assistance)
- Criteria not met (remedial action plan would be required)

Policies & Procedures for Chapter Performance Criteria Reporting and Compliance

This section shall provide for the procedures for reporting and compliance with the Chapter Presidents Council's Chapter Performance Criteria. A sample annual calendar for performance reporting is included below.

NOTIFICATION and DISSEMINATION OF CHAPTER PERFORMANCE CRITERIA

- Chapter Presidents, and all members of their respective chapter board, shall receive a copy of the Chapter Performance Criteria. The CPC Executive Committee, or its designee, shall annually distribute copies.
- The CPC Executive Committee, or its designee, shall develop a training program for chapter leaders to better understand the Chapter Performance Criteria and their roles and responsibilities in compliance.

CHAPTER REPORTING

- Chapter reporting of compliance with the CPC's Chapter Performance Criteria will be effective beginning with FY 2018. That Fiscal Year begins on October 1st. All Chapter reports shall be due to APA staff, by September 30th the following year, which is the end of that Fiscal Year.
- The CPC Executive Committee will receive a report from APA staff of compliance by the chapters that includes identification of those chapters that are not in compliance with the Chapter Performance Criteria.

REVIEW OF COMPLIANCE AND REWARD OF COMPLIANCE

- The CPC Executive Committee will review areas of non-compliance of those chapters that have not met the Chapter Performance Criteria, with primary emphasis on legal, fiduciary responsibilities (i.e. financial reporting and filings) and a secondary emphasis on the elective criteria.
- The CPC Executive Committee, or its designee, shall provide feedback to chapters
 that have met the Chapter Performance Criteria. This feedback is designed to assist
 all chapters in sharing success stories and answering questions about both the
 required criteria and the optional criteria. Identified best-practices will be referred by
 the CPC Executive Committee to the appropriate CPC Committee as well as shared
 on the CPC's resource site.

NON-COMPLIANCE CORRECTIVE ACTION PLAN

- For non-compliance with Chapter Performance Criteria, that include financial reporting and filings such as 990s or other state or federal required files, the CPC Executive Committee, or their designee, will work directly with the non-compliant chapter to immediately rectify the situation.
- When Chapter Performance Criteria have not been met, the CPC Executive committee, or its designee, will notify the chapter president and corresponding

- chapter board, that the chapter is not in compliance with the Chapter Performance Criteria.
- The CPC Executive Committee, or its designee, will request that the chapter complete and submit the Chapter Assistance Request Form, supplied by APA staff. The chapter will include a corrective action plan that outlines the steps on how and when the outstanding criteria will be remedied. The chapter will have 3 months from notification of non-compliance to complete the Chapter Assistance Request Form and proposed corrective action plan.
- Development of this corrective action plan is a cooperative effort of the chapter and the CPC Executive Committee. The CPC Executive Committee, in working with the chapter, will determine the period that the chapter must reach full compliance. The CPC Executive Committee must approve the corrective action plan, once completed.

SAMPLE ANNUAL CALENDAR:

Fall Leadership Meeting – Training on Performance Criteria and reporting process.

November/early December - Chapters file performance reports for previous year.

December – Reports due to APA staff for previous fiscal year. These reports shall include the Chapter Performance Criteria Checklist, demonstrating conformance with all adopted Chapter Performance Criteria Policies, thus noting accomplishments and activities of the past year. Should also include the Chapter's Work Plan and budget for the coming year.

January – Reports reviewed by the CPC Executive Committee.

PROGRESSIVE STEPS OF ACTION FOR NON-COMPLIANCE

The Chapter Performance Criteria, as stated in the Bylaws, are not intended to be punitive in nature. The CPC Executive Committee policy is intended to provide the assistance necessary to a chapter to reach full compliance with the Chapter Performance Criteria. The CPC Executive Committee intends only to reserve action beyond assistance for circumstances where no resolution to a compliance issue can be reached. The steps of action shall be:

- 1) Chapter will complete the Chapter Assistance Request Form and develop a corrective action plan with, and approved by, the CPC Executive Committee.
- The CPC Executive Committee, or its designee, shall provide peer assistance and designate a CPC chapter mentor for the chapter support and assistance process in implementing the corrective action plan.
- 3) After exhausting all assistance strategies available, and if the chapter is still not meeting the Chapter Performance Criteria, chapter leadership and chapter membership will be notified of the chapter's continued non-compliance and failure to develop and/or successfully implement, the corrective action plan. The CPC Executive Committee will grant a reasonable amount of time for chapter leadership and/or chapter membership to respond and reengage the CPC Executive Committee on assistance strategies.

4) If non-compliance continues, the CPC Executive Committee will refer the matter to the APA Board of Directors, with recommendations for resolution, and request action of the APA Board of Directors to ensure that the integrity of APA's fiduciary responsibility to its members is protected. During this period, the CPC Executive Committee reserves the right to implement additional penalties.



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Making Great Communities Happen

Agenda Item No.: A-3

Agenda	Topic: 2017-2022 Development Plan for APA Texas Chapter Action Item: ☐ Yes ✓ No
Submitte	ed by: Doug McDonald, AICP
A. Bacl	kground Information: In 2017, the Chapter developed a five-year Development Plan. In approving the plan, the board sets priorities for short-term actions during the two-year officers' term beginning in November 2017.
В.	Details: (include additional pages if need) This item serves as a status report for the two year Action Plan. Attached to this agenda item is the full five-year Development Plan with actions, progress, and responsibilities.
C.	Action Needed Today: None.
D.	Attachments: APA Texas Chapter Five-Year Development Plan

Action		I	1	 			
		Status	Implementation	Responsibility	May '18 Status Notes	Oct. '18 Target	
Item #	Goal and Action Item (for 2017 - 2022)		Timeline		,		
	APA Texas will LEAD the planning movement in this state.						
	Ensure a successful generational transition of leadership. A particular short-term focus is the Short						
1A.	Course.						
	Further develop a Section leadership training program. This program should be coordinated with the						
1B.	Awards Committee meeting and should include the Section treasurers.						
	Design a Texas planning movement. The national APA organization strengthens a planning movement	:					
	by serving as a "big tent" for involvement by everyone interested in planning, with an internal						
	institute to advance the interests of the profession. APA Texas should apply this model and serve as						
1C.	that single "big tent" organization for the state.						
1D.	Develop uniform Section and Chapter bylaws.						
	Provide a continuous communications and feedback loop between Sections and the Chapter. The						
	Sections' Guide should give direction from the Chapter to the Sections, the Section Reports should						
	explain each Section's activities to the Chapter, and the report review should provide an opportunity						
1E.	for the Chapter to work with the Section to support and improve its activities.						
	Use a dashboard to report progress. The dashboard should give a streamlined report on the Chapter						
1F.	and Sections' progress.						
	Recruit new members to the planning movement. A key approach is to increase partnerships with						
1G.	the universities and the student planning organizations.						
	Mentor future members of the planning movement. Use APA Ambassadors, Future Cities and other						
1H.	approaches to mentor future generations of planners and supporters of planning.						
	Offer experiential learning opportunities. Develop these opportunities to train and inspire planners						
11.	while assisting communities.						
	Develop outreach materials for use during National Planning Month. Every October, APA Texas						
	should use these materials to celebrate the good things planning brings to communities; educate the						
	public about the planning behind Great Places in Texas; and advocate for policies that create better						
1J.	places to live, work, and play.						

Page 1 As of 5/24/2018

Action			1			
Action		Status	Implementation	Responsibility	May '18 Status Notes	Oct. '18 Target
Item #	Goal and Action Item (for 2017 - 2022)		Timeline		,	
	APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership and participation					
	and to provide the best planning information.					
2A.	Finalize, adopt and implement a communications plan.					
	Increase communication between the APA Texas Executive Committee and members. Members					
	need more information about APA Texas programs and the value they provide to planners and their					
2B.	communities.					
	Develop a job description for a communications assistant. Once a job position is developed, recruit					
2C.	and hire a part-time communications person.					
2D.	Explore connections to get media attention for APA Texas awards and other initiatives.					
2E.	Send welcome letters from the Chapter to new APA and AICP members.					
	Leverage all forms of media. Social media and traditional media should both be used. One focus					
F.	could be Planners' Month.					
	Conduct special outreach to 'Early Professionals'. These are former planning students who are now in					
	the workforce. Since they are no longer students, their membership is no longer free. So attention is					
2 G .	needed to keep them in the organization.					
Н.	Promote APA membership to Planning Commissioners.					
	Create a structure to engage 'legacy' professionals. Find ways to involve FAICP members and retired					
ı.	planners.					
J.	Engage appointed and elected officials in APA Texas.					
	APA Texas will PARTNER with other Texas professional organizations and non-profits to					
	leverage resources and build coalitions.					
	Encourage reciprocal partnership relationships. But recognize that some non-reciprocal partnerships					
A.	may still be worthwhile for APA Texas.					
В.	Offer sessions geared to partner speakers.					
C.	Emphasize APA as a 'big tent' organization.					
D.	Expand partnerships with universities and student planning organizations.					
	Identify potential new partnerships. These opportunities may differ by region. Partnerships should					
	go beyond the other professional associations to include organizations (like USGBC) that support					
3E.	certain aspects of planning.					

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Attachment A-3

Development Plan for APA Texas, 2007 - 2022

	1	<u> </u>					
	Status	Implementation	Responsibility	May '18 Status Notes	Oct '18 Target		
Goal and Action Item (for 2017 - 2022)	Status	Timeline	пеэропзівшеў	may 10 Status Notes	oen 10 laiget		
APA Texas will ADVOCATE for planning, planning leaders and good government in our							
unique Texas setting.							
Continue the development of a planning education and advocacy network.							
Develop a Legislative Program. APA Texas members would like to increase communication with							
Texas legislators on planning issues. A Legislative Program would help the Chapter set priorities and							
communicate effectively.							
Make the 'Texas Planning Roundtable' operational.							
Build a Texas planning information base. It should make available information about how planning is							
used in Texas communities, what results are achieved, what the best practices in Texas planning are							
and which communities are taking innovative approaches to particular issues.							
Put in place a mechanism to get information about planning and planning issues to cities' legislative							
staffs.							
Develop guidelines and policies for advocacy.							
Continue making advocacy training available to individual APA Texas members.							
APA Texas will INSPIRE building great communities that meet the needs of Texans and							
benefit from our state's character, climate and other assets.							
Use the Emerging Planning Leaders initiative to inspire future APA Texas leaders.							
Create a structure for younger planners to benefit from the experience and contributions of legacy							
planners.							
Increase exposure of the 'Great Texas Places' program.							
Refine and perfect the mentorship program. Consider connecting it more closely to activities at the							
Conference.							
Revamp the Planning Excellence and Planning Awards programs.							
	APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting. Continue the development of a planning education and advocacy network. Develop a Legislative Program. APA Texas members would like to increase communication with Texas legislators on planning issues. A Legislative Program would help the Chapter set priorities and communicate effectively. Make the 'Texas Planning Roundtable' operational. Build a Texas planning information base. It should make available information about how planning is used in Texas communities, what results are achieved, what the best practices in Texas planning are and which communities are taking innovative approaches to particular issues. Put in place a mechanism to get information about planning and planning issues to cities' legislative staffs. Develop guidelines and policies for advocacy. Continue making advocacy training available to individual APA Texas members. 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Responsibility Timeline Responsibility Timeline Responsibility Develop guitelines in our planning leaders initiative to inspire future aparticular issues. Use the Emerging Planning Leaders initiative to inspire future APA Texas leaders. Create a structure for younger planners to benefit from the experience and contributions of legacy planners. Increase exposure of the 'Great Texas Places' program. Responsibility Timeline Responsibility Timeline Pata Advocacy Timeline Pata Setting. Timeline Responsibility Timeline Pata Setting. Timeline Timeline Pata Setting. Timeline Timeline Pata Setting. Timeline Timeline Pata Setting. Timeline Timeline Timeline T	APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting. Continue the development of a planning education and advocacy network. Develop a Legislative Program. APA Texas members would like to increase communication with Texas legislators on planning issues. 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Consider connecting it more closely to activities at the Conference.

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Attachment A-3 Development Plan for APA Texas, 2007 - 2022

Action			landan satation				
		Status	Implementation	Responsibility	May '18 Status Notes	Oct. '18 Target	
Item #	Goal and Action Item (for 2017 - 2022)		Timeline	, ,	•	· ·	
	APA Texas will use Chapter and Section resources to SERVE its professional,						
	appointed/elected, academic and student members.						
	Evaluate current Chapter programming and expand or revamp it to provide value to members.						
	Many respondents to this year's membership survey commented that they believe the Conference is						
	all the Chapter does. The Board should review all the existing programs and decide if there are ways						
6A.	to provide more value to Texas members.						
6B.	Revamp the Conference organizational structure.						
	Make assessments and offer development programs to provide appropriate resources and support						
6C.	to all Sections.						
	Take advantage of distance technology. This includes offering more webinars & simulcasts, using						
6D.	Skype for meetings and archiving presentations for future use and distribution.						
6E.	Create a new Short Course.						
6F.	Complete a Chapter Strategic Financial Plan.						
	Effectively use resources and services available from National, and disseminate these to APA Texas						
6G.	members.						
6Н.	Encourage National to simplify the process for registering Commissioner members.						
61.	Survey all APA Texas members about what they need and want from the organization.						
6J.	Make the national Houston 2020 conference the most awesome conference ever!						
	Do more to recognize FAICP, particularly new Fellows. This could include presentations at their						
6K.	Council meetings and activities at the Conference.						
6L.	Assist AICP Candidates and Early Planners in achieving AICP certification.						
6M.	Continue (and revamp as necessary) the regional workshops offered by APA Texas.						
	Increase the transparency of APA Texas. Members should be able to see how decisions are made						
6N.	and resources are used.						

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APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2017, 9:00 a.m. to 3:00 p.m. Courtyard by Marriott Hotel, Waco, Texas Toll-free Dial-in Number (866) 499-7054 Conference Code: 3750530425 GoToMeeting (link to be provided):

Agenda Item No.: <u>B-1-B-5</u>
RETURN COMPLETED FORM TO <u>administrator@apatexas.org</u>

Agenda Topic: Minutes	Action Item: ✓ Yes □ No
Submitted by: Christina Sebastian	
A. Background Information:	
 C. Details: (include additional pages if needed) Draft board Meeting Minutes for Spring and Fall 2017 meetings w 2018 EC meeting. They are to be considered for approval by the full pages. 	
 D. Action Needed Today: Approval of Board Meeting Minutes (2) and of Executive Co 	mmittee Meeting Minutes (3)

B. Attachments:

- Minutes for Board of Directors Spring Meeting, Houston, June 2, 2017
- Minutes for Board of Directors Fall Meeting, Frisco, November 1, 2017
- Minutes for Executive Committee Winter Meeting, Pearland, February 2, 2018
- Minutes for Executive Committee Special Meeting, Conference Call, April 6, 2018
- Minutes for Executive Committee Special Meeting, Conference Call, May 14, 2018



(ATTACHMENT B-3) MINUTES

APA Texas Chapter Board of Directors

Meeting

Friday, June 2, 2017, 8:00 a.m. to 4:00 p.m. Hermann Park Conservancy, Cherie Flores Garden Pavilion 1500 Hermann Drive, Houston, Texas

Call to Order and Roll Call*: Kim Mickelson, JD, AICP

Called to order at 1:00 PM

Chapter Officers Present:

President: Kim Mickelson, JD, AICP
President-Elect: Doug McDonald, AICP
Treasurer: Angela Martinez, AICP
Secretary: Heather Nick, AICP
Past President: Wendy Shabay, AICP

Standing Committee Chairs Present:

Advocacy Network Liaison: Craig Farmer, FAICP
Professional Development Officer (PDO): Richard Luedke, AICP
Planning Official Development Officer: Ann Bagley, FAICP
Emerging Planning Leaders: Kendall Wendling, AICP

University Student Representative: Vrushali Sathaye

Other Appointed & Past Board Members Present:

Communications: Heather Nick, AICP
State Historian: David Gattis, FAICP
Planning Awards: Cameron Walker, AICP

Certification Maintenance Officer (CMO): Barbara Holly, AICP

Executive Administrator: Mike McAnelly, FAICP

National APA and AICP Elected Leaders:

Division Council Advisor to APA Board: David Gattis, FAICP

Guests:

Beth Myers

TSU SPO Secretary: Andret Rayford
UTA Interim Planning Program Director: Ivonne Audirac
Strategic Action Plan Workshop Facilitator: Karen Walz, FAICP
MyHart Communications: Suzy Hartgrove

MyHart Communications:

Strategic Action Plan Workshop - Doug McDonald, AICP and Karen Walz, FAICP

Lunch

Call to Order and Roll Call*: *Kim Mickelson, JD, AICP Kim called the meeting to order at 1:01pm. Kim performed roll call and welcomed the group.*

A. President's Report: Kim Mickelson, JD, AICP

- Welcome and Introduction
- National Conference Update Items
- Frisco Conference Highlights—Keynote Speaker
- Update on Plan Texas--the Texas Planning Roundtable
- Update on Chapter Membership Dues Increase
- Establishment of committee to manage John Clary Scholarship.
- Update on Strategic Financial Initiative Planning (Kelly Porter)
- Discussion of SPO and faculty Involvement, activities
- Nominations and Elections

Kim provided an update regarding National mandatory Chapter requirements. She stated that she is optimistic that the Texas Chapter meets many of the requirements making us eligible for Chapter of the Year. Mike stated that we have an existing template to use for the nomination.

Kim stated that we have invited several members from the National leadership to our Chapter conference.

Kim provided highlights regarding Frisco conference including confirmation of the keynote speaker, Gabe Klein. He is the author of "Start-Up City: Inspiring Private & Public Entrepreneurship, Getting Projects Done, and Having Fun". He will be providing our opening session which means we will need to identify a speaker for the Thursday Awards.

Kim provided an update on the Texas Planning Roundtable. Kim stated that the notice of the Chapter membership dues increase was sent out in April and a reminder was sent out on June 2, 2017.

Kim provided an update regarding the establishment of committee to manage John Clary

Scholarship. She stated that Richard might be a logical candidate to assist with the effort.

Kim provided an update on Strategic Financial Initiative Planning Committee which held their first meeting in May. Kelly Porter chairs the committee and is analyzing several strategies.

Kim stated that students desire more interaction with APA. The TSU students suggested a group meeting with all student groups and faculty to reinvigorate their groups and involvement. Audret Rayford also mentioned the student's desire to become involved. Kim suggested that faculty and students could participate in sessions. Wendy suggested education and communication with the student groups would be beneficial (e.g. communicate waiver of student memberships).

Doug provided a report on Nominations and Elections process. He provided a report listing all of the nominees for Sections and the Chapter. He mentioned that voting begins in August. Kim mentioned that the West section has had some challenges in locating nominees. She mentioned that Chapter leadership would try to meet with West members to help reinvigorate their participation.

- B. Secretary's Report: Heather Nick, AICP
 - 1. Approve Minutes for Board of Directors Fall Meeting, San Antonio, Wednesday, November 2, 2016 (ATTACHMENT B-1)

Joshua Owens moved to approve the November meeting minutes. The motion was seconded by Richard Luedke and passed.

2. Approve Minutes for Executive Committee Winter Meeting, Houston, Friday, February 10, 2017 (ATTACHMENT B-2)

Joshua Owens moved to approve the February meeting minutes. The motion was seconded by Wendy Shabay and passed.

- C. Treasurer's Report: Angela Martinez, AICP
 - 1. Financial Status Report for Chapter Accounts (ATTACHMENT C-1)
 - 2. Proposed Chapter budget for 2017-2018 (ATTACHMENT C-2)

Angela provided the Treasurer's Report. She mentioned procedures regarding Section purchasing cards. Kim and Angela mentioned that the Chapter is financially sound.

- D. Sections Representative's Report: Joshua Owens, AICP
 - 1. Section Directors Reports (ATTACHMENT D-1)

Josh provided a Sections Representative's Report. He stated that there hasn't been much activity. Doug and Josh mentioned the difficulty in obtaining reports from Section Directors.

Josh committed to contacting the Section Directors concerning reporting responsibilities.

E. Planning Student Organizations Representative's Report: Vrushali Sathaye
Report on PSO Activities

Vrushali provided a presentation summarizing the Planning Student Organizations Representative's Report. Kim suggested that Vrushali share this with other student organizations. Activities include monthly meetings, mentor programs, attend conferences, and organize fundraising, outreach programs and social events.

- F. **Action Plan Progress Reports**: The Action Plan includes the following five major categories:
 - 1. APA Texas will LEAD the planning movement in this state.
 - Emerging Planning Leaders: Kendall Wendling, AICP EPL Chairperson's Report (ATTACHMENT F-1)
 - Great Places in Texas: Doug McDonald, AICP
 Great Places in Texas Report
 - Nominating Committee -- Doug McDonald, AICP
 - Chapter Nominating Committee for 2018 Class of AICP Fellows Craig Farmer, FAICP

Kendall provided a report on EPL and associated engagement activities. The Legacy Project committee is coordinated a charrette format project. She encouraged mentorship groups to continue to engage with their members. Kendall is looking for a replacement as she plans to step down in November.

Doug listed the Great Places in Texas designees and thanked board members for their help in recognizing the designees at their Council meetings. He suggested that we keep the designees to six. Doug discussed ways to highlight the Great Places in Texas designees throughout the upcoming conference.

Craig stated that the applications are due in November. The Chapter sends out a letter to all eligible members. The Chapter will select a number of nominees to support. Craig has volunteered to be the chair of the Chapter Nominating Committee.

- 2. APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.
 - Communications and Outreach: Heather Nick, AICP and Kyle Kingma
 - Communications Plan Report Suzy Hartgrove and Becky Myers MyHart Communications
 - Next Steps

Suzi provided a presentation regarding the Communications Plan. She highlighted the

challenges regarding communications at the Chapter level. She listed the targeted audiences, communication goals and objectives, and strategies. Dave and Kim mentioned the National communications analysis and report. Kim agreed to make that help make the document available to our consultants. Becky mentioned the importance of using short videos during the conference to post on social media. MyHart discussed their proposal including their services and associated cost. There would be a monthly meeting to discuss Chapter focus regarding communication activities. There would also be measureable objectives. They would work hand-in-hand with the Chapter leadership.

Heather stated the next steps include establishing policies and guidelines for communications volunteers. She mentioned that we could consider creating a job description for a part-time communications staff member. Heather suggested that the Board could consider the Communications Plan and any possible action associated with the approval of hiring a consultant during the November meeting.

- Professional Development Officer' Report: Richard Luedke, AICP
 - AICP Exam Preparatory Work Shops
 - AICP Exam Fee Grants
 - AICP Certification Maintenance Coordinator Barbara Holly, AICP

Richard provided a summary of the report. He stated that the November pass-rate was 56%. Richard and Mike discussed the new AICP exam. Richard stated that most recent exam have to wait on the results until after the AICP Standards Committee establishes the pass/fail rate. The committee will also be taking the exam. Mike is serving on the Committee. Richard stated that five workshops were held from November 2016 – April 2017. Board members agreed that we need to market the North Texas AICP Exam Workshop to Oklahoma. The board discussed a reasonable rate to pay for instruction services. Richard is going to follow-up with the Chicago instructors on their rate. The Board discussed increasing the instructor fee.

Doug McDonald moved to approve \$1,250 for each instructor, not to exceed \$2,500 for each workshop. The motion was seconded by Angela Martinez and passed.

Richard provided a summary of the scholarships. The Chapter received five applicants. The Chapter funded 12 scholarships last year. Richard mentioned a new pilot program where students take the exam as soon as they graduate, then work on their application. This is similar to the Engineer in Training program.

Barbara stated that National extended the CM credit extension to May 31st this year. She stated 31 instead of 100.

3. APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.

- Partnership Activity: Kim Mickelson, JD, AICP & Wendy Shabay, AICP
- Plan4Health Austin and Plan4Health Tarrant County Projects
- Planners4Health APA Chapter Project Status

Kim provided a brief summary of activities.

- 4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.
 - TML Representative: Chance Sparks, AICP
 Advocacy Program: Kim Mickelson, AICP

Craig provided a summary of the legislative session. TML and APA tracked approximately 400 bills. Craig suggested a conference session on annexation.

Kim stated that she has spoken with our border states to consider a joint conference.

- 5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.
 - Planning Awards Program: Cameron Walker, AICP
 - Awards Committee Retreat

Cameron provided a summary of his report regarding the Awards Program Revision Committee proposal. He highlighted proposed award categories to eliminate, revise, and add to the program. Cameron proposed that the changes become effective for the 2018 Awards Program. Kim suggested that we consider this item during the November meeting. Wendy mentioned that the National Awards Luncheon pace and process. She suggested that we align our process with the National format. Dave mentioned that the narration went too long during our San Antonio conference and suggested that it be trimmed-down.

Wendy Shabay moved to table the item until our November meeting. The motion was seconded by Dave Gattis and passed.

- Chapter Conferences: Mike McAnelly, Executive Administrator
 - 2017 North Texas Frisco Convention Center Appointment of Conference Co-Chairs
 - 2018 Galveston Conference
 - 2019 and 2020 Conference RFP

Doug summarized the North Texas conference planning efforts including deadlines for awards and sessions. He stated that online registration begins July 1st, a media kit is being finalized and a dedicated website has been established www.apaptx17.com. The cities of Dallas and

Plano are sponsoring the conference. Kim mentioned that session proposals should be creative and think of new ways to make presentations.

Doug mentioned that the Chapter is reaching out to a number of cities including: Waco, McAllen, Austin, and El Paso.

Kim and Doug stated that they are considering options for the Conference Coordinator position transition. Doug stated that they may consider a small conference committee group to help with the transition. He mentioned the idea of having a dedicated person to perform media outreach related to the conference.

- 6. APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.
 - Short Course, Regional Workshops and <u>The Guide to Urban Planning in Texas</u> <u>Communities</u> – Kim Mickelson, JD, AICP, and Ann Bagley, FAICP
 - Chapter Historian's Report Dave Gattis, FAICP

Kim mentioned that there hasn't been activity on the Short Course. This is an item that she wants to continue to pursue. Dave mentioned he has only been able to complete one video due to low volunteer participation.

- G. Future Meetings: Kim Mickelson, JD, AICP
 - APA Texas Board of Directors and Executive Committee
 - Chapter Board Fall Meeting, Frisco, Wednesday, November 1, 2017
 - Executive Committee Summer Conference Call Meeting, Friday, August 5, 2017
 - APA Texas Chapter Conferences:
 - APA Texas North Texas Conference, November 1-3, 2017
 - National Planning Conference
 - 2018 New Orleans, Apr 21-24
 - 2019 San Francisco, Apr 13-16
 - 2020 HOUSTON, Apr 25-28
 - 2021 Boston
 - 2022 San Diego
 - 2023 Philadelphia
- H. New Business
- I. Adjourn

Meeting adjourned at 4:15pm.



APA Texas Chapter Board of Directors Meeting Wednesday, November 1, 2017, 9:00 a.m. to 3:00 p.m.

MINUTES

Chapter Officers Present:

President: Kim Mickelson, JD, AICP
President-Elect: Doug McDonald, AICP
Treasurer: Angela Martinez, AICP
Secretary: Heather Nick, AICP
Past President: Wendy Shabay, AICP
TML Affiliate: Chance Sparks, AICP

Standing Committee Chairs Present:

Advocacy Network Liaison: Craig Farmer, FAICP (absent)

Professional Development Officer (PDO): Richard Luedke, AICP
Planning Official Development Officer: Ann Bagley, FAICP

Emerging Planning Leaders: Kendall Wendling, AICP

University Student Representative: Vrushali Sathaye

Other Appointed & Past Board Members Present:

Communications: Heather Nick, AICP
Government Relations: Kelly Porter, AICP
State Historian: David Gattis, FAICP
Planning Awards: Cameron Walker, AICP

Certification Maintenance Officer (CMO): Barbara Holly, AICP

Executive Administrator: Mike McAnelly, FAICP

National APA and AICP Elected Leaders:

Division Council Advisor to APA Board: David Gattis, FAICP

Guests:

Planning Student Organizations Representative: Dhawal Kataria

University Faculty Representative: Ivonne Audirac

APA President: Cynthia Bowen, AICP, LEED AP

AICP President: Glen Larson, AICP
City of Garland: Kira Wauwie, AICP
City of Garland: Nabiha Ahmed

Section Board Members:

Central: Shannon Mattingly, AICP

Houston: Gary Mitchell, AICP
Midwest: Tamara Cook, AICP
Midwest: Abra Nusser, AICP
North Central: Steven Duong, AICP
North Central: Charles Lee, AICP

West: Eduardo Garcia

NorthWest Texas: AJ Fawver, AICP NorthWest Texas: Jon James, AICP East Texas: Kyle Kingma, AICP

Call to Order and Roll Call*: Kim Mickelson, JD, AICP

9:23 Call to Order

A. President's Remarks: Kim Mickelson, JD, AICP

1. Welcome and introductions

a. National leadership attendees

Kim mentioned that several representatives would be attending.

- b. Election results for Chapter and Section Officers/selection of Sections Representative Mike stated that the election process went smoothly. He said that a section has to call a special election and will complete using Survey Monkey.
- 2. APATX17 Conference updates (national attendees, sponsors, keynote, registration, sessions, mobile workshops, social events *Doug McDonald, AICP and Mike McAnelly, FAICP*

Doug recognized the local conference committee. He recognized the significant sponsorships that were obtained for the conference. He summarized the keynote, registration, sessions, mobile workshops, and social events.

Mike stated that the conference attendance is at 735 and expect more registrations throughout conference.

Mike stated that there would be a drawing for a Top Golf prize.

3. Planning Matters, Inc.

Kim provided update on creation of Planning Matters and distributed Planning Matters multi-purpose (laptop, bumper stickers, etc.). She encouraged members to pick-up additional stickers to distribute and display within their communities.

- 4. Texas Planners for Texas Communities -- Harvey Recovery Task Force
 Kim asks that if members were interested in this effort let her know. Kim mentioned that Kimberly
 Miller from Fort Worth was going to lead the fundraising effort.
- 5. APA Foundation Fundraising for disaster recovery Kim highlighted the fundraising effort and reminded members to donate online. She stated that not all monies are dedicated to Texas recovery.
- 6. Strategic Financial Initiative -- Kelly Porter, AICP (ATTACHMENT A-1)

Members discussed potential actions the board could take to raise revenue and find cost savings in order to fund chapter initiatives. Specific items needing funding are the chapter reserve fund for the National Planning Conference in 2020, communications programming, and other items. A suite of potential actions was developed to move the chapter forward in its budgeting goals.

7. State of APATX highlights

Kim mentioned that we would start providing an annual report to the membership.

She stated that the Texas Chapter is already performing all if not most of the minimum requirements established for all the Chapters.

8. Scholarship Donations and Recipients



9. Reports from Past-President and President-Elect: Wendy Shabay, AICP and Chance Sparks, AICP

Wendy provided updates regarding APA National activities including the following:

- Free membership to students
- AICP candidate program
- Healthy Communities PAS report just released
- Houston 2020 NPC and new conference committee that APA has set up
- B. Secretary's Report: Heather Nick, AICP
 - 1. Approve Minutes for Board of Directors Spring Meeting, San Antonio, Friday, April 29, 2016 (ATTACHMENT B-1)
 - 2. Approve Minutes for Executive Committee Summer Meeting, Friday, August 5, 2016 (ATTACHMENT B-2)

Heather stated that there were five sets of minutes to consider. She also stated that meeting call-in and GoToMeeting information would be removed from meeting minutes to help minimize unauthorized use of our accounts.

Motion by Angela, Second Cameron, to defer review and consideration of meetings for the Jan/Feb meeting.

- C. Treasurer's Report: Angela Martinez, AICP
 - 1. Financial Status Report for Chapter and Sections Accounts (ATTACHMENT C-1)
 - 2. Adopted Chapter Budget for 2017-2018 (ATTACHMENT C-2)
 - 3. Section Grant Requests
 - 4. Establishment of TX Planners for TX Communities Fund Kim Mickelson, JD, AICP

As of 05/31/17 the balance of the Texas APA business account (7875) is \$33,002.33 and savings account (5845) is \$6093.08 (\$0.53 interest). This has been a steady year for the chapter and revenues and expenditures have generally been on target with the budget.

As of 05/31/17 the balance of each section account prior to disbursements are:

Southmost - 7035
 Northwest - 7050
 Southwest - 7050
 Southwest - 7043
 T,893.47 - No activity
 Houston - 6995
 10,802.53 - No activity
 West - 7027
 7,066.28 - No activity
 Central - 7019
 12,720.51 - No activity
 East - 7001
 4,128.31 - No activity

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    Midwest - 7217 $ 8,570.40 – Section meeting
    North Central - 7209 $ 14,682.56 – No activity (2 deposits totaling $800 for sponsorships)
    Plan4Health - 3226 $ 46,200.00 –
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The 1st EV2017 Chanter Dichurcement was made on April 10, 2017

P4H Tarrant County - 2876 \$ 6,140.05 - Final invoice paid 03/31/2017

The 1^{st} FY2017 Chapter Disbursement was made on April 10, 2017. The 2^{nd} FY2017 Chapter Disbursement will be made on or around September 30, 2017.

The fiscal year (FY) 2018 (October 2017 to September 2018) Chapter Budget was approved on August 25th, 2017.

Section Grant Requests were due 05/15/2017. Section grant request approvals are as follows:

- Central \$ 750.00
- East Did not wish to request grants for FY2018
- Houston \$ 750.00
- Midwest \$ 750.00
- North Central Did not wish to request grants for FY2018
- Northwest Did not wish to request grants for FY2018
- Southmost \$ 2,500.00
- Southwest Did not wish to request grants for FY2018
- West \$ 1,500.00

The Chapter's goal is to have each Section self-sustaining. With some Sections are more active than others, some Sections have fewer members, some Sections have a greater geographical area to cover so the Executive Board cannot use a solid paint brush to spread across the state. The Executive Committee made the final approval of the Section Grant Request on August 25th, 2017. The 1st disbursement of the FY2018 grant will be transferred on April 01, 2018. The 2nd disbursement of the FY2018 grant will be transferred the day after State Conference ends.

Following Hurricane Harvey, Kim sent out a request for volunteers for a Harvey Task Force, and several have spoken up. In addition to the APA Foundation fund raising efforts, the proceeds of which are likely to get spread across several states, we will be working on a fund raising effort for Texas planners and projects specifically.

- D. Sections Representative's Report: Joshua Owens, AICP
 - 1. Section Directors Reports (ATTACHMENT D-1)
 - 2. Appoint new Sections Representative for 2018 selected by Section Directors

Section Directors in attendance provided their reports. Doug summarized other Section activities.

There was not a quorum of incoming Section Directors, so no election was made. Doug stated the Section Directors could elect their Representative at a later date through SurveyMonkey.

Motion Wendy, Second Angela, to establish Task Force to analyze sections and geography. Motion passed.

E. **Planning Student Organizations Representative's Report**: Dhawal Kataria, President, UT-Arlington Student Planning Association

Report on PSO Activities (ATTACHMENT E-1)

Dhawal summarized Student Planning Association activities including activities, partnerships, and the Legacy Project.

F. University Faculty Representative Report – Ivonne Audirac, UT Arlington

Ivonne provided a summary of activities.

Kim mentioned that student engagement is a priority at the national level.

Kim called a break called at 11:30 Called back to order at 11:50

G. Action Plan Update/Strategic Development Plan: Doug McDonald, AICP, President-Elect

- 1. Update on Action Plan 2015-17
- 2. Report on Strategic Development Plan 2017-2020
- 3. Action to Adopt

Karen Waltz provided highlights of the Action Plan. The new plan is now a five year plan. The Chapter's goals are connected with the National goals. An online survey was sent to the Chapter's members. Most respondents were not Chapter leadership. These members generally stated they were not aware of Chapter activities. The Action Plan is adopted prior to a new president's term to help guide activities throughout their term. The vision statement did not change. There are six goals. There were new items associated with leading National Planning Month. Communication and Outreach goals included creating and implementing Communications Plan. There are additional action steps to serve the membership.

Doug stressed the importance of reading the survey results. He stated that the key theme seemed to be disseminating information to the membership. Advocacy and transparency were significant elements within the survey. The membership provided very helpful feedback concerning the Chapter conference and conference locations. Almost 200 members participated in the survey.

Kim stated that a five year plan should be helpful.

Dave Gattis motioned to approve the Action Plan, Wendy seconded the motion. Motion was approved.

Box Lunch Served

Cynthia Bowen addressed the Chapter Board and expressed her excitement to attend the legendary Texas conference. She expressed the importance of sharing best practices. She invited everyone to come by introduce themselves throughout the conference.

H. **Action Plan Progress Reports**: The Action Plan includes the following five major categories:

1. LEAD

- a. EPL Report Kendall Wendling, AICP (ATTACHMENT H-1)
 - 1. Leadership Forum

Kendall provided a summary of EPL events. Kendall is actively looking for a replacement as she has served for a number of years. She stated that this is the fourth year of the Mentorship Program. She encouraged members to reapply or apply by Friday. She mentioned the 4th Annual Leadership Forum that will be held on Thursday. She stated that members from the national leadership would be in attendance.

- b. Harvey Task Force, coordination with other initiatives for recovery *Kim Mickelson, J.D., AICP Kim mentioned that APA is coordinating with FEMA*.
- c. Chapter Nominating Committee Report for 2018 Class of AICP Fellows Craig Farmer, FAICP

Mike stated that the nominating committee sent out a notification to all eligible AICP members to solicit interest. The committee identified an initial list of 15 eligible candidates. They narrowed the list down to five eligible candidates. National will notify the Chapter of results in January. The new fellows will be recognized at the National Conference in 2018.

d. ECO El Paso Conference report/West Section update – Doug McDonald, AICP

The Chapter sponsored ECO El Paso and Chapter President-Elect Doug McDonald attended the conference and spoke. The conference was highly attended and the organizers were very appreciative of having APA's support. While in El Paso, Doug also had an opportunity to meet with West Section members and member Fred Lopez agreed to help re-establish the Section leadership.

e. Planners4Health Round Table, Van Zandt County – Mike McAnelly, FAICP

Dr. Melissa Oden provided an overview of the cohort partnership that helped provide a toolkit developed for Van Zandt County. A roundtable associated with the recovery process was held in Canton last week. She mentioned that THPA conference will be held in March.

f. Regional workshops for 2018 – Mike McAnelly, FAICP

Mike mentioned that the Chapter will be issuing a call to determine interest in hosting a regional workshops. He stated that they would hold one a quarter.

2. COMMUNICATE AND ENGAGE

a. Communications Technician – Heather Nick, AICP (ATTACHMENT H-2)

Heather motioned to form a subcommittee including (Heather, Angela, and Mike) to develop a job description and compensation proposal to be submitted for the January/February meeting. Motion passed.

Gary suggested that interested parties should submit a proposal based on the available information (Action Plan, Communications Plan, etc.) with associated compensation.

b. Update on member survey results - Doug McDonald, AICP

Chapter President-Elect Doug McDonald presented a summary of the member survey results. Big themes which are reflected in the Chapter's proposed Action plan are communication, advocacy, transparency, and the Chapter Conference. They survey was completed by approximately 10% of the Chapter membership.

- c. Professional Development Officer (PDO) report Richard Luedke, AICP
 - 1) AICP Exam Preparation Workshops
 - 2) AICP Exam Fee grants
 - 3) John Clary Scholarships

Richard provided a summary on AICP testing rates, workshops, grants, and scholarships. The May 2017 AICP pass rate was 59% for Texas and 65% for National. Six workshops were held this year including San Antonio, Garland, Houston, Arlington, Buda and Frisco. Two students were awarded the John Clary scholarship. He shared details of the AICP Candidate Pilot Program which begins on November 2017.

d. AICP CM Coordinator report: Barbara Holly, AICP

Barbara stated that we have more tracks and sessions than ever. She commended Kim for adding disaster sessions/track at the last minute in the wake of Harvey.

e. Short Course, Commissioners' Training, Guide to Urban Planning in Texas Communities -- *Ann Bagley, FAICP*

Ann stated new elements within the Short Course. She encouraged young planners and new professionals to attend the Short Course.

3. PARTNER

a. Planners4Health project update: Mike McAnelly, FAICP

Mike summarized the history of the grant program. The third year, we requested a \$45,000 grant and received a \$70,000 grant.

- b. Additional opportunities in post-disaster planning
 - 1) Texas Municipal League (TML) Conference Report
 - 2) Texas Public Health Association (TPHA) Conference March , 2018

Chance mentioned that APA had two sessions during the 2017 TML conference. The Chapter may have an opportunity to conduct three sessions during TML next year.

4. ADVOCATE

a. TML Rep report: Chance Sparks, AICP (ATTACHMENT H-3) Chance gave an update on the legislative session. Chance has been talking to TML about how we provide services. TML provides conference administrative support to affiliates. He stated that we may consider affiliate services offered by TML.

Ann made a motion to authorize Chance to engage and collect data from TML concerning their affiliate services. Doug seconded the motion. The motion passed.

b. Advocacy items:

1) conference sessions

Several sessions on advocacy are available at the conference, including one with Jason Jordan and Kara Drane, AICP, from National.

2) Border issues lab at A&M

Kim stated that she was working with Mitch Wright, AIA, AICP, and Dr. Cecilia Giusti to create a lab to discuss border planning issues. She asked the members to let her know if they were interested.

3) Upcoming joint conference opportunities – Asking Kim
Discussions are ongoing with Louisiana, Arkansas, New Mexico and Oklahoma for possible joint
conference opportunities in upcoming years. A border conference with NM, AZ, and CA is also
under discussion. These may be separate or rolled in to our annual conference. Impacts of the
NOLA and Houston national conferences need to be evaluated, and these joint conference
opportunities may provide good alternatives for those years.

5. INSPIRE

- a. Planning Awards Program Report
- b. Great Places in America 2017 Awards
- c. Great Places in Texas 2018 Open for Nominations

Cameron provided a summary concerning the awards and the awards committee participation. He shared an example of what to expect regarding the typical award piece.

Doug discussed the Great Places program and mentioned that the nominations opened today. Kim strongly encouraged every section to make a Great Places application.

6. SERVE

- a. Membership involvement, mentoring, communication
- b. Upcoming Chapter Conferences: Doug McDonald, AICP and Mike McAnelly, FAICP
 - 1) 2018 Gulf Coast Conference
 - 2) 2019 and 2020 Conference RFQ results (ATTACHMENT H-4)
- c. Discussion on TML assistance
- d. Chapter Historian's Report: Dave Gattis, AICP

Doug stated that the Gulf Coast would emphasize Houston. Mike asked the Board if they wanted to

explore other options rather than the Pier event. Angela and Michelle are co-chairing the Gulf Coast Conference Committee.

Doug stated that the survey indicated that decisions concerning conference locations were not representative of the membership. He summarized the RFPs submitted (San Antonio and Waco).

Heather mentioned that the Board might consider factoring in "Great Places" designated cities in conference selection process.

Wendy motioned to explore holding the 2019 conference in Waco. Heather seconded the motion. Motion passed.

Doug asked the Board to recommend two locations for the 2020 conference.

Kelly motioned to explore El Paso and McAllen the 2020 conference and give Amarillo special consideration in 2021 conference procurement. Dave seconded the motion. Motion passed.

7. Recognition of Board Members: Kim Mickelson, JD, AICP

Kim thanked the board for their hard work and dedication over the last two years. She distributed certificates and a desk gift to board members.

8. Future Meetings: Kim Mickelson, JD, AICP

- APA Texas Board of Directors and Executive Committee (Dates TBD)
 - Executive Committee Winter Conference Call Meeting, Friday, Jan. 19, 2018
 - Chapter Board Spring Meeting, Friday, May 18, 2018
 - Executive Committee Summer Meeting, August 17, 2018
- APA Texas Chapter Conferences:
 - APA Texas Galveston Conference, October 17 -19, 2018

National Planning Conference

2017	New York, May 6-9
2018	New Orleans, Apr 21-24
2019	San Francisco, Apr 13-16
2020	HOUSTON, Apr 25-28
2021	Boston
2022	San Diego
2023	Philadelphia

b. New Business

c. Adjourn

Heather motioned to adjourn the meeting. Doug seconded the motion. Motion passed. Adjourn at 2:42 pm.



Making Great Communities Happen

Executive Committee Meeting February 2, 2018

Freese and Nichols 11200 Broadway Street Suite 2320 Pearland, Texas

MEETING MINUTES

Elected Officers						
President*	Doug McDonald	Χ	Secretary*	Christina Sebastian	Χ	
President Elect*	Chance Sparks	Χ	Past President*	Kim Mickelson	CC	
Treasurer*	Angela Martinez	Χ	TML Rep*/TML Affiliate	Christopher Looney		
		Section	Directors			
Central	Shannon Mattingly		Northwest	AJ Fawver	CC	
East	Kyle Kingma		Southwest	Rebecca Pacini		
Houston/Sections Rep*	Gary Mitchell	Χ	Southmost	Xavier Cervantes		
Midwest	Tamara Cook		West	Fred Lopez		
North Central	North Central Steven Duong					
	Stand	ding Cor	nmittee Chairs			
PDO*	Richard Luedke	CC	Government Relations	Kelly Porter	CC	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC	
EPL	Monica Rainey	CC	University Rep	Ivonne Audirac		
Planning Awards	Claire Hempel		Student Rep	Dhawal Kataria		
		Other I	Members			
Communications Manager	Heather Nick	Х	CMO	Barbara Holly		
Chapter Historian	David Gattis	CC	Executive Administrator	Mike McAnelly	Χ	
APA Director Region 3	Wendy Shabay					
		Other A	Attendees			
Claudia McAnelly		Χ				

X present in person
CC present via conference call

^{*} Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

Call to Order and Roll Call: Doug McDonald, AICP

Chapter President Doug McDonald called the meeting to order at 10:04 am.

A. President's Remarks: Doug McDonald, AICP

- 1. Welcome and Introduction
- 2. APATX17 Conference Highlights

Doug discussed a debriefing held in December with the Conference committee discussing survey results from Conference attendees. The survey showed that people loved the keynotes - Chet Garner and Gabe Klein.

Mike reported that about 250 attended TopGolf Thursday evening event but had guarantee for 400, and suggested that in the future we be conservative about minimum guarantees. Mike also noted that the sponsorship participation was about 2-3 times the usual amount.

3. 2017-2022 Strategic/Action Plan for APA Texas Chapter (ATTACHMENT A-1)

Doug noted that the Strategic Plan, adopted by Board in November 2017 is included in attachments.

4. Action Item: Chapter Conference Site Selection for 2019 (ATTACHMENT A-2)

Doug spoke about site visit to Waco. Doug, Mike McAnelly, Claudia McAnelly, Tamara Cook, Richard Luedke, and Sherri Sefko all attended. Waco is a unique place where the Conference has never been held before. Hotel blocks in downtown will not be enough, but we can find overflow rooms along I-35.

Richard noted that Dick Lilly started his career in Waco in the 1960s and could perhaps provide a reflection of the changes over time. Dave Gattis may have some footage of Dick talking about Waco already, but he isn't sure how much.

Angela Martinez moved to select Waco for site of 2019 Chapter Conference. Seconded by Christina Sebastian. The motion was approved unanimously.

5. Action Item: Chapter Conference Site Selection for 2020 (ATTACHMENT A-3)

Doug shared that Mike, Chance Sparks, and himself toured El Paso and Mike and Doug toured McAllen. He noted that when the EC voted on Galveston in the past, Section directors did not support it, and he wants an inclusive process with the rest of the Board. An informal poll had been taken online, with 60% for El Paso and 40% for McAllen overall. The Executive Committee voted 50/50, but the Section directors voted more for El Paso.

Discussion was held regarding the two locations. Gary Mitchell asked if we could have the second choice be an option for the 2021 Conference. Doug noted that the Board issues an RFP to ensure a fair and competitive process, though we can get a strong recommendation from Board for the second choice to be choice in next few years. A debrief can be provided to the second choice. Travel to both locations will be challenging due to distance and airports. The chapter is prepared for a possible hit due to National Conference being held in Houston in 2020. Both cities have a great story to tell.

Doug McDonald motioned to select El Paso for 2020 Chapter Conference for 2020. Gary Mitchell seconded motion. Gary Mitchell and Richard Luedke opposed; Doug McDonald, Chance Sparks, Christina Sebastian, Angela Martinez, and Kim Mickelson voted for El Paso.

6. PAB Reviews for UT Arlington and Texas A&M Planning Programs (ATTACHMENT A-4)

Doug discussed how both UT Arlington and Texas A&M are up for reaccreditation by PAB. UTA's site visit is Feb. 5 and A&M's is Mar. 5. Surveys have been sent to members in UTA area and will be sent to members in A&M area soon. Gary mentioned that Texas Southern is also up for reaccreditation, with a site visit in the end of February. Mike said the Chapter needs to be at the table for the process. The survey could also be used for TSU. San Marcos is also starting the accreditation process.

Mike mentioned that a memorial for David Pugh was suggested by Craig Farmer and Shannon Van Zandt and created a scholarship fund at A&M which could tie into upcoming A&M awards and PAB site visit

7. Status of 2018 Chapter Nominations for AICP Fellows - Mike McAnelly, FAICP

Mike discussed how a chapter nominating committee submitted five nominations for new fellows in October. Results are to be announced in early February. New fellows will be recognized at the National Conference and Texas Reception. Kim mentioned we should consider starting the nominating process a bit earlier in the future. Craig concurred but pointed out that criteria changes slightly over time.

8. National Planning Conference – Registration Open

 Texas Chapter Reception at NPC in NOLA April 23, 2018 – Lucy's Retired Surfers Bar and Restaurant – Mike McAnelly, FAICP

Doug mentioned that the reception is from 7-9 pm. Chapter Presidents Council dance party to be held after in the same location.

- B. Secretary's Report: Christina Sebastian, AICP
 - 1. Action Item: Approve Minutes for Executive Committee Summer Meeting, Friday, August 5, 2016 (ATTACHMENT B-1)
 - 2. Action Item: Approve Minutes for Executive Committee Winter Meeting, Friday, February 2, 2017 (ATTACHMENT B-2)
 - 3. Review Draft Minutes for Board of Directors Spring Meeting, Houston, Friday, June 2, 2017 (ATTACHMENT B-3)
 - 4. Review Draft Minutes for Board of Directors Fall Meeting, Frisco, Wednesday, November 1, 2017 (ATTACHMENT B-4)

Christina deferred to Heather Nick, previous Secretary. Heather had incorporated notes provided by other Board members in advance of meeting.

Chance Sparks motioned to approve all 4 minutes as amended, seconded by Angela Martinez; the motion was approved unanimously.

- C. Treasurer's Report: Angela Martinez, AICP
 - 1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

Angela Martinez presented a summary of account balances and Section disbursements. She also mentioned that when writing checks to include a memo with the subject and Section name and to let her and Mike know if making charges over \$150.

Account Balances:

•	Chapter Checking:	\$ 89,169.18
•	Chapter Savings:	\$ 6,094.30
•	Southmost	\$ 1,943.16
•	Northwest:	\$ 2,453.33
•	Southwest:	\$ 7,518.09
•	Houston:	\$ 8,067.94
•	West:	\$ 6,321.32
•	Central:	\$ 8,841.75
•	East:	\$ 4,100.31
•	Midwest:	\$ 8,570.40
•	North Central:	\$ 10,786.82
•	Plan 4 Health	\$ 1,204.00
•	State Chapter Reserve:	\$ 15,000.05

Second disbursement to Sections for FY17 was made November 1, 2017 and the first disbursement for FY18 will be made April 1, 2018.

Mike mentioned that the Chapter also has a Chase investment account is generally unused and now up to about \$51,000 and could be used if ever needed.

2. Chapter budget preparation for FY2019 (ATTACHMENT C-2)

Angela discussed that Section grant requests will be due April 16, 2018. Sections should submit a budget even if not asking for a disbursement. FY2019 budget has been started. Each Section is different in size and geography so they won't all receive the same amount in disbursements. Doug mentioned that the Executive Committee will need to see that previous disbursements have been or will be spent and not just saved.

- D. Action Plan Progress Reports: The Action Plan includes the following five major categories:
 - 1. APA Texas will LEAD the planning movement in this state.
 - Section Director's Report Gary Mitchell, AICP

Gary distributed the Section's Director Report. Central and North Central Sections did not file reports, but all others did.

Appointment of New EPL Representative – Doug McDonald, AICP

Doug discussed new Emerging Planning Leaders Representative, Monica Rainey, a student finishing up at A&M this spring who will be starting at Kimley-Horn soon. Monica introduced herself and discussed work on the Mentorship Communities.

Leadership Orientation Slides (ATTACHMENT D-1) – Doug McDonald, AICP

Doug discussed how he held a leadership orientation for Section and state leaders in January. Slides are available online.

Student and New Member Incentives to join APA (ATTACHMENT D-2) – Doug McDonald, AICP

Doug discussed the new APA incentives for students and new members. Membership is now free for any student at any university in any degree program, which allows people to learn about the field. Rates for the first two years for new members (non-students) is \$95/year. The AICP Candidate Pilot Program started in November which allows approved Candidates to take AICP test right after graduating before they have their experience. They become full AICP once they finish their required years of experience. About 400 people applied nationally.

Future Cities Competition – APATX, Midwest, and North Central Sections Sponsorship Doug McDonald, AICP

Doug discussed Future Cities Competition held at UTA in January, which APA has participated in over last few years. Tamara Cook, Director of Midwest Section, is now connected with the organization, helping with sponsorship. Colby Collins and Kendall Wendling served as judges this year for APA's special award. Doug served as a finals judge this year. The winner goes to the national competition. Planners can serve as mentors for teams as well as judging.

A 15 minute break was held for lunch

- 2. APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.
 - Professional Development Officer's Report Richard Luedke, AICP

Richard Luedke discussed that 44 people attended AICP training at the 2017 Conference. The Center for Municipal Ethics sponsored the John Clary Scholarship. Reduced exam fee scholarships for May 2018 were announced in December, ahead of exam deadline. All three applicants were awarded, and may have a fourth. Another round will be held for the November 2018 exam.

Richard discussed planned AICP workshops::

- Feb. 10: Houston at TSU
- Feb. 17: McAllen, sponsored by Southmost Section, with no registration fee
- Mar 3: San Antonio, sponsored by Southwest Section, with no registration fee
- Mar 24: Arlington at UTA with Jennifer Crowley
- Apr 7: Austin, location TBD

November 2017 AICP pass rate for the state was: 56%. Richard received a PDO scholarship for complimentary registration to National Conference. Richard then discussed participating in Webinar Series. The webinar must be live and 1.5 hours. The workshop previously held in Canton would be a great candidate except that it wouldn't fit requirements for the series, but perhaps could be recreated.

Mike mentioned the annual grants for PSOs are being sent out soon.

- Communications Coordinator Report Heather Nick, AICP
 - Status of Chapter Communications Plan Heather Nick, AICP

Heather Nick discussed results of RFP for Communications Coordinator (CC). There were 4 submittals and the evaluation committee (Angela, Wendy, Gary, and Heather) narrowed the submittals down to 2. Interviews are scheduled with those applicants next week. They were evaluated based on professional qualifications, experience and availability, understanding of projects scope, and competitive cost proposal. Responsibilities include updating website, social media management, more surveys, and producing quarterly and annual communication reports.

Action Item: Consideration of Budget Amendment for Communications Technician Mike McAnelly, FAICPAPA Texas will LEAD the planning movement in this state.

Heather discussed budget amendment for Communications Coordinator position. The part-time contract position is for 9 months initially, with option for renewal. Target cost for contract labor is \$20,000 plus reimbursement expenses per year (prorated). Discussion ensued regarding reimbursable expenses and what events the Board will want the CC to attend (ie. conferences and Board meetings) and need to increase sponsorship to help fund position. When renewal comes up we can reevaluate cost for position based on sponsorships. A special meeting will be held to discuss results of interview and addition of expense to budget. Mike will be supervisor of new position.

Heather mentioned that a job posting fee had previously been discussed by the Board and was not implemented due to technical issues, which might provide additional funding for the position.

Mike discussed that Chase provides option for payment through website that needs to be set up. This could be used for any fees that may need to be collected online.

Heightened Security Measures for Chapter Website - Heather Nick, AICP

Mike discussed how many Board and Section officers have received phishing attempts that look very legitimate. It appears they are using information from the website to send an email to the Treasurer that looks like it's coming from the

President/Director. Heather has removed all email addresses off the website and will create forms to allow people to contact Board and Sections. Safety and security should probably be incorporated into officer training in the future.

- 3. APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.
 - Plan4Health Grants Mike McAnelly, FAICP
 - Plan4Health Austin and Plan4Health Tarrant County
 - Planners4Health APA Chapter Grant Project Hazards Planning Toolkit for Small and Rural Communities – Canton and Van Zandt County
 - 2018 Texas Public Health Association Education Conference, Waco, March 5-7

Mike discussed how APA and American Public Health Association received a grant from the Centers for Disease Control. These grants were to be passed through to chapters to put in place programs that would partner with planners and health professionals. The first year, Texas received one, which was sent to the Travis County Health Department to Rundberg area for access to food and active transportation. The second year, Texas received funding for Healthy Tarrant County Coalition for improving access to nutrition in southeast area of Fort Worth. In the third year the program changed slightly which gave grants directly to chapters. APATX worked with the Texas Public Health Association in Van Zandt County and their tornado recovery. Created a toolkit for small and rural communities as well as an all-day roundtable. More funding was identified for Call to Action for APA members to join APHA and vice-versa. Doug and Mike will be attending the Texas Public Health Association conference this year in Waco and will have a session on planning at their conference.

Hurricane Harvey Committee Update - Kim Mickelson, JD, AICP

Kim Mickelson shared that Hurricane Harvey Committee has started with about 15 people every week. Kimberly Miller with Allen Engineering is leading Committee. Texas Target Communities (TTC) and FEMA are partners. Looking to provide on-the-ground assistance to affected communities with Texas community planning teams and workshops. FEMA requires a state partner, which is TTC. The committee is putting together proposals for when the APA Foundation's RFQ is released (expected soon). Kim would like to have a Texas specific fundraiser to help pay expenses for on-the-ground assistance. APA does have a call out for proposals for CPAT (Community Planning Assistance Teams). Amanda and Rockport are applying for CPAT. Dr. John Cooper is holding a small and regional town workshop Feb 9 & 10 in Victoria. Lincoln Institute and Sonoran Institute are holding post-disaster and recovery workshop Feb 28 - Mar 1 and have agreed to allow 1-2 APATX members to attend (at cost), with idea to possibly replicate their workshop. Hurricane Harvey page on website.

 APA Planning Foundation RFP Grant for Hurricane Recovery Project – Mike McAnelly, FAICP

Mike, who serves on APA Foundation Board, discussed that the Foundation had received about \$25,000 specific to Hurricane efforts. An RFP should be coming out for chapters to fund recovery efforts, and Texas Chapter does expect to submit.

Kim Mickelson made a motion that the Board support applications going forward for Hurricane Recovery Projects, with a second by Gary Mitchell. Vote was unanimous in support.

2018 Texas Municipal League Annual Conference, Fort Worth, October 9-12

Chance discussed that a few additional APA sessions would be good to have at the upcoming TML conference. We had two at last year's conference. Doug asked if we provide CM credits for TML's webinars. Chance responded that we don't but can discuss it with TML. Kim asked if we need to find someone to help Barbara and Chance said TML may be able to provide assistance. Doug suggested Jenny Crosby may be a good fit if she's interested.

- 4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.
 - TML Representative Report Christopher Looney, AICP

Chris was unable to attend due to Council workshop

• 2018 State Issues Request from APA (ATTACHMENT D-3)

Doug discussed how APA Advocacy had asked us to identify critical state issues. Craig suggested sending a recent report previously put together with top 12 issues, etc.

 Progress report for Planning Matters--the Texas Planning Roundtable - Kim Mickelson, JD, AICP

Kim is working with about 12 people to start on Planning Matters, and should be having first meeting very soon.

- 5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.
 - Action Item: Proposal from Zoom Grants for Session and Award Submittal Software (ATTACHMENT D-4) – Doug McDonald, AICP

Doug McDonald discussed how ZoomGrants, an annual sponsor from 2017, is offering unlimited applications for various submittals such as session proposals and scholarship, award, and Great Places applications in exchange for an ongoing annual sponsor recognition. The web-based program allows the chapter to assign reviewers who can log-in and review, score, and comment on the submittals online in a very user-friendly format. If we paid cash for the service it would be about \$11,500. This would be an improvement from previous method of Dropbox and PDF forms.

Gary Mitchell motioned to approve ZoomGrants proposal. Motion was seconded by Angela Martinez and passed unanimously.

Great Places in Texas Program – Doug McDonald, AICP

Doug McDonald discussed that the deadline for the Great Places in Texas Program is today. The review committee from last year has agreed to review applications again. At least 10-15 have been received so far; in 2017 we had over 20 submittals. We are speaking with Chet Garner about promoting the program and are looking for sponsors to partner with promotion. Ideas included Expedia, Texas Highways Magazine, and Southwest Airlines.

- Planning Awards Program Clare Hempel, AICP (ATTACHMENT D-5)
 - Texas Chapter Planning Awards Revisions for 2018

Clare Hempel discussed wanting to revisit goals of the chapter awards program after meeting with Doug and Chance. We want to award good planning in Texas and be representative of all sizes of cities in Texas. Possible changes in future (may be implemented over multiple years) include: ZoomGrants submittals, Aligning award categories with National APA categories while keeping some of our own; Streamlining the awards banquet; Changing the timing of the awards process: open in beginning of May, due in mid-July, to allow winners to submit to National; Notify winners while Conference registration still open; Creating a more representative selection committee.

Doug mentioned that most Chapters exchange review of awards with another Chapter, either completely or partially. National APA announces awards in advance with a big promotion, which may help tell the story to people who don't attend awards banquet. They also provide a digital banner for awardees to place on their website.

• Emerging Planning Leaders Mentorship Program

Doug announced that the mentorship communities have recently been assigned.

• APATX18 Chapter Conference Update – Angela Martinez, Conference Co-Chair

Angela shared that the first Conference planning committee meeting is later today. Mike asked for suggestions on where to have Thursday event if not at the Pleasure Pier, which many have expressed interest in not doing. Ideas included Moody Gardens, Tallship Alissa, Seaport Museum, Offshore Oilrig Musuem, Train Museum, or a beach party

- 6. APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.
 - APA Texas Boundary Adjustment Study Doug McDonald, AICP (ATTACHMENT D-6)

Doug discussed the unevenness of our Sections by population and difficulties due to large geographic distances. The Board could consider a boundary adjustment, adding a Section, or perhaps permitting subsections. The Board discussed possible next steps including further GIS analysis (MPO/COG boundaries as well as travel time buffers) and sending out a survey to members in counties in question to see what their preferences are and what Sections/areas they identify with. Counties to include in survey/study: Brazos, Victoria, Orange, Jefferson, Bell, McLennan, Karnes (in the bylaws of two different Sections)

Number of members by Section:

- Central: 632North Central: 402Houston: 319
- Midwest: 308Southwest: 141Southmost: 83Northwest: 77
- East: 48West: 25
 - Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP

Kim discussed that we may want to consider revamping or updating the Short Course, and possibly starting up regional workshops again. The Board discussed having them in El Paso, East Texas, and Amarillo/Lubbock/San Angelo. The

possibility of broadcasting the workshop via conference call was suggested, as well as recording for sharing later. The Board also suggested encouraging commissioners to network more. Kim also discussed updating a new guide.

E. Future Meetings: Doug McDonald, AICP

Doug discussed the following upcoming meetings and events:

- 1. APA Texas Board of Directors and Executive Committee
 - APA Texas Board of Directors and Executive Committee
 - Chapter Board Spring Meeting Waco, TX May 11, 2018
 - Executive Committee Summer Meeting TBD August 4, 2018
 - Chapter Board Fall Meeting, Galveston TX October 17, 2018
 - APA Texas Chapter Conferences:
 - APA Texas Chapter Gulf Coast/Galveston October 17-19, 2018
 - APA Texas Chapter Waco October 16-18, 2019
 - APA Texas Chapter El Paso or McAllen October 7-9, 2020
 - National Planning Conference
 - 2018 New Orleans, Apr 21-24, 2018
 - 2019 San Francisco, Apr 13-16, 2019
 - 2020 HOUSTON, Apr 25-28, 2020
 - 2021 Boston
 - 2022 San Diego
 - 2023 Philadelphia

Gary Mitchell asked about local involvement for the upcoming National Conference in Houston. National APA does ask for help with selecting mobile workshops and the orientation bus tour of host community. The planners guide to the city is no longer required. National will be reaching out to us eventually. Mike suggested we may want to meet with the NOLA planners after this year's Conference to discuss their experience.

F. New Business

Christina asked if the Board could review the implementation status of the actions steps from the action plan. Mike said the matrix can be included in the agenda for future meetings.

G. Adjourn

Doug McDonald adjourned the meeting at 2:29 pm.



Executive Committee Meeting April 6, 2018 Conference Call

MEETING MINUTES

		Elected	Officers			
President*	Doug McDonald	CC	Secretary*	Christina Sebastian	CC	
President Elect*	Chance Sparks		Past President*	Kim Mickelson	СС	
Treasurer*	Angela Martinez	CC	TML Rep*/TML Affiliate	Christopher Looney	CC	
		Section	Directors			
Central	Shannon Mattingly		Northwest	AJ Fawver		
East	Kyle Kingma		Southwest	Rebecca Pacini		
Houston/Sections Rep*	Gary Mitchell	CC	Southmost	Xavier Cervantes		
Midwest	Tamara Cook		West	Fred Lopez		
North Central	Steven Duong					
	Sta	nding Cor	nmittee Chairs			
PDO*	Richard Luedke	CC	Government Relations	Kelly Porter		
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer		
EPL	Monica Rainey		University Rep	Ivonne Audirac		
Planning Awards	Claire Hempel		Student Rep	Dhawal Kataria		
Other Members						
Communications Manager	Heather Nick		CMO	Barbara Holly		
Chapter Historian	David Gattis		Executive Administrator	Mike McAnelly	СС	
APA Director Region 3	Wendy Shabay				•	

X present in person
CC present via conference call

^{*} Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

Call to Order and Roll Call*: Doug McDonald, AICP:

Doug McDonald called the meeting to order at 3:06 pm

- A. Consider amending the Chapter Budget with the following:
 - a. Add Communication Technician expenditure in the amount of \$20,000:
 - b. Increase our income by \$10,000 in:
 - Conference registration fees to \$255,000
 - ii. Sponsorships income to \$40,000
 - iii. This will include Com Tech payment and expenses

Angela Martinez summarized budget changes. The increase in registration fees and sponsorships had been conservative.

Kim Mickelson motioned to approve Communications Technician position. Seconded by Gary Mitchell. Passed unanimously.

B. Consideration of travel reimbursement for Great Places Program for Ann Bagley and Wendy Shabay:

The board discussed this proposal to take the funds out of officer expenses and made note to add budget item for Great Places in Texas to future budgets. Angela noted that travel expenses will increase in next couple years due to meeting locations.

Angela Martinez motioned to approve travel reimbursement for Great Places in Texas Program for Ann Bagley to McAllen and Wendy Shabay to Bryan. This was seconded by Kim Mickelson and passed unanimously.

C. Consideration of assistance to Northwest Section for travel.

Discussion occurred regarding Northwest Section's previous lack of activity but has new recent engagement. Section has not requested any funds in past 6 years.

Kimberly Mickelson motioned to grant Northwest Section additional \$940 to be provided in two grant disbursements (\$470 each). Seconded by Chris Looney and passed unanimously.

D. Adjourn

Doug McDonald adjourned the meeting at 3:43 pm.



Executive Committee Meeting May 14, 2018 Conference Call

MEETING MINUTES

		Elected	d Officers		
President*	Doug McDonald	СС	Secretary*	Christina Sebastian	CC
President Elect*	Chance Sparks		Past President*	Kim Mickelson	
Treasurer*	Angela Martinez	CC	TML Rep*/TML Affiliate	Christopher Looney	CC
		Section	Directors		
Central	Shannon Mattingly		Northwest	AJ Fawver	
East	Kyle Kingma		Southwest	Rebecca Pacini	
Houston/Sections Rep*	Gary Mitchell	СС	Southmost	Xavier Cervantes	
Midwest	Tamara Cook		West	Fred Lopez	
North Central	Steven Duong				
	Sta	nding Cor	nmittee Chairs		
PDO*	Richard Luedke	CC	Government Relations	Kelly Porter	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	
EPL	Monica Rainey		University Rep	Ivonne Audirac	
Planning Awards	Claire Hempel		Student Rep	Dhawal Kataria	
		Other I	Members		
Communications Manager	Heather Nick		CMO	Barbara Holly	
Chapter Historian	David Gattis		Executive Administrator	Mike McAnelly	CC
APA Director Region 3	Wendy Shabay				•

X present in person
CC present via conference call

^{*} Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

Call to Order and Roll Call: Doug McDonald, AICP

Doug McDonald called the meeting to order at 4:00 pm.

A. Consider Chapter President's Council (CPC) grant application to assist our Chapter in creating a Great Places in Texas video featuring Houston's 3 designated Great Places

Doug McDonald described CPC Grant program. Grant request is for \$5,000.

Gary Mitchell made a motion to support grant application, seconded by Richard Luedke. Passed unanimously.

B. Adjourn

Doug McDonald adjourned at 4:07 pm.



APA Texas Board of Directors Meeting June 1, 2018 Waco, Texas

Sections Representative Report Submitted by APA Houston Section Director Gary Mitchell, AICP

Central Section | Martin Zimmermann, AICP, Director-Elect:

- Established monthly Section Board conference call.
- Sending (at the least) monthly Section e-mail newsletters with pertinent information about events, section meetings, and volunteer opportunities.
- Updated Section webpage with correct contact information.
- Timely submitted proposed FY19 Section budget and funding request.
- Held Spring Section meeting/CM event on Tuesday, April 10, at The Stella Hotel in Bryan.
 - Topic: ATLAS, Bryan's new Planned Development Community, home to The Stella Hotel, Lake Walk Town Center, and Traditions Club and Community.
 - Summary: The April 10 Section meeting and professional development workshop was a success with approximately 35 Section representatives in attendance. The spotlight of the event was Mr. Spencer Clements who spoke about two inspirational development projects he is involved in, RED Mountain Resort and ATLAS. RED Mountain resort is located in Rossland, BC, Canada, and is a 114 year old mountain resort which was recently purchased and re-developed into a master planned attraction led by Howard Katkov. ATLAS, Bryan's new Planned Development Corporate Community and lifestyle center, home to The Stella Hotel, Lake Walk Town Center, and Traditions Club and Community. Mr. Clements is founder of William Cole Companies and spoke on the success of the public/private partnership between both the City of Bryan and College Station and Texas A&M University. Mr. Clements further described the changing demographics of the BCS area and how the changing population has created a need for BCS to compete against Austin. Houston and Dallas in attracting upscale, inspirational, experience oriented retail and a healthy lifestyle community. Attendees were able to claim 1 CM credit for the Section meeting.
- Planning and pre-registering for Summer Section meeting/CM event on June 8 in Austin.
 - Topic: City of Austin's CodeNEXT Land Development Code.
 - Description: A panel discussion which consists of Jim Duncan, FAICP, David Carroll, AIA, David Sullivan, PhD, Greg Guernsey, AICP, and Rebecca Leonard, FAICP, PIA, LEED-AP and each of their roles and perspectives concerning the CodeNEXT project. Attendees are anticipated to have the opportunity to claim CM credit(s) for this event.

- Began organizing volunteer committees to allow members to get involved with planning and executing Section activities for the rest of the year:
 - Section Awards Committee, contact: Section Treasurer Stephanie Doland at sdoland@bryantx.gov.
 - o Annual Awards Banquet (August/September), contact: Section Director-Elect Martin Zimmermann at mzimmermann@bryantx.gov.
 - o Community Service Project, contact: Section Emerging Planning Leader Representative Jake Gutekunst at jake.gutekunst@kimley-horn.com.
 - Winter Section meeting/CM event (November/December), contact: Section Secretary Rachel Tepper at rachel.tepper@perkinswill.com.
- Reaching out to student planning organizations at UT, Texas A&M, and Texas State to help establish better relations between the planning programs at these universities and the Section.

East Section | Kyle Kingma, AICP, CFM:

- Section participated in a cleanup event in Downtown Tyler (wearing promotional t-shirts for APATX and Great Places).
- Held special election for Director-Elect (Michael Howell, Tyler Area MPO).
- Looking to schedule a Planning Commissioner training in region.
- Plan on scheduling monthly webinars for members.

Houston Section | Gary Mitchell, AICP:

- February 2 Hosted the APATX Executive Committee meeting at Pearland Town Center, followed by the first Conference Committee meeting for the APATX 2018 conference in Galveston.
- February 6-7 and 8-9 Registered an FHWA two-day seminar, Designing for Pedestrian Safety, so AICP attendees could earn 13 CM credits (two offerings of same seminar in Houston).
- February 10 APATX Professional Development Officer Richard Luedke completed and Texas Southern University hosted an AICP Exam Workshop in Houston.
- February 26 Section Director Gary Mitchell attended a meeting with members of the Planning Accreditation Board (PAB) Site Visit Team regarding input from the area professional community for the re-accreditation process for the graduate planning program at Texas Southern University.
- February 28 Hosted another Section event away from central Houston, this time at Sugar Land Town Square for a social/networking event at Bar Louie arranged in coordination with planners at the cities of Missouri City, Richmond, Rosenberg and Sugar Land and targeted to the 45+ members who work and/or live in Fort Bend County.
- March 2 Various Section officers and members participated in the monthly conference call for the APATX 2018 Galveston Conference Committee.
- March 7 Via Emerging Planning Leaders (EPL), promoted and participated in a Houston Young Design Professionals Happy Hour event in conjunction with AIA Houston-Young Architects Forum, Associated General Contractors of America,

American Society of Interior Designers, Urban Land Institute-Houston, Rice Design Alliance, American Society of Landscape Architects, Young Engineers of ASHRAE, and Illuminating Engineering Society.

- March 14 Completed Section officers meeting.
- March 19 Section Director Gary Mitchell met with Jeff Taebel of the Houston-Galveston Area Council to begin preparing for a "Planning at the Edge" seminar that will be the focus of H-GAC's annual Fall Planning Workshop in early November, as a partnership between the APA Houston Section and H-GAC.
- March 21 Co-hosted with the Port of Houston a Houston Ship Channel boat tour on the Port's Sam Houston vessel, with complimentary lunch also provided by the Port. This CM event proved very popular with all 65 available attendee spots filled.
- March 29 Completed Section officers budget workshop ahead of April 16 APATX submittal deadline for annual budgets and grant requests.
- April 13 Various Section officers and members participated in the monthly conference call for the APATX 2018 Galveston Conference Committee.
- April 13 Registered the annual Houston Bike Summit for CM credit as it enabled AICP attendees to learn about Houston Bike Plan implementation/projects, current planning trends for walkability and biking in the Houston area, and other area initiatives to encourage cycling and safety.
- April 25 Section Director Gary Mitchell attended the Rice Design Alliance Civic Forum 2018—"What's the Plan?"—which focused on post Hurricane Harvey considerations from multi-disciplinary and international perspectives.
- May 11 Various Section officers and members participated in the monthly conference call for the APATX 2018 Galveston Conference Committee.
- Ongoing: Continue to identify and register worthy events by other area organizations for CM credits, including the Kinder Institute for Urban Research at Rice University.

Upcoming Programs/Projects

- May 22-23 and 24-25 Registered an FHWA two-day seminar, Designing for Bicyclist Safety, so AICP attendees can earn 14 CM credits (two offerings of same seminar in Houston).
- June Planning another Section event away from central Houston, this time in the I-45/Gulf Freeway area to draw members from the east and southeast sides of the Houston metro area.
- July 12 Annual "State of Planning in Houston" session with City of Houston Planning and Development Director Pat Walsh.

Midwest Section | Tamara Cook, AICP:

- February 5 UTA PAB Accreditation Lunch.
 - The Midwest Section Director attended the University of Texas at Arlington (UTA)
 PAB Accreditation lunch to express support for the continued accreditation of the
 Planning graduate degrees at the UTA. Several of the Section members were in

attendance at this lunch as well, which showed great support from both past graduates of the program, APA, and local employers.

- February 16 Meeting with CTEDD.
 - Midwest Section Board members (Tamara Cook, Danielle Stellrecht, and Travis Liska) met with representatives from the Center for Transportation, Equity, Decisions and Dollars (CTEDD), a center housed in the College of Architecture, Planning, and Public Affairs at the University of Texas at Arlington. The group discussed ways that APA could collaborate with CTEDD to assist in advertising events, etc.
- March 13 Midwest Section Board Meeting (NCTCOG).
- March 22 Advertised for the UTA Student Planning Association Spring Fest and requested volunteer judges for the event.
- April 9 Midwest Section Board Meeting (Conference Call).
- April 16 Midwest Section submitted 2019 Budget to APA Texas Chapter.
- May 15 Midwest Section Board Meeting (Conference Call).
- May 16 Tour Irving Convention Center for 2019 Focus North Texas.
 - Abra Nussar toured the Irving Convention Center to see about the venue as a potential location for a February 2019 Focus North Texas. The Midwest Section is collaborating with the North Central Section on making this a more regional event co-hosted by both sections. The Midwest Section is considering hosting the traditional Annual Awards Banquet as part of this joint Focus North Texas event (lunch awards program) and broadening the awards element to include projects from both sections.
- February May Big 6 Coordination.
 - Throughout January thru May, the Midwest Director had several conversations with the North Central Section Director and Kelly Porter to discuss plans for the Big 6 Event. Midwest Director researched locations in Fort Worth to host the event, and tentatively the group is looking at holding the event in November at the Norris Center in Fort Worth.
 - Section produced a November 15, December 4, December 15, January 2, and a January 15 newsletter that went to membership.
- February May Planning for all upcoming Summer and Fall events. Coordinating phone calls with speakers, emails, etc.

Future Programs/Projects

- May 19 Section Service Project, Trinity Trash Bash.
 - 10 volunteers will be picking up trash along the Trinity River at the Coyote Drive-In.
 They will then get Brunch at Yolk-Sundance Square.
- June 1 Texas Chapter Board of Directors Spring Board Meeting Tamara to attend.
- June 1 Lattes and Leadership with Eric Fladager, CNU-A, City of Fort Worth Comprehensive Plan Manager Brew Junkie Coffee House in Roanoke.
- June 13 Lunch and Learn Resilient Communities Part 1 Flood Hazards.

- June 28 Driving Our Cities to the Green 3rd Annual Scholarship Fundraiser (Top-Golf, Fort Worth, 4-7 p.m.). Silent Auction and Awards will be presented. Should be a fun networking event for mentorship groups, members, and families.
- July 25 Lunch and Learn Resilient Communities Part 2 Post-Disaster Planning (Tornado Scenario).
- August 8 Elected and Appointed Officials Workshop, Dallas-Fort Worth International Airport. Event will incorporate a day-long workshop (August 8) hosted by ULI to showcase their UrbanPlan exercises.
- August 28 Multi-Disciplinary Event with Greater Dallas Planning Council, ULI, AIA, CNU, ASLA, and APA (both North Texas sections). Event will take place at Tyler Street Station from 5:00-8:00 p.m. and will showcase this GDPC Urban Design Award Winner.
- September 8, 9:00-12:00 Section Service Project Tarrant Area Food Bank Service Project Learning Garden Maintenance Workday (Fort Worth).
- September 19 Lunch and Learn Resilient Communities Part 3 Wildfire and Urban Interface.

North Central Section | Steven Duong, AICP:

- November Big 6 Coordination:
 - Starting from November all the way to June, the North Central and Midwest Sections have been working with Kelly Porter to discuss plans for the Big 6 Event. North Central Section is examining financial options and helping identify a location for the event.
- December APA Midwest/North Central Lunch Meet and Greet:
 - The Midwest and North Central Section Boards met to provide input for the Big 6
 Event and collaborating in the future, including next year's Focus North Texas.
- January Future City North Texas Competition:
 - The Section provided a judge for the APA Special Awards at the Future City North Texas Competition, Kendall Wendling.
- March Board Meeting and Calendar Event Prep.
- June North Central APA joined with the Dallas Chapter of the American Society of Landscape Architects to host a panel event and campus tour at the North American HQ of Toyota to discuss the future of transportation and urban design. The event panel was joined by speakers from NCTCOG, Toyota, and the private sector.

Northwest Section | AJ Fawver, AICP, CNU-A:

- Continued our monthly leadership conference call, having had five calls to date.
- Issued two editions of our newsletter, Spring and Summer 2018.
- Sponsored and arranged a 1.5 day Cultivating Strong Towns workshop led by Cultivate!
 Collaborative, and held our official business meeting for 2018. We secured 12 CM credits for our members for this event as well.
- Currently preparing a program and speakers for our June meeting in Amarillo.
- Currently working to secure a November Commissioners' training in Midland.

Southmost Section | Xavier Cervantes, AICP:

- On February 17 we held our first-ever AICP Exam Preparation workshop. 25 planners attended and it was a great success. Thank you, Richard Luedke, for coming down.
- The planners from the Corpus Christi region will have a meeting on Thursday, May 17.
- A Rio Grande Valley latte and leadership event is planned for Thursday, May 24, in San Juan.
- On August 10 we will have the Rio Grande Valley Planning Commissioners Workshop in Mission.

Southwest Section | Rebecca Pacini, AICP:

- February 12: The Board met at Burgerteca to discuss upcoming member events and outreach material.
- February 26: Board members, Rebecca Pacini and Krystin Ramirez, met with WTS planning committee members to discuss the joint WTS and APATX Southwest Section summer conference, Vision Zero Summit. Potential speakers and the summit program timeline were drafted.
- March 3: The Section hosted an AICP exam prep workshop presented by Richard Luedke. Fifteen people attended the workshop.
- March 19: The Vision Zero Summit planning committee met to discuss development of the program and potential sponsors.
- March 23: The Section held a member meeting with a Lunch & Learn and Walking Tour
 with the City of San Antonio Transportation and Capital Improvements Department.
 Members were invited to mingle over lunch and learn about the conversion of Main and
 Soledad for two-way traffic and the roundabout under construction near the Central
 Library. David McBeth of TCI presented. One CM hour was offered to AICP members.
 Approximately 30 people attended the meeting, presentation, and tour.
- April 2: The Vision Zero Summit planning committee met to discuss potential speakers and the budget for the program.
- April 4: The Section hosted a networking event called Bowling & Brews at the Bowl & Barrel. Approximately 10 people attended this event.
- April 6: The Board met at Pinch Bowl House and Bia Bar to discuss upcoming events including the Vision Zero Summit and a May Lunch & Learn and Section budget.
- April 17: The Vision Zero Summit planning committee met to finalize sessions, speakers, and the budget for the program.

West Section | Fred Lopez, AICP, CNU-A:

- The Section Board met in January, March, and May to discuss programming and events for 2018.
- The Section hosted a Lunch and Learn Event in February regarding active transportation planning and mobility.
- The Section Board met with several City Departments and TxDOT in March to promote the benefits of APA membership and involvement in Section committees and activities.

- The Section is currently developing a Saturday morning Bike Ride and Tour of Historic Buildings in Downtown El Paso with VeloPaso and AIA El Paso.
- The Section Board is currently working with the APA New Mexico Southern NM Section to provide some assistance with the state chapter conference to be held in Las Cruces, NM.



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Making Great Communities Happen

Agenda Item No.: D-2

Agenda	a Topic: Uniform Section Bylaws Action Item: □ Yes ✓ No
Submitte	ed by: Doug McDonald, AICP; Gary Mitchell, AICP
A. Bac	ckground Information: In 2017, the Chapter developed a five-year Development Plan. One of the actions in this Development Plan is to develop uniform Section and Chapter bylaws.
В.	Details: (include additional pages if need) Over the next few months, Doug McDonald and Gary Mitchell will be working on the Chapter and Section bylaws. One of the more significant, immediate needs is to align the Section officer positions among all Sections before elections next year. Below are concerns that will be addressed in this update:
	 Section bylaws not noting two year terms Section bylaws fiscal year/calendar year conflicts Consistency among Section and Chapter elected positions Outdated election calendars Inconsistent notice and quorum requirements
C.	Action Needed Today: None.
D.	Attachments: None.



D. Attachments: None

APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Agenda Item No.: D-3

Agenda Topic: Membership Committee Chair Action Item: ✓ Yes □ No
Submitted by: Doug McDonald, AICP
 A. Background Information: As part of the Chapter's five-year Development Plan, there are several actions related to membership which include: - Recruit new members to the planning movement; - Send welcome letters from the Chapter to new APA and AICP members; - Promote APA membership to Planning Commissioners; In addition, the new APA Chapter Performance Criteria encourages the recruitment and retention of membership. The Texas Chapter does not currently have a membership committee or membership chair to focus on Texas Chapter Development Plan Actions or the new APA Chapter Performance Criteria.
B. Details: (include additional pages if need) The APA Chapter Performance Criteria provides guidelines to retention and recruitment, which state:
The most valuable asset of every Chapter is its members. Each Chapter should have an elected or appointed position and committee whose sole charge is attracting new members and retaining existing members. Additionally, a Chapter should develop a membership recruitment and retention plan which addresses diversity, students, faculty, emerging professionals, legacy planners, mentor programs and how each membership group is engaged by the Chapter.
With the support of the Board of Directors, I would like to recommend adding a Membership Committee Chair to the Board of Directors whose sole charge is attracting new members and retaining existing members.
C. Action Needed Today: Authorize the creation of a Membership Committee and a Standing Committee Chair for the Chapter Board of Directors.



APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2017, 9:00 a.m. to 3:00 p.m. Courtyard by Marriott Hotel, Waco, Texas Toll-free Dial-in Number (866) 499-7054 Conference Code: 3750530425 GoToMeeting (link to be provided):

Agenda Item No.: <u>D-4</u>
RETURN COMPLETED FORM TO <u>administrator@apatexas.org</u>

Agenda Topic: Chapter Historian's Report	Action Item: ✓	Yes □ No		
Submitted by: Dave Gattis				

A. Background Information:

- a. Activity: Brian Guenzel and I interviewed Alan Efrussy on March 19th at UTA and it was uploaded to the YouTube channel
- b. Planning Legend Selection Process: Each year, the Chapter confers the Planning Legend Award to a Texas planner who has made a significant contribution to planning over their career. The Chapter Historian submits a list of potential candidates to the Chapter President, who then polls the Executive Committee and/or the full Board to determine the recipient. In recent years, many of the current younger Board members have expressed that they did not know the candidates and were uncomfortable making an informed selection. I recommend that the President be empowered to appoint a committee of seasoned planners (prior Legends, FAICP, other planners with 15+ years of experience) to select a recipient on behalf of the Chapter.
- c. <u>50th Anniversary Recognition</u>: This year is the 50th anniversary of the separation of the Texas Chapter of AIP from the Gulf South Chapter and the 40th anniversary of the creation of the Texas Chapter of the American Planning Association, following the national merger of the American Institute of Planners (AIP) and the American Society of Planning Officials (ASPO) in January 1978. The Board should consider how this event should be recognized at the Chapter conference. President McDonald has suggested that we invite all past Chapter Presidents to attend and be recognized. The Board may have other ideas.
- d. National Conference Proceedings: In past years, APA published proceedings of the papers presented at the National Planning Conference. These were discontinued approximately 20 years ago. Former Texas Chapter President and National APA President Bruce McClendon is proposing that we reinstitute the preparation of Proceedings, beginning with the National Planning Conference in Houston in 2020. Mr. McClendon is seeking support (not financial at this point) from the Chapter and potential partnership with a Texas university to assist in publishing the Proceedings. Mr. McClendon is volunteering to lead this effort. He will be present at the Board meeting to present his proposal and answer questions.

B. Action Needed Today:

- a. No action necessary
- b. Authorize President to appoint a committee to select recipient of Texas Planning Legend award.
- c. Provide direction on how to proceed with the recognition of the Chapter's 50th anniversary.
- d. Provide guidance on whether and how to move forward with publishing Proceedings of the 2020 National Planning Conference.

C. Attachments:

None



APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2017, 9:00 a.m. to 3:00 p.m. Courtyard by Marriott Hotel, Waco, Texas Toll-free Dial-in Number (866) 499-7054 Conference Code: 3750530425 GoToMeeting (link to be provided):

Agenda Item No.: <u>D-5</u> RETURN COMPLETED FORM TO <u>administrator@apatexas.org</u>

Action Item: □ Yes ✔ No		

CHAPTER COMMUNICATIONS TECHNICIAN REPORT

Kyle Kingma, AICP

MAJOR ITEMS/INITIATIVES:

- 1. Website improvements:
 - a. Made use of "announcements" feature to highlight important items (NPC registration, Harvey needs assessment)
 - b. Moved "Follow Us" social media links to the top of the homepage
 - c. Events calendar "how-to"
- 2. Monthly newsletters
- 3. "Membership Shout Out" for business news (i.e. promotions, awards, appointments, etc.)
- 4. "New Planner Resource Center" page that consolidates information about how to engage with the Chapter, information links, AICP prep, etc.
- 5. Created a Facebook Group for APATX membership (81 members)
- 6. "Stay Engaged" monthly contests
- 7. Weekly "job roundups"
 - a. 46 jobs posted

IN THE HOPPER:

- 1. Conference call with Section Communications Officers
- 2. Membership surveys
- 3. Chapter Conference ramp up

MARCH 2018 COMMUNICATIONS REPORT

Users assisted:

5

Jobs Posted:

24

Website:

- Created a new page to consolidate awards and recognitions under "Membership"
 - Attempted to group pages under subheading, but issue with Tendenci (will investigate)
- Moved "Sponsors" subheading from "Membership" to "Conferences"
- Connected site to Google Webmaster for SEO
- Added NPC18 registration advisory on top bar of website.
- Moved "Follow Us" links to the top of the homepage.
- Updated AICP prep page, added workshop information.
- Created a "Membership Shout Out" page for business news (i.e. promotions, awards, appointments, etc.).

General Communications:

- Created project plan Gantt Chart
- Solicited information from Sections for "business news" and planner profile nominations.
- Created Facebook event for Arlington and Austin AICP workshops.
- Created Facebook event for Southwest Section event.
- Created newsletter content.
- Coordinated with Section communications officers to solicit content.
- Added news stories.
- Updated DNS settings
- Added training opportunities
- Created and shared Facebook content
- Added events

Reports:

- Website activity (March vs. February):
 - o Users: 2.6k +8.5%
 - Sessions: 4.5k +3.5%
 - Session Duration: 2m8s +13%
- Facebook (March vs. February)
 - o Page reach: 2,761 +159%
 - Post engagements: 1,354 +112%
- Twitter (March vs. February)
 - Tweet impressions: 6,130 +115.8%
 - o Profile visits: 312 +194.3%
 - Mentions: 7 +133.5%
 - Followers: 445 +5%

MARCH TASK TIME DISTRIBUTION



APRIL 2018 COMMUNICATIONS REPORT

Users assisted:

5

Jobs Posted:

19

Website:

- Updated "contact us" page to "more info" without a direct link to the form.
- Added "Stay engaged!" page.
- Created events and news items as directed.

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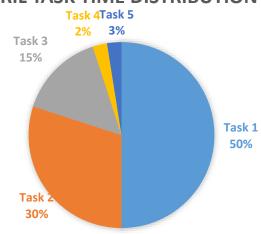
General Communications:

- Created APATX Membership Facebook group.
- Distributed newsletter and call for sessions newsletter
- NPC18 postings
- Great Places tasks
- Created "New Planner Resource Center"
- Various tasks

Reports:

- Website activity (April vs. March):
 - o Users: 3.5k +36.7%
 - Sessions: 5.7k +24.9%
 - Session Duration: 1m51s -13.3%
- Facebook (April vs. March):*
 - o Page reach: 42,651 +1,445%
 - o Post engagements: 7,176 +430%
- Twitter (April vs. March):*
 - Tweet impressions: 33k+400%
 - Profile visits: 709 +105%
 - Mentions: 32 +357%
 - o Followers: 469 +24%

APRIL TASK TIME DISTRIBUTION



^{*}Great Places in Texas on April 2 greatly impacted these numbers.



APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2017, 9:00 a.m. to 3:00 p.m. Courtyard by Marriott Hotel, Waco, Texas Toll-free Dial-in Number (866) 499-7054 Conference Code: 3750530425 GoToMeeting (link to be provided):

Agenda Item No.: <u>D-6</u>
RETURN COMPLETED FORM TO <u>administrator@apatexas.org</u>

Agenda Topic: APA Foundation Disaster Recovery Planning Grant Application

Action Item: ✓ Yes □ No					
Submitted by: Mike McAnelly, FAICP					
 A. Background Information: The APA Foundation issued a Request for Proposals for Disaster Recovery Grant applications. Eligible activities include travel and professional expenses for APA CPAT or similar programs in Hurricane Harvey affected communities; Expenses for planners in affected communities to attend disaster-focused planning education events; Expenses for disaster mitigation training offered by APA chapters and divisions in affected communities; Knowledge Building programs and/or campaigns that advance local/regional resiliency through planning and design partnerships. Grant applications are due by June 19, 2018. The Texas Chapter's Hurricane Harvey Recovery Committee proposes to submit an application, in partnership with affected communities, universities, and other agencies. 					
B. Details: (include additional pages if needed)					
 D. Action Needed Today: Approval for submittal of grant application by APA Texas Chapter to APA Foundation 					
C. Attachments:					
Request for Proposals by APA Foundation					



APA FOUNDATION DISASTER RECOVERY GRANT PROPOSAL OVERVIEW

Purpose

The mission of the APA Foundation is to advance the art and science of planning through philanthropic activities that provide access to educational opportunities, enrich the public dialogue about planning, and advance social equity in the profession and in our communities.

The APA Foundation extends expert planning services, including disaster recovery and mitigation planning, to underserved, resource-limited communities in the United States and abroad through Community Planning Assistance Teams and other planning resources.

In response to the 2017 hurricanes and disasters, APA members and the APA Foundation partnered to raise funds for disaster recovery community assistance. Planners in communities affected by these disasters are invited to apply for grants to assist their community recovery efforts.

Grantmaking Guidelines

The following activities qualify for distribution of APA Foundation Community Assistance Funds to support planners in communities declared by FEMA as disasters, and affected by the 2017 hurricanes and disasters:

- ❖ Travel and professional expenses for APA Community Planning Assistance Teams (CPAT) or similar program in affected communities.
- ❖ Expenses for planners in affected communities to attend disaster-focused planning educational events (training, workshops, symposium) based on the following selection criteria (see page 2).
- Expenses for disaster mitigation training offered by chapters and divisions in affected communities.
- * Knowledge-building programs and/or campaigns that advance local/regional resiliency through planning and design partnerships (e.g., Dutch Dialogues for Katrina).

Selection Criteria

Proposals will be evaluated on the following criteria:

- ❖ Direct damage and loss estimates to the built environment and other community assets, including green infrastructure, at the proposed project level of intervention: neighborhood, city, or region (based on data gathered by FEMA or other government agency during post-disaster needs assessments).
- ❖ Indirect losses from non-physical impacts, such as declines in revenue, and the effect on the well-being of people that generally arise from disruptions to the flow of goods and services post-disaster.
- **Effects** on government functions that support disaster preparedness and/or recovery.
- ❖ Extent to which the project addresses or mitigates impacts of disaster on socially vulnerable groups.
- Scope of proposed project to support affected communities.
- ❖ Number of planners participating in the project.
- Number of people/communities affected.
- ❖ Letter of support from APA chapter, section or division.
- ❖ Ability to build capacity, create stability and be replicated across communities.
- ❖ Involvement of APA members in proposed project.
- Capacity of community to incorporate technical assistance that will result in effective outcomes, confirmed by memorandum of understanding or commitment letter from elected officials.
- ❖ Demonstrated capacity and track record of the community to implement plans.
- * Timeline for project completion or implementation.

Reporting Outcomes

Grantees are expected to provide a summary report with specific outcomes that can be shared with donors and members to demonstrate the impact and reach of their gifts. This will include the following:

- ❖ Details on how and when the project was implemented
- ❖ Data on the project's scope and impact of implementation activities
- ❖ How the budget was actually spent vs. budgeted
- ❖ The number of people and communities impacted by the project
- ❖ Letters from key community stakeholders on the impact of the project
- ❖ Before and after photos, local media stories and videos

Proposal Submission

APA Disaster Recovery Grant Proposals should be emailed to Foundation@planning.org. Contact Christine Ott, Director of Development, with questions: 312-786-6345.

Please note: recipients of Foundation funding will work in partnership with the APA staff members to refine the project's scope of work. Changes and/or updates to project activities throughout the grant period are anticipated.

APA FOUNDATION DISASTER RECOVERY GRANT PROPOSAL

Disaster Recovery Grant Parameters

Each grant proposal will be considered based on the disaster's impact on the community, the project's objectives and impact, and the strength of community support to implement the project. Please indicate which of the four categories (see Grantmaking Guidelines on page 1) that you are applying for and complete the following questions in their entirety for consideration.

Your proposal must address each section in the same order as they appear below. You may, however, submit your proposal in any format style (font, spacing, margins, heading styles, embedded images, etc.). Submit the completed proposal, including all supporting materials (i.e. Appendix B for CPAT requests, letters of support, the primary contact's resume and links to any multimedia resources) in PDF format to Foundation@planning.org. Contact Christine Ott, Director of Development, with questions: 312-786-6345.

Disaster's Impact on the Community

- 1) Please provide the FEMA or other government agency post-disaster needs assessment damage and loss estimates to the built environment and other community assets.
- 2) What are the estimated indirect losses from non-physical impacts, such as declines in revenue, and the effect on the well-being of people that generally arise from disruptions to the flow of goods and services post-disaster? Please include a source or brief methodology for your indirect loss estimates.
- 3) What effects have there been on government functions?
- 4) Please describe the scope of impact, including the number of people and communities affected.
- 5) What has been the impact on socially vulnerable groups? Please include how the project has defined socially vulnerable groups. For a general definition, please visit the World Health Organization Environmental Health in Disaster's webpage.
- 6) What has been the damage to green infrastructure?

Project's Objectives and Impact

- 1) Please describe your proposed project, including the objectives, scope, participants/audience and reach.
- 2) How many people/communities will benefit from the project?
- 3) How many planners will be served?
- 4) What is the project's ability to build capacity, create stability and be replicated across communities?
- 5) What is the estimated timeline of your project?
- 6) What is the budget for your project including other sources for funding, if applicable?
- 7) Will your project involve APA members? If so, please describe.

Strength of Community Support

- 1) What is the capacity of the community to incorporate your program?
- 2) How would you define the success of the program? How will implementation of your program result in long-term change?
- 3) Please provide a letter of support from your APA chapter, section or division.
- 4) If you are seeking technical assistance or a CPAT, what evidence of political will among elected leaders and support from the community and its stakeholders can you provide? *
 - *If you are applying for funding of a CPAT, please review Appendix A and complete Appendix B.



APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2017, 9:00 a.m. to 3:00 p.m. Courtyard by Marriott Hotel, Waco, Texas Toll-free Dial-in Number (866) 499-7054 Conference Code: 3750530425 GoToMeeting (link to be provided):

Agenda Item No.: <u>D-7</u>
RETURN COMPLETED FORM TO <u>administrator@apatexas.org</u>

Submitted by: Mike McAnelly, FAICP	
A. Background Information: The APA Foundation issued a Request for Proposals for Disaster Recovery Grant applications. Grant applications are 19, 2018. The City of Rockport and Texas A&M University Target Communities propose to submit an application for Community Planning Assistance Team project in the Rockport area. They are requesting a letter of support from the A Chapter.	ra
B. Details: (include additional pages if needed) Rockport has been chosen as one of the Hurricane Harvey affected communities that Texas A&M's Texas Target Combe helping, starting this summer. A&M has visiting staff from APA that is together brainstorming a mega-conglomerat knowledge to drive the Rockport comp plan effort by requesting a CPAT via the APA Foundation disaster round of fur and their associates have volunteered to develop the application with our guidance. I did communicate several times mywith conflict with Texas APA's application for knowledge-based/capacity-building solutions, but they said that it shou concern because the Foundation is hoping to fund several different types of projects including technical assistance. The have your blessing, I would like to ask for a letter of support from the chapter supporting the City of Rockport and Texapplication for CPAT assistance from the foundation. Please advise when you have the chance.	ion of nding. A&M y concern ldn't be a erefore, if I
Amanda Torres, CFM	
Community Planner City of Rockport, TX 2751 SH 35 Bypass Rockport, Texas 78382 361 -790-1125 (Office)	
 B. Action Needed Today: Approval for submittal of Letter of Support by APA Texas Chapter to APA Foundation. 	



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Agenda Item No.: D-8

Agenda Topic: Diversity and Inclusion Committee	Action Item:	✓	Yes	No
Submitted by: Doug McDonald, AICP				

A. Background Information:

Diversity within our profession is essential to finding a common and encompassing community vision. APA is committed to promoting more inclusive, just, and equitable communities through a planning profession as diverse as the communities we serve. Although all APA divisions are committed to promoting diversity and equity within local communities as well as the field, four APA divisions and one interest group specifically focus on planning issues that concern special populations. These include: LGBTQ and Planning Division, Latinos and Planning Division, Planning and the Black Community Division, Women and Planning Division, and the Tribal Planning Interest Group.

B. Details: (include additional pages if need)
During the Chapter President's Council (CPC) meetings, the Kansas Chapter discussed a letter from the
Chapter that was submitted to AICP Commission. Today, the AICP Code of Ethics reads, "We shall not
unlawfully discriminate against another person." The letter from the Kansas Chapter requested a change
to the Code of Ethics to raise the bar on anti-discrimination to something beyond that which is just
"unlawful discrimination". In Kansas, and in many other states, it is lawful to discriminate against someone
who is gay or transgender. Because of this, the letter suggests that AICP planners should be held to a
higher standard. These letters are attached. The Kansas Chapter encouraged other Chapters to submit
similar letters to the AICP Commission.

I fully support the Kansas Chapter's request, but it also made me think in a broader sense about representation from the Texas Chapter on topics related to diversity and inclusion.

The APA 2015-2035 Development Plan includes a strategy to *advocate for diversity in the planning profession, and among appointed and elected officials, to reflect the population our members serve*. A number of chapters are actively engaged in addressing diversity and social equity. Chapters are hosting their own diversity summits, offering mentoring programs, and cultivating diverse chapter leaders. The following APA Chapters have active diversity committees: California, Illinois, New Jersey, New York Metro, North Carolina, Virginia, and Washington.

B. Details: (continued)

The New York Metro Chapter has been a model for other Chapters to develop Diversity and Inclusion committees. The Mission of the New York Chapter is to increase diversity and cultural competency within the planning profession and provide a resource for planners of different backgrounds in the NY Metro Area to build meaningful connections and share ideas. The Objectives for the NY Metro Area Diversity and Inclusion Committee are:

- Foster a welcoming environment, safe space and community for planners of varied backgrounds to share experiences, find mentorship, personally/professionally grow, and make deep connections.
- Actively address barriers to recruitment and retention of underrepresented peoples in the
 profession, including but not limited to people of color, women, and LGBTQ-identifying individuals.
 This includes assisting the national APA Diversity Task Force in implementing objectives towards
 improving diversity, and turning the lens on the planning profession.
- Serve as a resource of information on diversity and planning issues, success stories, events, leadership training, workshops, etc., especially for institutions.
- Work together with other APA NY Metro committees, sections, and national divisions to ensure that content of programs include diverse voices/panels and cover concepts of equity and inclusivity.

After attending NPC18, I believe the Texas Chapter should join the existing Chapters to develop a Diversity and Inclusion Committee; and create a Standing Committee Chair to be on the Chapter Board of Directors. If supported by the Board of Directors, I would appoint a Chair and begin working with him/her on a timeline and committee milestones for the next few months. The first topic I would like to discuss with this individual is the Kansas Chapter's request. The intent would be to announce the new Committee at the APATX18 conference in Galveston. An update on this committee will be provided to the Executive Committee this summer.

C. Action Needed Today:

Authorize the creation of a Diversity and Inclusion Committee and a Standing Committee Chair for the Chapter Board of Directors.

D. Attachments:

Letters from the APA Kansas Chapter



Making Great Communities Happen

Nov. 24, 2017

Dear Glenn,

We talk at the PDO session almost every year at the national conference. I'm the Kansas Chapter PDO. Attached is a letter signed by 49 members of the Kansas Chapter of the American Planning Association at our annual state conference this year. It is signed by the current chapter president and vice president and two past presidents. We are asking that AICP consider changing the code of ethics to raise the bar on anti-discrimination to something beyond that which is just "unlawful discrimination." Some suggested language is the following: "shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status".

I wanted to give you some context about this letter. At the 2016 Kansas Planning Conference, we did an ethics session focused on inclusion and LGBTQ issues and brought up whether it was okay that the AICP code says, "We shall not unlawfully discriminate against another person." We did this at the start of our session and our audience of 40 Kansas planners was astounded and upset that that was what our code said. They said this was not good enough. We really had to modify our session then and there because our audience wanted to talk about this and do something about it. In Kansas, it is lawful to discriminate against someone who is gay or transgender. On November 14, 2016, I sent an email to Denise Harris telling her what happened and asking what we could do to get this changed. On July 27, 2017, she replied to my emails and said that our request had sparked a good discussion but that the code had just been updated and that no new updates were being considered right now. I then talked to our Executive Board and we decided to ask if people wanted to sign a letter at our next state conference. The attached letter is the result.

I have talked about this with planners from other states and they say their state laws or their city's or their firm's HR policies would not permit discrimination based on gender identity or sexual orientation, but shouldn't our code be our guide, not what happens to be in our state law, agency, or firm HR guidelines? Mitch Silver has that great presentation where he talks about changing demographics and the continued lack of minorities coming to the planning profession. We should send a stronger signal that we truly do "seek social justice" by changing this part of our code.

We greatly appreciate your consideration and sincerely seek your guidance on how to move this issue forward. Sincerely,

Bonnie J. Johnson, Ph.D., AICP Kansas APA Chapter, Professional Development Officer

Associate Professor University of Kansas Urban Planning Program, School of Public Affairs and Administration 1460 Jayhawk Blvd., Snow Hall, Room 207 Lawrence, KS 66045 785-864-7147 bojojohn@ku.edu



AICP Commission American Planning Association 205 N. Michigan Ave., Suite 1200 Chicago, IL 60601-5927

Dear AICP Commission,

Etephanie Wolf, AICP

We the undersigned members of the Kansas Chapter of the American Planning respectfully ask the AICP Commission to consider updating the antidiscrimination clause in the AICP Code of Ethics. Today, the code reads, "We shall not unlawfully discriminate against another person." Unfortunately, in some states, it is lawful to discriminate based on sexual orientation and gender identity or expression. Because of this, we believe AICP planners should be held to a higher standard than what is "lawful".

We appreciate that the AICP Commission has recently updated the code of ethics. However, current events show the need to hold ourselves to a higher standard. Thank you for your consideration. Sincerely, ATCP Makelless. Alex Mallille Alemy Koeiner Apples Melissatahrenbruch Hartin Rivarda AICP Nathan Still Enk Pollom, AICP Dich Horton Aug Knard, AICE WINDAICE Frenches Arch Andr Phys Dut File AICP

HMBer Berg



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Making Great Communities Happen

Agenda Item No.: D-9

Agenda Topic: Texas Planning Awards Program	Action Item: □ Yes ✓ No
Submitted by: Claire Hempel, AICP	
A. Background Information: As noted in the APA Texas five-year Action Plan, the Board has made i Planning Awards program. Below outlines Year 1 changes that will inc 2019 changes, which will be more substantial.	
 B. Details: (include additional pages if need) 2018 Award Program Changes: Online submittal process through Zoomgrants Virtual Jury; Section Directors or Appointees from the Some Advanced notification of winners (so they can make sure press Release process similar to Great Places in Texas Consolidation of Planning Award and Long Range Award Updated Award Criteria, specific to Project (See attachmation Removed Award Application Fee for Elected/Appointed Greater Promotion of Winners – Announce prior to Continued improvement to Awards Banquet Program for Develop Awards Logo for Winners 2019 Award Program Potential Changes: Categories update to align with National Jury review by other states Online payments 	e to register) I nent for Criteria) Official Award Category ference for National Planning Month

B. Details: (continued)

2018 Schedule:

Awards	Conference				
A	pril				
By April 30 – Zoomgrants up and running for awards submittals					
N	1ay				
May 1 - Call for Awards and Planning Excellence Opens					
	une				
June – Bring call for award jury up at Board meeting; select jury; notify them about schedule and process (Zoomgrants)					
J	uly				
	July 1 - Early Registration Opens				
July 13 - Call for Awards Ends (74 Day Duration)					
Au	gust				
July 16-August 31 – jury process (buffer built in, but may finish 2 weeks sooner)	August 17 - Early Registration Ends (48 Day Duration)/ August 17 - Regular Registration Opens				
Sept	ember				
September 3 – notify winners (may be earlier depending on number of awards)	September 17 - Regular Registration Ends (31 Day Duration)				
October					
October 1 - Press Releases Issued; Promotion of					
Winners for National Planning Month					
	October 17-19 - Conference				

C. Details: (continued)

2018 Texas Award Categories

- Comprehensive Planning Award
- Project Planning Award (combined with Long Range Planning)
- Chapter President's Award**
- Current Planning Award
- Community of the Year Award
- Journalism Award
- Planning Legend Award**
- Student Project Award
- Texas Chapter Award**
- Planning Official (Elected and Appointed)
 - **Awards given by the Chapter President and the Executive Committee/Chapter Historian respectively.

2019 Texas Potential Award Categories

Acceptance: Video plays and recipient comes up to accept award

- {Texas individual or Daniel Burnham?} Comprehensive Plan
- Advancing Diversity & Social Change in Honor of {Texas individual?}
- Opportunity and Empowerment Award
- Planning Pioneer Award
- Planning Landmark Award

Acceptance: Slide show plays, and recipients stand up for recognition

- Texas Planning Achievement for a Best Practice, Gold/Silver
- Texas Planning Achievement for Economic Development Planning, Gold/Silver
- Texas Planning Achievement for Environmental Planning, Gold/Silver
- Texas Planning Achievement for A Grassroots Initiative, Gold/Silver
- Texas Planning Achievement for Implementation, Gold/Silver
- Texas Planning Achievement for Public Outreach, Gold/Silver
- Texas Planning Achievement for Transportation Planning, Gold/Silver
- Texas Planning Achievement for Urban Design, Gold/Silver
- Chapter President's Award**
- Community of the Year Award
- Journalism Award
- Planning Legend Award**
- Student Project Award
- Texas Chapter Award (Executive Committee)
- Planning Official (Elected and Appointed)
 - **Awards given by the Chapter President and the Executive Committee/Chapter Historian respectively.

C. Action Needed Today:

Discussion regarding the potential award categories for 2019.

D. Attachments:

- 1. Updated Award Criteria and Required Documents Tab (ZoomGrants)
- 2. 2018 Awards Program Flyer
- 3. National Award Criteria (Alignment for 2019)

2018 – Updated Project Award Criteria and Documents

Planning and Student Project Criteria (Comprehensive, Planning Project, Current, Student Awards)

Summary of Entry (Awards Script)

If the entry is successful, the summary text will be used as the narrator script for the awards video.

Originality and Innovation

Document how your entry presents a visionary approach or innovation concept to address needs. Explain how the use of the planning process in this context broadened accepted planning principals within the context of the situation.

Engagement

Explain how various stakeholder interests were involved and the extent of that involvement. Competitive entries demonstrate a strong effort to solicit input from those who historically have been left out of the planning process.

Implementation and Effectiveness

Address what steps have been taken to build momentum and public support for implementation. State how your entry addressed the need or problem that prompted its initiation. Convey the level of effectiveness your entry can have over time.

Quality

Explain how your plan, policy, or planning document is state-of-the-art in terms of presentation and methodology. Identify what makes your entry exceptional or stand out compared to other planning documents.

Promotion of Planning

Clarify the role, significance, and participation of planners. Demonstrate the connection between the effort's success and increased awareness in the community of planners and planning.

Journalism Award

Summarize your entry and explain the impact on the planning profession.

Planning Official Award

Summarize your entry and explain the individual's impact on their community and the planning profession.

Community of the Year Award

Summarize your community's planning accomplishments. Demonstrate the connection between your community's success and increased awareness in the community of planners and planning.

Documents

Instructions Show/Hide

Please upload supporting documents below. An application fee of \$100.00 is required for all award categories with the exception of the Planning Official Award. Download the template under the "Application Fee Payment Confirmation Statement" for details on payment. This statement must be downloaded, completed, and uploaded in order to submit your award nomination.

If submitting for the Comprehensive Plan, Planning Project, Current Plan, or Student Plan award, please upload the nominated document below.

Documents Requested *	Required?	Uploaded Documents *	
Application Fee Payment Information Download template: Payment Confirmation (Please download, complete, and upload)	Required		Upload
Letters of Support (strongly encouraged from the city, stakeholder(s), or other participants)		-none-	Upload
Nominated Plan, Policy, or Document		-none-	Upload
Other Supporting Documents (news articles, public outreach materials, photos, etc.)		-none-	Upload
Additional Photos (outreach, adoption, maps, planning official photos, etc.)		-none-	Upload

APA TEXAS CHAPTER Call for Planning Awards



Description

The American Planning Association - Texas Chapter has a long history of recognizing individuals, organizations, and communities for exemplary contributions to planning through the Chapter's Annual Planning Awards Program. Any individual, organization, developer, or consulting firm involved in planning in Texas may participate. The categories are:

- Comprehensive Plan Award Given to an outstanding Comprehensive Plan addressing the development of an area, town, city, county, or region (no more than 2 awards).
- **Planning Project Award** Given to an outstanding plan, or study concerning a specific project (public or private), area, system, or issue within a town, city, county, or region (no more than 3 awards).
- **Current Planning Award** Given to an outstanding ordinance, program, or process directed to the implementation of a plan (no more than 3 awards).
- **Student Project Award** Given in recognition of a research or planning project by an individual or team of students in an accredited graduate planning program (no more than 2 awards).
- **Journalism Award** Given to a Texas newspaper, magazine, or TV station for a story/series on Texas Planning (1 award).
- Planning Official Award For an outstanding appointed and elected planning official that has made an outstanding contribution to planning (2 awards). Nominations can include, but are not limited to, P&Z Commissioners, City Council members, and State Representatives. If no nominations are received, the Chapter Executive Committee may provide recommendation(s) to the Awards Committee. This award category does not require an application fee.
- Community of the Year Given to a town, city, or county for providing an outstanding contribution to planning (1 award). If no nominations are received, the Chapter Executive Committee may provide recommendation(s) to the Awards Committee.

The following award categories are also part of the Texas Chapter Planning Awards Program, but are decided on by the Chapter Executive Committee, Chapter Historian, and Chapter President:

- **Texas Chapter Award** Given by the Chapter Executive Committee to an individual or group from outside the planning profession (1 award).
- **Planning Legend Award** Given by the Chapter Executive Committee and the Chapter Historian to a practicing or retired planner who has made a significant impact on Texas planning (1 award).
- Chapter President's Award The APA-Texas Chapter President will present this award to an individual of his/her choice, based on outstanding service to the planning profession (1 award).

Honorable Mention Awards may be given by the Awards Committee. No more than one such award shall be given in each category.

Learn more at:

txplanning.org/planning-awards/

Nominations Close July 13 at 11:59PM

Requirements

Nominated plans, projects, programs, and studies must have been completed within five years of the nomination submittal date. For the Comprehensive Plan, Project, and Current Awards, the award recipient shall be the client(s) for whom the planning activity was conducted. A nomination must be made by an APA Texas member.

Application Fee of \$100.00 is required for all award categories excluding the Planning Official Award.

Nominations will close on July 13, 2018 at 11:59PM. All submissions are non-refundable.

Texas Chapter Awards Committee

The Executive Committee of the APA-Texas Chapter has appointed an Awards Committee responsible for conducting the awards program. All awards shall be made at the sole discretion of the Awards Committee, except the Chapter President's Award, Legends Award, and Texas Chapter Award. The Awards Committee is made up of representatives from the nine regional Sections of APA-Texas. Awards Committee members must recuse themselves from voting on the entire project category if there is a conflict of interest.

Award Evaluation Criteria

Award Categories: Comprehensive Planning, Planning Project, Current Planning, and Student Project **Awards**

- Originality and Innovation
- Engagement
- Implementation and Effectiveness
- Quality
- Promotion of Planning

Award Categories: Journalism and Planning Official Awards

Impact on the nominee's community and the planning profession

Award Category: Community of the Year

Planning accomplishments and successes in the community and the increased awareness of planners and planning

Award honorees will be notified by the APATX Chapter President and will be invited to attend the Chapter Awards Luncheon on Friday, October 19, 2018 in Galveston, Texas.

Questions? Contact Awards Committee Chair Claire Hempel at texasawards@apatexas.org

SUBMIT AWARD NOMINATIONS VIA ZOOMGRANTS

Apply via ZoomGrants™

Submit your Award Nomination using the "Apply via ZoomGrants" button above. New users will need to create a ZoomGrants account.

APA NATIONAL EXCELLENCE AWARD CATEGORIES

Advancing Diversity and Social Change in Honor of Paul Davidoff

This award honors an individual, project, group, or organization that promotes diversity and demonstrates a sustained commitment to advocacy by addressing the concerns of women and minorities through specific actions or contributions within the planning profession or through planning practice. The award honors the late APA member, Paul Davidoff, for his contributions to the planning profession.

The HUD Secretary's Opportunity & Empowerment Award

The HUD Secretary's Opportunity & Empowerment Award is given in partnership with the U.S. Department of Housing and Urban Development. A single award will be made for a community or plan, program, or project that, as a direct result of the effort, demonstrates improved quality of life for low- and moderate-income residents. Emphasis is placed on how creative housing, economic development, and private investments have been used in or with a comprehensive community development plan to build social equity and empower individuals and families who reside in that community.

Daniel Burnham Award for a Comprehensive Plan

For a comprehensive or general plan that advances the science and art of planning. The award honors America's most famous planner, Daniel Burnham, for his contributions to the planning profession and to a greater awareness of the benefits of good planning.

Planning Advocate

This award honors an individual, appointed, or elected official who has advanced or promoted the cause of planning in the public arena.

Planning Pioneers

This award recognizes the contributions of individuals or planning organizations or firms that have made personal and direct innovations in American planning that have significantly and positively redirected planning practice, education, or theory with long-term results.

Planning Landmark

Recognizing a planning project, initiative, or endeavor that is historically significant and that may be used or accessed by the public.

ACHIEVEMENT AWARD CATEGORIES

Best Practice

This award is for a specific planning tool, practice, program, project, or process. This category emphasizes results and demonstrates how innovative and state-of-the-art planning methods and practices help to create communities of lasting value.

Examples: Regulations and codes, tax policies or initiatives, growth management or design guidelines, transferable development rights programs, land acquisition efforts, public-private partnerships, applications of technology, handbooks, or efforts that foster greater participation in community planning.

Economic Development Planning

This award honors efforts to transform economies and stimulate economic development in communities of all sizes.

Examples: Economic development plans, economic recovery initiatives, urban and regional economic analyses, commercial district revitalization, corridor revitalization, town center developments, and strategic plans for economic development; market studies.

Environmental Planning

This award honors efforts to create more sustainable and greener communities that reduce the impact of development on the natural environment and improve environmental quality.

Examples: Green infrastructure plans; resource conversation efforts; alternative energy programs; climate action plans and disaster recovery plans;; public health initiatives; sustainability plans.

Grassroots Initiative

Honoring an initiative that illustrates how a neighborhood, community group or other local non-governmental entity utilized the planning process to address a specific need or issue within the community. Emphasis is placed on the success of planning in new or different settings, with total project budget (including staff, consultant, and direct expenses) not exceeding \$50,000.

Examples: Community policing or drug prevention, neighborhood outreach initiatives, programs designed for special populations, public art or cultural efforts, community festivals, environmental or conservation initiatives, summer recreational initiatives for children, vacant lot management, transportation innovations, or focused tourism ventures.

Implementation

Recognizing an effort that demonstrates a significant achievement for an area — a single community or a region — in accomplishing positive changes as a result of planning. This award emphasizes long-term, measurable results. Nominated efforts should have been in continuous effect for a minimum of three (3) years, not including the time for plan preparation and approval.

Examples: Plans for smart growth, signage, farmland preservation, urban design, wetland mitigation, resource conservation, capital improvements, citizen participation, neighborhood improvement, transportation management, or sustained economic development.

Public Outreach

This award honors an individual, project, or program that uses information and education about the value of planning to create greater awareness among citizens or specific segments of the public. The award celebrates how planning improves a community's quality of life.

Examples: Broad community efforts showing how planning can make a difference; curricula designed to teach children about planning; neighborhood empowerment programs; use of technology to expand public participation in planning; newspaper articles or a series of blog posts; publications (books or magazines); websites; podcasts; or films.

Transportation Planning

This award honors efforts to increase transportation choices for all populations, reducing dependence on private automobiles and helping to ease congestion and reducing climate change impacts.

Examples: Transportation studies; plans for pedestrian, streets, highways, aviation, parking, maritime, freight, transit or rail; development and expansion of transportation systems; development and expansion of trail systems.

Urban Design

This award honors efforts to create a sense of place, whether a street, public space, neighborhood, or campus effort.

Example: Streetscape plans; public space plans; hospital, college or other campus plan.

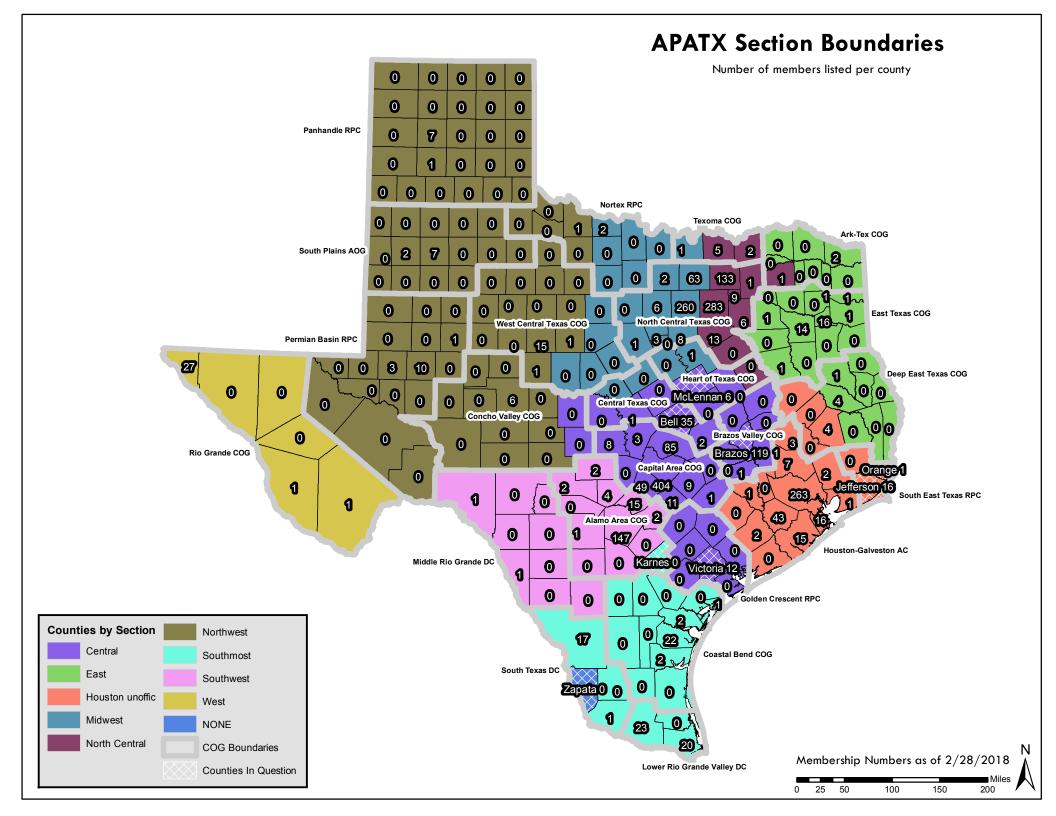


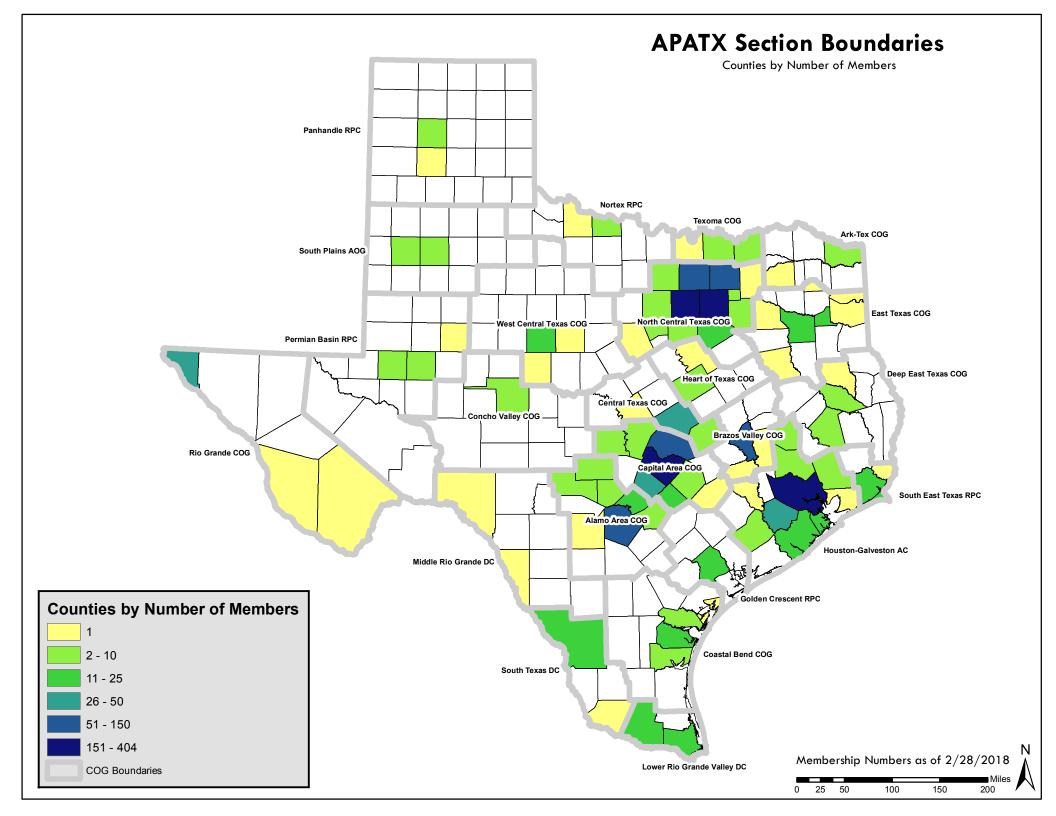
APA Texas Chapter Board of Directors Spring Meeting Friday, June 1, 2017, 9:00 a.m. to 3:00 p.m. Courtyard by Marriott Hotel, Waco, Texas Toll-free Dial-in Number (866) 499-7054 Conference Code: 3750530425 GoToMeeting (link to be provided):

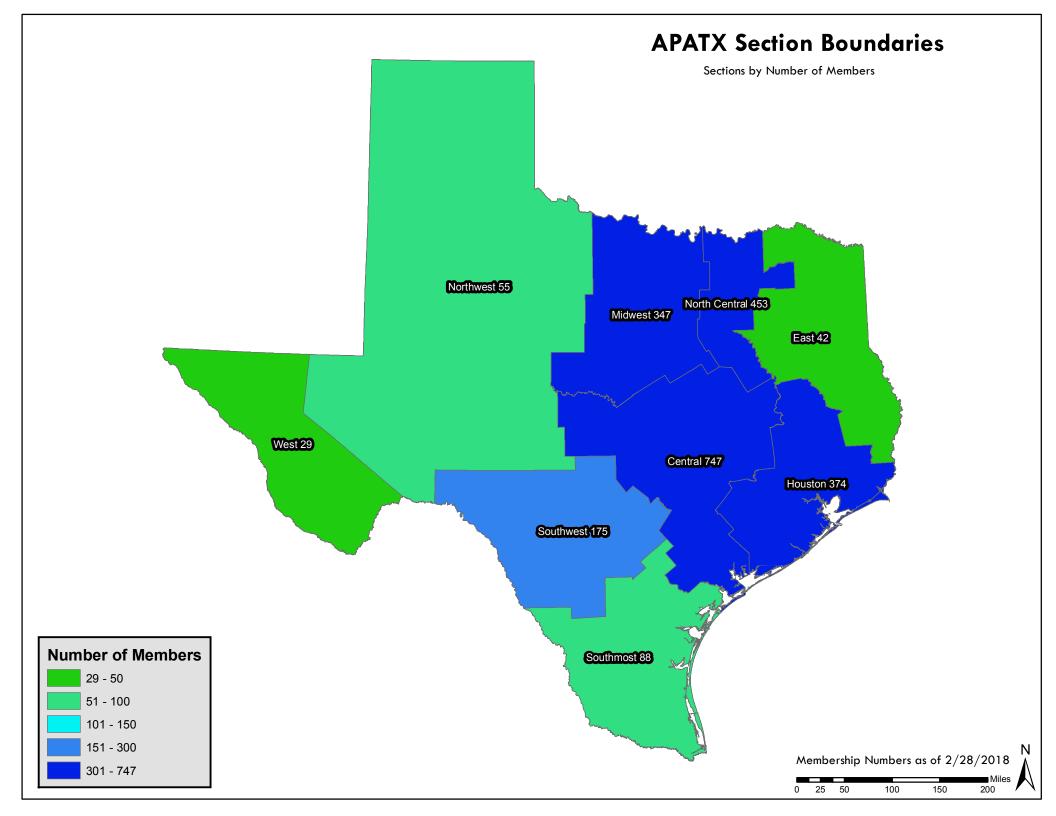
Agenda Item No.: <u>D-10</u>
RETURN COMPLETED FORM TO <u>administrator@apatexas.org</u>

Agenda Topic: Section Boundary Adjustment	Action Item: ✓	Yes □ No
Submitted by: Christina Sebastian		

- A. Background Information:
 - At the November 1, 2017 Chapter Board of Directors Meeting, the Board voted to initiate a study of the APA Texas
 Sections to ensure the existing section boundaries adequately serve our members as membership in certain regions of
 the state continues to grow.
 - At the February 2, 2018 Executive Committee meeting, the following counties were listed for further analysis: Brazos, Victoria, Orange, Jefferson, Bell, McLennan, Karnes (in the bylaws of two different Sections). Comparison with COG boundaries was also requested.
- B. Details: (include additional pages if needed)
 - Attached maps show county membership by Section with COG boundaries overlaid, number of members by county, and number of members by Section.
 - These sections were identified for further study (number of members listed):
 - o Brazos: 119
 - 71 student members
 - 16 faculty members
 - 32 regular members
 - Bell: 35
 Jefferson: 16
 Victoria: 12
 McLennan: 6
 Orange: 1
 - Orange: 1Karnes: 0
 - O Zapata: 0 (Zapata County is not officially included in Southmost bylaws)
 - Draft survey questions included in attachments.
 - Sidenote: language of bylaws in regards to geographic area differs by Section (see attachment)
- C. Action Needed Today:
 - Comments on draft survey questions
 - Suggestions on any additional counties to survey
- D. Attachments:
 - Map of Section Boundaries: Number of members listed per county (with COG overlay)
 - Map of Section Boundaries: Counties by Number of Members (with COG overlay)
 - Map of Section Boundaries: Sections by Number of Members
 - Draft survey questions
 - Language of Section bylaws in regards to geographic region







Draft Questions to ask Members of Counties in Question:

- What type of member are you? [student, new professional, faculty, retired, regular, commissioner, etc]
- What is your home ZIP Code?
- What is your work/school ZIP Code?
- What section are you in?
- What major city do you most identify with?
 - o Houston
 - Austin
 - o San Antonio
 - o Other: _____
- How is the longest amount of time you would be willing to drive to get to an APATX Section event?
- Would you be interested in changing section boundaries?
 - Yes, I'd like to move to another Section:
 - o Yes, I think we should create a new section
 - o No, I'm happy where I am

Differences in Definition of Geographic Area in Section Bylaws:

• Central:

- The geographic territory of the Section is shown in the map incorporated as part of Article 1, Section 2 and entitled "Geographic Area of the Section."
- {note-this area includes the following counties: Bastrop, Bell, Blanco, Brazos, Burleson, Burnet, Caldwell, Calhoun, Coryell, Dewitt, Falls, Fayette, Goliad, Gonzales, Grimes, Hays, Jackson, Lampasas, Lavaca, Lee, Leon, Limestone, Llano, Madison, Mason, McCulloch, McLennan, Milam, Robertson, San Saba, Travis, Victoria, Washington, and Williamson }

East:

- The geographical territory within which this section shall represent the Association and the Chapter is the area comprised in Attachment "A", a list of Texas Counties and a map
- o The East Texas Section includes the following counties:
- Anderson Angelina Bowie Camp Cass Cherokee Delta Franklin Gregg Harrison
 Henderson Jasper Lamar Marion Morris Nacogdoches Newton Panola Rains Red River
 Rusk Sabine San Augustine Shelby Smith Titus Tyler Upshur Van Zandt Wood

Houston:

The geographical area served by the Section shall be defined and approved by the Chapter.

Midwest:

 This Section shall represent the Association and Chapter in the geographic territory covered by the Texas counties listed in Addendum "A".

0	Archer	0	Erath	0	Parker
0	Bosque	0	Hamilton	0	Somervell
0	Brown	0	Hill	0	Stephens
0	Clay	0	Hood	0	Tarrant
0	Coleman	0	Jack	0	Wichita
0	Comanche	0	Johnson	0	Wise
0	Cooke	0	Mills	0	Young
0	Denton	0	Montague		
0	Eastland	0	Palo Pinto		

North Central:

- The geographical territory within which this Section shall represent the Association and the Chapter is that area comprised in Addendum "A."
- Addendum A contains map of the following counties:
 - Grayson, Fannin, Collin, Hunt, Hopkins, Dallas, Rockwall, Kaufman, Ellis, Navarro, Freestone

Northwest:

- The geographic territory of the Section is shown in the map incorporated as part of Article I, Section 2 and entitled "Geographic Area of the Section."
- No map incorporated (in bylaws online)

Southmost:

 The geographical territory within which this section shall represent the APA and the Chapter is that area comprised of Aransas, Bee, Brooks, Cameron, Duval, Hidalgo, Jim Hogg, Jim Wells, Karnes, Kenedy, Kleber, Live Oak, McMullen, Nueces, Refugio, San Patricio, Starr, Webb and Willacy Counties.

• Southwest:

 The geographic area shall be defined and approved by the Chapter. As of the date of this bylaw revision, the geographical area includes Atascosa, Bandera, Bexar, Comal, Dimmit, Edwards, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Kinney, LaSalle, Maverick, Medina, Real, Uvalde, Val Verde, Wilson and Zavala counties.

West:

The Service Area of the Section shall consist of six (6) counties: El Paso, Hudspeth,
 Culberson, Jeff Davis, Presidio, and Brewster



APA Texas Chapter Board of Directors Friday, June 1, 2018, 10:00 a.m. Courtyard Marriott, 101 Washington Ave Waco, Texas

Making Great Communities Happen

Agenda Item No.: D-11

Agenda Topic: Big 6 Support from APATX	Action Item: ✓ Yes □ No						
Submitted by: Tamara Cook, AICP							
A. Background Information: The Big Six is a statewide event where key representatives from plans, policies, and projects currently underway that will shap these cities and our regions' future.	- '						
B. Details: (include additional pages if need) The Midwest and North Central Sections respectively requiplanning and execution of The Big Six event. This year's for The requested loan will act as a backstop and as a way to the ability to reserve space, pay for lodging and travel for cover the costs of this event and will provide the ability to This request supports the following action identified in the • Evaluate current Chapter programming and expanded respondents to this year's membership survey con the Chapter does. The Board should review all the to provide more value to Texas members.	cash-flow the event, and provide both Sections speakers, etc. Sponsorships and ticket sales will pay the State back post-event. e 2017-2022 APATX Development Plan: d or revamp it to provide value to members. Many mmented that they believe the Conference is all						
C. Action Needed Today: Approval of (2) \$2,500 loans to the Midwest and the Nort	h Central sections.						
D. Attachments: None							