



American Planning Association

Texas Chapter

Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, August 17, 2018, 8:30 a.m. to 12:30 p.m.

citylink - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

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

Conference Code: 3750530425

GoToMeeting: <https://global.gotomeeting.com/join/347278253>

8:30 am

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

8:35 am

A. **President's Remarks:** *Doug McDonald, AICP*

1. Welcome and Introduction
2. Chapter President's Council Grant Award (**ATTACHMENT A-1**)
3. APA Foundation Grant Award
4. APA Fall Leadership Meeting & Policy and Advocacy Conference (**ATTACHMENT A-2**)
5. APA-Texas Chapter Fall Leadership Meeting Future Scheduling (**ATTACHMENT A-3**)
6. Consideration of Texas Chapter Award
7. 2017-2022 Strategic/Action Plan for APA Texas Chapter (**ATTACHMENT A-4**)
8. Reports from APA Board Director for Region III, Past President, President Elect - *Wendy Shabay, AICP, Kim Mickelson, JD, AICP, Chance Sparks, AICP*

9:35 am

B. **Secretary's Report:** *Christina Sebastian, AICP*

1. Review Draft Minutes for Board of Directors Spring Meeting, Friday, June 1, 2018 (**ATTACHMENT B-1**)
2. **Action Item:** Approve Change in Contractual entity for Executive Administrator from LLC to S-Corp (**ATTACHMENT B-2**)

9:45 am

C. **Treasurer's Report:** *Angela Martinez*

1. Financial Status Report for Chapter and Section Accounts (**ATTACHMENT C-1**)
2. FY2019 Adopted Budget (**ATTACHMENT C-2**)
3. **Action Item:** Consider Resolution to Change Chapter and Section Checking Accounts to Chase Performance Business Accounts in order to avoid Service Charges (**ATTACHMENT C-3**)

*Members of 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.

D. **Action Plan Progress Reports:** *The Action Plan includes the following six major categories:*

9:55 am

1. ***APA Texas will LEAD the planning movement in this state.***

- Section Director's Report – Gary Mitchell, AICP (**ATTACHMENT D-1**)
- Appointment of Membership Committee Chair – Doug McDonald, AICP
- Uniform Section Bylaws – Doug McDonald, AICP and Gary Mitchell, AICP (**ATTACHMENT D-2**)
- 5th Annual Leadership Forum – October 17 – Galveston – Doug McDonald, AICP
- 2019 Chapter and Section Board Elections – Doug McDonald, AICP

10:20 am

2. ***APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.***

- Professional Development Officer's Report – Richard Luedke, AICP
- Communications Coordinator Report – Heather Nick, AICP (**ATTACHMENT D-3**)
- Communications Tech Report – Kyle Kingma, AICP (**ATTACHMENT D-4**)
- Planning Legend Selection Process – Dave Gattis, FAICP
- NPC Proceedings Proposal – Dave Gattis, FAICP (**ATTACHMENT D-5**)

10:45 am

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

- Hurricane Harvey Task Force Update – Kimberly Miller, AICP
- Greater Dallas Planning Council (GDPC) Collaboration for Urban Design Professionals, Dallas, August 28 – Doug McDonald, AICP
- **Action Item:** 2018 Texas Municipal League Annual Conference, Fort Worth, October 9-12 - Christopher Looney, AICP (**ATTACHMENT D-6**)

11:05 am

4. ***APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.***

- TML Representative Report – Christopher Looney, AICP
- Advocacy Network Liaison Report – Craig Farmer, FAICP
- Progress report for Planning Matters--the Texas Planning Roundtable - Kim Mickelson, JD, AICP
- Planners Day at the Texas Capitol – Chance Sparks, AICP
- Appointment of Diversity and Inclusion Committee Chair – Doug McDonald, AICP
- AICP Code of Ethics, Discrimination Policy – Heather Nick, AICP

August 17, 2018

11:25 am

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 – Claire Hempel, AICP (**ATTACHMENT D-7**)
- Great Places in Texas Program – Doug McDonald, AICP
- Planning Excellence Recognition Plaques – Chance Sparks, AICP
- APATX18 Chapter Conference Update – Angela Martinez, Conference Co-Chair
- NPC20 National Planning Conference Update – Kim Mickelson, JD, AICP

11:50 am

6. ***APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.***

- APA Texas Boundary Adjustment Study – Christina Sebastian, AICP
- Planning Student Organizations Representative – Kelsey Poole
- Regional Workshops – Mike McAnelly, FAICP
- Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP
- Texas Municipal League Services – Chance Sparks, AICP (**ATTACHMENT D-8**)

12:25 pm

E. **Future Meetings: Doug McDonald, AICP**

- **APA Texas Board of Directors and Executive Committee**
 - Chapter Board Fall Meeting, Galveston TX - October 17, 2018
- **APA Texas Chapter Conferences:**
 - APA Texas Chapter – Galveston – October 16-19, 2018
 - APA Texas Chapter – Waco – October 16-18, 2019
 - APA Texas Chapter – El Paso – 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

12:30 pm

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



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Agenda Item No.: A-2

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. In May, 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 APA National leadership, to highlight the City of Houston's Great Places in America as a promotional component to NPC20.

B. Details: (include additional pages if need)

The Texas Chapter was awarded \$3,000 from the APA Chapter President's Council. The Chapter is currently working on scheduling to film the video in Houston. The Chapter will also be requesting funds from the Houston Convention and Visitors Bureau to assist with additional funding.

C. Action Needed Today:

None.

D. Attachments:

Texas Chapter Award Notification



American Planning Association

Making Great Communities Happen

Agreement between APA's Chapter Presidents Council (CPC) and the *APA Texas Chapter* for the Receipt of a CPC Grant

Congratulations on receiving a CPC Grant of \$3,000. You must sign an agreement that states the grant purpose and reporting procedures prior to receipt of funds. This is done to ensure the accountability of the grant recipient for the funds received. After reading the agreement, please sign one copy and return it to the APA staff contact at the address listed below. Please be sure to keep a copy for your files.

Grant Category: Special Projects – Chapter Enhancement of Existing Programs

Project Title: “Great Places in America Preview for NPC20 Houston”

Grant Amount: \$3,000

Grant Purpose: “Over the past two years, the Texas Chapter has been able to build in its budget funding for promotional videos with Chet Graner 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.”

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

Principal Grant Contact:

Texas Chapter President:

Doug McDonald, AICP

214-801-7792

president@apatexas.org

Texas Chapter Project Director:

Same as Above

The grant recipient shall make a person or persons available for the duration of the grant and for a period of two years after the completion of the product and Final Report for the purpose of consulting with interested chapters concerning the project.

APA Contacts:

Staff:

Lynn M. Jorgenson
Senior Leadership Associate
APA
205 N. Michigan Ave, Suite 1200
Chicago, IL 60601
P: 312-786-6721/Fax: 312-786-6700
Ljorgenson@planning.org

REPORTING REQUIREMENTS

Signed Contract

By August 6, 2018, the grant recipient shall submit the signed contract to the APA Staff Contact (Lynn Jorgenson). Failure to submit the signed contract by this date will result in the forfeiture of the grant, and funds will be reallocated to the CPC Grants fund.

Progress Report

By December 2018, the grant recipient shall submit a copy of the Progress Report to the APA Staff Contact (Lynn Jorgenson). The Progress Report shall include a description of work completed to date and work that remains to be done, as well as an accounting of the funds expended.

If the Progress Report is not submitted by this date, the CPC may request that the grant be canceled and that all funds must be returned to the CPC. Extensions may be granted due to extenuating circumstances. A request for extension should be sent to the APA Staff Contact.

Final Report

The project shall be completed by April 2019 or sooner. If the Final Report is not submitted by this date, the CPC may request that the grant be canceled and that all funds be returned. Extensions may be granted due to extenuating circumstances. A request for extension should be sent to the APA staff contact.

Without exception, all grant projects must be completed within two years from the date of contract or the grant will be canceled and funds must be returned to the APA.

Three copies of the final product along with the Final Report shall be submitted to the APA staff contact. **In addition, please provide the APA staff contact with an electronic file of the final product.**

The Final Report should include the following:

The project background and intent

A description of the process involved

Transferability; i.e., what other chapters can learn from the project, including:

- a) Materials produced that could be models
- b) Steps taken that other chapters would be wise to follow (or avoid) to assure success

The costs, both actual and in-kind, that were incurred. A full accounting of funds expended must be included, both to show where CPC monies were spent, and to indicate to other chapters what their costs would be to duplicate the project

A conclusion, including information such as the following:

- a) How this project helped the chapter and/or will help it in the future
- b) What issues or problems remain to be resolved
- c) The next logical steps

On a separate page, a description of the product for use in promotion in the CPC Chapter Sourcebook and other promotional materials. The format should include one brief paragraph summarizing the purpose and another summarizing the product.

**Grant Product
Presentation and
Distribution to CPC**

After approval of the Final Report, the recipient shall also provide each member of the CPC with a copy of the grant product if applicable. Cost of distribution was to have been included in the budget, as indicated in grant application materials.

In addition, please provide the APA Staff Contact with an electronic file copy of the final product, for posting on the Leadership CPC resource section of the website.

**Exchange of
Product**

APA National shall maintain a library of all grant products and reports to be made available to other chapters.

**Profits from Grant
Projects**

Profits from grant projects are first used to reimburse the Grant Program for the amount of the grant. Then profits shall be split on a 25/75 basis between the CPC and the Chapter. Chapters shall not copyright grant products without the express permission of the CPC Executive Committee. Details of publishing, distribution, advertising, etc. shall be resolved prior to approval of the Final Report.

Payments

Disbursement of grant funds shall take place according to the following schedule:

- First 1/3 of total upon receipt of the signed grant agreement by APA staff contact.
- Second 1/3 of total upon approval of the six month progress report by the Chair and the Liaison.
- Final 1/3 of total upon approval of Final Report by the Chair and the Liaison.

Unspent Grant Funds

The grant recipient shall refund to the CPC all grant funds that have not been spent by the time the Final Product and Final Report have been completed.

ADDITIONAL CONDITIONS

Recognition

The Final Report and Final Product shall contain acknowledgment that the funding for this grant was provided by the American Planning Association.

Failure to Abide by Obligations

Failure by the grant recipient to abide by the obligations contained in this agreement may result in the forfeiture of the remaining grant funds and a demand that the grant recipient repay all grant funds already spent at the time of forfeiture.

Other conditions specific to this project (as determined by the CPC Grants Committee):



Chapter President Signature

8-1-18
Date



Chapter Project Director Signature

8-1-18
Date



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Agenda Item No.: A-4

Agenda Topic: APA Policy and Advocacy Conference

Action Item: ☐ Yes ☒ No

Submitted by: Doug McDonald, AICP

A. Background Information:

APA's 2018 Policy and Advocacy Conference is where grassroots advocacy comes to life. Planners from around the country will gather to learn about legislative issues that impact planning, develop engagement and advocacy tools and techniques, and speak with their representatives in Congress. The conference will take place September 23-25 in Washington D.C.

B. Details: (include additional pages if need)

Chapter President Doug McDonald, Past President Kim Mickelson, and Executive Administrator Mike McAnelly will be attending on behalf of the Chapter. The APA fall leadership meetings will also take place during this conference.

C. Action Needed Today:

None.

D. Attachments:

None.



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Agenda Item No.: A-5

Agenda Topic: Future APATX Fall Leadership Scheduling

Action Item: ☐ Yes ☒ No

Submitted by: Doug McDonald, AICP

A. Background Information:

As adopted in the Chapter's 5 Year Action Plan, the Chapter will continue to evaluate options to revamp the Chapter Conference and better serve our members. A consistent issue at the conference is declining attendance after the Awards Banquet on Friday afternoon. Over the past two years, the Chapter has been testing programming on Wednesday afternoon to evaluate the interest of beginning the conference earlier on Wednesday and ending the conference earlier after the awards banquet on Friday. The Wednesday programs appear to be of interest to our members based on registration numbers. However, if the Chapter moves to this schedule, it will affect the Fall Board of Directors meeting that takes place on Wednesday morning from 9am to 3pm.

B. Details: (include additional pages if need)

The potential change would start the conference with breakout sessions on Wednesday at 1:30pm and end after the awards banquet on Friday at 1:45pm. Two major impacts of the potential conference structure change:

- Cost: Mike would need to evaluate the potential cost addition of reserving all break-out rooms for Wednesday of the Conference.
- Board of Directors Meeting: The Board of Directors meeting typically takes place from 9am to 3pm on Wednesday. If we were to keep this time in place, all board members would likely miss one set of sessions. Other options include moving the board meeting to Tuesday afternoon (conflicts with Council meetings; additional night at hotel) or Friday afternoon (meeting may go until 7pm on Friday evening; which may require additional night at hotel).

This item is just for discussion, and may be continued at the Board of Directors meeting in October if desired by the Executive Committee.

C. Action Needed Today:

None.

D. Attachments:

None.



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Agenda Item No.: A-7

Agenda Topic: 2017-2019 Action Plan for APA Texas Chapter **Action Item:** ☐ Yes ☒ No

Submitted by: Doug McDonald, AICP

A. Background 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.

B. 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 Action Plan with progress updates and responsibilities. Members of the Executive Committee and Board of Directors need to review this and send Doug updates before the October board meeting.

C. Action Needed Today:

None.

D. Attachments:

APA Texas Chapter Five-Year Development Plan

Action Item #	Goal and Action Item (for 2017 - 2022)	Status	Implementation Timeline	Responsibility	May '18 Status Notes	Oct. '18 Target	Oct. '18 Status Notes	May '19 Target	May '19 Status Notes	Oct. '19 Target	Oct. '19 Status Notes
	APA Texas will LEAD the planning movement in this state.										
1A.	Ensure a successful generational transition of leadership. A particular short-term focus is the Short Course.	In Progress	Ongoing	Executive Committee, Section Leadership, Emerging Planning Leaders	EPL is re-evaluating the Leadership Forum format.	Identify leaders to run for positions in 2019; Identify leaders to take over appointed roles as needed; identify how the Membership Committee can assist in promoting leadership opportunities		Identify two individuals to run for each state-level position. Sections should aim to identify a minimum of two individuals to run for each position.			
1B.	Further develop a Section leadership training program. This program should be coordinated with the Awards Committee meeting and should include the Section treasurers.	In Progress	1-2 Years	President-Elect/Section Representative	Section Training at Awards Committee Meeting; Director Flash Drive	Review Section's Guide following the Section bylaw update and recommend updates		Adoption of Amended Section's Guide			
1C.	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 that single "big tent" organization for the state.	In Progress	3-5 Years	Executive Committee/Conference Committee	Conference Session Committee should try to incorporate other industry speakers if possible.	Chapter Conference should be advertised to other professions and potential partner track.		Chapter should dedicate a track to partner organizations as part of the conference.			
1D.	Develop uniform Section and Chapter bylaws.	In Progress	1-2 Years	President/Section Representative	Reviewing bylaws	Recommendations for bylaw updates		Adoption of new bylaws by Chapter and all Sections			
1E.	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 for the Chapter to work with the Section to support and improve its activities.	In Progress	1-2 Years	President/President-Elect/Section Representative	Chapters have been providing more in-depth reports and appear more active. Chapter provided funds for Big Six Conference. Chapter working with Northwest, West, and East on Elected and Appointed Officials Training	Review Section's Guide following the Section bylaw update and recommend updates		Adoption of Amended Section's Guide			
1F.	Use a dashboard to report progress. The dashboard should give a streamlined report on the Chapter and Sections' progress.	Pending	3-5 Years	President/Section Representative	Chapter updates Action Plan and Section's provide reports each QR.	APATX BOD should discuss how to make progress towards this action.					
1G.	Recruit new members to the planning movement. A key approach is to increase partnerships with the universities and the student planning organizations.	In Progress	3-5 Years	President/Membership Committee Chair/Diversity Chair	Creating Board Position of Membership Committee Chair and Diversity Chair	Established Work Program for the Membership Committee; Welcome letters for new APA and AICP members					
1H.	Mentor future members of the planning movement. Use APA Ambassadors, Future Cities and other approaches to mentor future generations of planners and supporters of planning.	In Progress	3-5 Years	Executive Committee/EPL	Mentorship Program report; Midwest/North Central Sections involvement with Future Cities	Review mentorship program for modifications; contact Future Cities to learn how APATX can be more involved.		Launch 2019 Mentorship Communities, Advertise NPC Mentorship Program for Conference;			
1I.	Offer experiential learning opportunities. Develop these opportunities to train and inspire planners while assisting communities.	Pending	3-5 Years	Executive Committee/EPL	No action was reported.	APATX BOD should discuss how to make progress towards this action.					
1J.	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 places to live, work, and play.	In Progress	1-2 Years	President/Communications Tech/Awards Committee Chair	Identify programs to be highlighted during NPM and potential activities	Launch of National Planning Month outreach materials; Chapter Awards; Call for Great Places; Planning Excellence		Evaluate the success of National Planning Month outreach materials and activities and revise/update as necessary.			

Action Item #	Goal and Action Item (for 2017 - 2022)	Status	Implementation Timeline	Responsibility	May '18 Status Notes	Oct. '18 Target	Oct. '18 Status Notes	May '19 Target	May '19 Status Notes	Oct. '19 Target	Oct. '19 Status Notes
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.	Completed	1-2 Years	All	Completed - No Action Needed	Completed - No Action Needed					
2B.	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 communities.	In Progress	1-2 Years	Executive Committee; Communications Tech	Monthly newsletters are going out now. President's Updates are going out via Facebook.	Update to Chapter Membership will take place at Conference.					
2C.	Develop a job description for a communications assistant. Once a job position is developed, recruit and hire a part-time communications person.	Completed	1-2 Years	Communications Coordinator, Executive Committee, Treasurer	Completed - No Action Needed	Completed - No Action Needed					
2D.	Explore connections to get media attention for APA Texas awards and other initiatives.	In Progress	1-2 Years	Communications Tech, Awards Coordinator	Awards will be announced prior to the conference this year to enhance media attention similar to Great Places in Texas.	Measure the success of media efforts from the Chapter Awards.					
2E.	Send welcome letters from the Chapter to new APA and AICP members.	Pending	1-2 Years	Membership Committee Chair; Chapter President	Drafting welcome letters.	This item should be completed by Oct. '18.					
2F.	Leverage all forms of media. Social media and traditional media should both be used. One focus could be Planners' Month.	In Progress	1-2 Years	Communications Tech	Testing effectiveness of the Facebook Group. Testing other forms of media like Facebook Live.	Continue increasing outreach through social media.					
2G.	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 needed to keep them in the organization.	Pending	1-2 Years	Membership Committee Chair, EPL Rep	APATX created a new Membership Committee Chair to assist with this action.	A membership committee work program will be presented to the APATX BOD, which will include this action.					
2H.	Promote APA membership to Planning Commissioners.	Pending	1-2 Years	Membership Committee Chair, Planning Officials Development Officer	APATX created a new Membership Committee Chair to assist with this action.	A membership committee work program will be presented to the APATX BOD, which will include this action.					
2I.	Create a structure to engage 'legacy' professionals. Find ways to involve FAICP members and retired planners.	Pending	3-5 Years	President; Historian	No action was reported.	APATX BOD should discuss how to make progress towards this action.					
2J.	Engage appointed and elected officials in APA Texas.	In Progress	3-5 Years	Planning Officials Development Officer	Chapter hosting 3 Regional Workshops across Texas.	Chapter will have 8 Short Course Sessions at Conference.					
APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.											
3A.	Encourage reciprocal partnership relationships. But recognize that some non-reciprocal partnerships may still be worthwhile for APA Texas.	In Progress	Ongoing	Executive Committee	Active partnerships with TML, TPHA, and ULI (Midwest/North Central)	Look at the possibility of having a "partners" track at APATX19 and encourage partner organizations to present.					
3B.	Offer sessions geared to partner speakers.	In Progress	Ongoing	Executive Committee	No action was reported.	Look at the possibility of having a "partners" track at APATX19 and encourage partner organizations to present.					
3C.	Emphasize APA as a 'big tent' organization.	Pending	Ongoing	All	No action was reported.	APATX BOD should discuss how to make progress towards this action.					
3D.	Expand partnerships with universities and student planning organizations.	In Progress	Ongoing	Executive Committee; Student and Facility Representatives; EPL Rep	APATX was available for accreditation meetings for all PAB schools and have met with UNT regarding their undergraduate program.	Student and Facility Representatives should identify ways APATX can assist with programs and student recruitment.					
3E.	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 certain aspects of planning.	In Progress	Ongoing	All	Partnership events were discussed at the APATX BOD meeting.	APATX BOD should discuss how to make progress towards this action.					

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APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.											
4A.	Continue the development of a planning education and advocacy network.	In Progress	Ongoing	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss advocacy and legislative priorities.						
4B.	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.	In Progress	3-5 Years	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss the legislative program, including a Planners Day at the Capital.	Report to be provided at APA BOD meeting. A date and location for Planners Day at the Capital event should be secured.					
4C.	Make the 'Texas Planning Roundtable' operational.	Pending	1-2 Years	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	No action was reported.	Report action to APATX BOD.					
4D.	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.	In Progress	1-2 Years	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss building a Texas planning information base.	Report action to APATX BOD.					
4E.	Put in place a mechanism to get information about planning and planning issues to cities' legislative staffs.	In Progress	1-2 Years	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss information sharing.	Report action to APATX BOD.					
4F.	Develop guidelines and policies for advocacy.	In Progress	1-2 Years	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	Update from Advocacy Network Liaison at BOD Meeting. A meeting with responsible parties will be scheduled in August to discuss priorities.	Report to be provided at APA BOD meeting.					
4G.	Continue making advocacy training available to individual APA Texas members.	In Progress	1-2 Years	President; President-Elect, Past President; Advocacy Network Liaison; TML Rep	Plan to have an advocacy training session at Chapter Conference.	Advocacy session at Conference; encourage individuals to attend APA Advocacy Conference.					
APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.											
5A.	Use the Emerging Planning Leaders initiative to inspire future APA Texas leaders.	In Progress	Ongoing	President; EPL Chair	Mentorship Program currently active. EPL Leadership Forum coming back for 5th Year.	Conduct Leadership Forum and other EPL activities at Conference.					
5B.	Create a structure for younger planners to benefit from the experience and contributions of legacy planners.	In Progress	Ongoing	President; EPL Chair	Mentorship Program currently active.	Identify additional programs or activities that can assist with this action.					
5C.	Increase exposure of the 'Great Texas Places' program.	In Progress	Ongoing	Chapter President, Executive Committee	Chet Garner doing videos for Bryan and McKinney. Great Places photos used on the Chapter website and social media throughout the year. Applied for grant funding to produce NPC20 video with Chet for Houston Great Places.	Develop handout for Great Places to be distributed at conference and other trade shows. Continue partnership with Chet Garner. Use Great Places for National Planning Month promotion.					
5D.	Refine and perfect the mentorship program. Consider connecting it more closely to activities at the Conference.	In Progress	1-2 Years	EPL Chair	No action was reported.	EPL Chair to identify any changes for FY19 Mentorship Program to APATX BOD.					
5E.	Revamp the Planning Excellence and Planning Awards programs.	In Progress	1-2 Years	Chapter President; Chapter President-Elect; Awards Committee Chair	Several modifications were made for 2018. Committee is meeting to revamp awards for 2019. Chapter is looking into plaques for Planning Excellence.	APATX BOD to approve new changes to Chapter Awards for 2019.					

Action Item #	Goal and Action Item (for 2017 - 2022)	Status	Implementation Timeline	Responsibility	May '18 Status Notes	Oct. '18 Target	Oct. '18 Status Notes	May '19 Target	May '19 Status Notes	Oct. '19 Target	Oct. '19 Status Notes
APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.											
6A.	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 to provide more value to Texas members.	In Progress	Ongoing	All; Professional Development Officer	Chapter is assisting with the Big 6 Conference and ramped up the Regional Workshops this year. Chapter also established a diversity and inclusion committee, which may factor into future programs.	Chapter should identify additional statewide programs for members.					
6B.	Revamp the Conference organizational structure.	In Progress	3-5 Years	President, President-Elect, Past President, Treasurer	Additional programs were added for the 2018 Conference on Wednesday.	Board will consider a significant change to the conference that shifts the Friday afternoon activities to Wednesday afternoon.					
6C.	Make assessments and offer development programs to provide appropriate resources and support to all Sections.	In Progress	Ongoing	President, Section's Representative	Chapter funded budget requests for 7 of the 9 Sections to assist with programming. Chapter also provided financial assistance to North Central and Midwest Sections to host the Big 6 Conference.	In addition to Regional Workshops, Chapter should identify other programs to assist Sections.					
6D.	Take advantage of distance technology. This includes offering more webinars & simulcasts, using Skype for meetings and archiving presentations for future use and distribution.	Pending	3-5 Years	Professional Development Officer, Communications Tech	No action was reported.	Select a program for the Chapter to participate in the Ohio Chapter Webinars.					
6E.	Create a new Short Course.	Pending	3-5 Years	Planning Official Development Officer	No action was reported.	Evaluate the 2018 Short Course and provide recommendations for 2019 changes.					
6F.	Complete a Chapter Strategic Financial Plan.	In Progress	1-2 Years	President, President-Elect, Past President, Treasurer	No action was reported.	Provide update to APATX BOD.					
6G.	Effectively use resources and services available from National, and disseminate these to APA Texas members.	In Progress	Ongoing	Membership Chair, President, Communications Tech	APATX sending monthly newsletters, which include resources and events from National	With the creation of the Membership Committee Chair, this will be incorporated into Chapter resources.					
6H.	Encourage National to simplify the process for registering Commissioner members.	Pending	1-2 Years	Membership Chair, President	APATX created a new Membership Committee Chair to assist with this action.	A membership committee work program will be presented to the APATX BOD, which will include this action.					
6I.	Survey all APA Texas members about what they need and want from the organization.	In Progress	1-2 Years	Communications Tech, President	A membership survey was conducted in 2017 and a conference survey was completed in late 2017. A survey for the Leadership Forum was conducted in 2018.	Specific targeted surveys should be conducted as needed, including surveys for EPL, Diversity and Inclusion, and the Conference. A new general membership survey will be conducted in 2019 as part of the Action Plan Update.					
6J.	Make the national Houston 2020 conference the most awesome conference ever!	In Progress	3-5 Years	Local Host Subcommittee	Local host subcommittee Chair to provide an update from the San Franciso meeting.	Local Host Subcommittee Chair to introduce needs from National to full board.					
6K.	Do more to recognize FAICP, particularly new Fellows. This could include presentations at their Council meetings and activities at the Conference.	In Progress	1-2 Years	Communications Tech, President, Historian	Added FAICP member profiles in monthly newsletters	Will recognize new Fellows at Chapter Conference.					
6L.	Assist AICP Candidates and Early Planners in achieving AICP certification.	In Progress	Ongoing	Planning Development Officer	State pass rate - 56% compared to 63% at National. AICP Workshop at Conference.	Work with Membership Committee Chair to increase exposure to AICP Candidates to encourage taking the exam.					
6M.	Continue (and revamp as necessary) the regional workshops offered by APA Texas.	In Progress	1-2 Years	Planning Official Development Officer	APATX Partnering with West, Northwest, and East Sections on Regional Workshops. Midwest and Southmost independently hosting RWs.	Identify additional speakers for Regional Workshops; Identify RW sites for FY19.					
6N.	Increase the transparency of APA Texas. Members should be able to see how decisions are made and resources are used.	In Progress	Ongoing	Chapter President; Executive Committee; Section Directors	Meeting recaps being posted on Facebook. Tried “Live Tweeting” during meetings with some success.	Present State of APATX at Conference; Develop End of Year Report; Need to ensure Agendas and Minutes are being posted on website. When these are posted, we should add them to newsletters and social media.					



American Planning Association
Texas Chapter

Making Great Communities Happen

AGENDA ITEM B-1

Board Meeting

June 1, 2018

Courtyard Marriott

101 Washington Ave

Waco, Texas

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks		Past President*	Kim Mickelson	CC
Treasurer*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	CC
Section Directors					
Central	Shannon Mattingly	CC	Northwest	AJ Fawver	CC
East	Kyle Kingma	X	Southwest	Rebecca Pacini	X
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook	X	West	Fred Lopez	X
North Central	Steven Duong				
Standing Committee Chairs					
PDO*	Richard Luedke	X	Government Relations	Kelly Porter	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	X
EPL	Monica Rainey	X	University Rep	Ivonne Audirac	CC
Planning Awards	Claire Hempel	CC	Student Rep	Dhawal Kataria	
Other Members					
Communications Manager	Heather Nick	X	CMO	Barbara Holly	CC
Chapter Historian	David Gattis	X	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay	CC	Communications Tech	Kyle Kingma	X
Other Attendees					
Claudia McAnelly	X		Kelsey Poole, UTA Student Rep		X
Martin Zimmerman, Director Elect Central	X		Lee Battle		X
Shima Hamidi	X		David Weineich		X
Ahoura Zandi	X		James Wood		X
James B Duncan	X		Norm Standerfer		X
Connie Cooper	X		Bruce McClendon		X

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 9:07 am.

A. President's Remarks: Doug McDonald, AICP

- 1. Welcome and Introduction**
- 2. 2018 Delegate Assembly Recap – Lee Battle, AICP**

Lee Battle, AICP, was lead liaison for Delegate Assembly at APA National in New Orleans. He shared that APA National holds a National Delegate Assembly at the National APA Conference to update and adopt policy guidelines. Texas had seven delegates this year. Three topics were discussed: update to APA housing policy, surface transportation policy, and a new policy called planning for equity. This delegation was a presentation on frameworks and ideas with discussion, but no actions were taken at this time. The delegation will be drafting policies and will meet at Policy and Advocacy Conference in fall for action.

3. NPC18 Recap

Doug McDonald discussed National Planning Conference held in New Orleans in April 2018. 5,700 attendees; 350 from Texas, with 37 session speakers from Texas. Texas Chapter reception was successful as usual & Wendy won Chapter Presidents Council dance contest. Louisiana chapter conference will be in Shreveport soon and have asked for some assistance with speakers.

4. New Texas AICP Fellows: Bill Barker, FAICP; John Dugan, FAICP; David Preziosi, FAICP; and Shafik Rifat, FAICP

Mike McAnelly discussed how Texas chapter nominated 5 people for consideration as AICP Fellows, 3 of which were successful. One candidate also applied via petition and was also successful. The new Texas Fellows are: Barker of San Antonio; John Dugan, most recently of Arlington, Texas; David Preziosi, Director of the Historic Dallas Commission; Shafik Rifat, University of Houston professor who started their planning program.

Craig Farmer added that petition candidate had asked nominating committee to consider him, but the process was too far along at that point. They started late this year. All nominees that didn't make it will be nominated next time; many people take 2 or 3 times to be designated as a Fellow. There are currently a total of 49 fellows in Texas. Mentorship by existing Fellows is included in the process. Dave also pointed out that addresses on roster need to be updated.

5. Chapter President's Council Grant (ATTACHMENT A-1)

Doug McDonald reported on grant application recently submitted to Chapter Presidents Council (CPC) for Great Places in Texas Program. Expect to hear results in June.

6. APA Chapter Performance Criteria (ATTACHMENT A-2)

Doug reported how CPC has created Chapter performance criteria that Chapters are to meet to remain in good standing. Ten criteria are required and four electives must be included. Texas meets all the criteria and all but one of the electives, which we will be discussing today. If chapters don't meet requirements, they will get a mentor to assist with meeting criteria. Eventually chapters not in compliance will not be eligible for grants, etc. Kim added that this first year of this performance criteria will be pilot year.

7. 2017-2022 Development Plan for APA Texas Chapter (ATTACHMENT A-3)

Doug will be completing the status, implementation timeframe, and responsibilities of the Development Plan before next EC meeting.

8. Reports from APA Board Director for Region III, Past President, President Elect - Wendy Shabay, AICP, Kim Mickelson, JD, AICP, Chance Sparks, AICP

Wendy Shabay reported on APA activities: APA has been very active legislatively, when APA worked on advocacy for infrastructure bill, CDBG, Tiger, etc. New student member program (free membership for all students) has created a spike in student membership and increased chapter attendance. The AICP Candidate Program launched. Upcoming initiatives include APA Learn, a new online system for educational opportunities, with more videos of sessions available online with CM credits. The Education Committee, which Wendy is on, has laid out a five year plan for APA's education platform. Looking to labeling sessions more clearly, ie: 101 (basic info), 201 (new trends), 301 (deep dive). They are also looking at possible micro-credentials in certain topics in the future.

Kim Mickelson reported that she remained on the CPC Advocacy committee and was appointed to the Legislative Policy Council. LPC is updating the Social Policy and Equity Guide.

Chance was not able to be on call.

9. UT-Arlington Center for Transportation, Equity, Decisions and Dollars (CTEDD) Presentation

Special presentation from CTEDD. Dr Shima Hamidi discussed Institute of Urban Studies at UT Arlington, which employs about 22 doctoral and masters students to work on planning projects throughout Texas. The Institute established [?] the Center to Transportation, Equity, Decisions and Dollar, which received a federal grant to fund study of transportation and equity. The grant is for 5 years, with 1.5 million per year.

David Weineich spoke about a government fragmentation study they are working on, to evaluate 200 metro regions, collecting data on government structures, and evaluating how those structures relate to the the services provided and the equity of that service. They are also studying metro regions in Texas and how they are implementing public on-demand transit, looking at multi-jurisdictional services and relationships with MPOs. Ahoura Zandi spoke about study to look into the change to and growth in the knowledge economy. James Wood spoke about research on stationless bike share: government relations and potential for equity in transportation; James also spoke on research on older adults in more rural communities and how they are able to connect with medical centers.

Dr. Hamidi spoke about center's focus on transportation and equity, and a wide-variety of other projects they are working on, including a study of job accessibility in Dallas - most jobs north of Dallas; downtown walkability study for Dallas. The center works with elected officials and city staff and would like to work with APATX.

B. Secretary's Report: Christina Sebastian, AICP

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

Heather Nick noted to make some changes based on last meeting: from Dave Gattis.

Angela Martinez motioned to approve all five minutes with recommended changes from Heather Nick; Richard Luedke seconded. Motion passed unanimously.

C. Treasurer's Report: Angela Martinez, AICP

1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

Angela Martinez noted that all purchases over \$150 they should notify her and Mike, as the bank will reach out to them. Checks should use the memo field to denote what check is for. Receipts need to be sent to Mike and Angela for accounting records (scans are okay).

Account balances as of May 29, 2018:

- Chapter Checking: \$ 83,942.65
- Chapter Savings: \$ 6,094.88
- Central: \$ 8,131.60
- East: \$ 4,084.31
- Houston: \$ 8,386.99
- Midwest: \$ 5,604.89
- North Central: \$ 10,786.82
- Northwest: \$ 2,367.97
- Southmost \$ 1,128.71
- Southwest: \$ 7,071.32
- West: \$ 7,071.32
- Plan 4 Health: \$ 6,159.00
- State Chapter Reserve: \$ 10,000.05

Second disbursements will be made October 1, 2018. Section disbursements for the next fiscal year will be made April 1, 2019.

2. Budget Report (ATTACHMENT C-2)
3. Action Item: Draft FY2019 Chapter Budget (ATTACHMENT C-3)
4. FY2019 Section Grant Requests (ATTACHMENT C-4)
5. FY2019 Section Grant Request Recommendations (ATTACHMENT C-5)

Angela discussed Section grant requests:

- Central: requested \$3,000 - recommendation for \$3,000. The Section had very successful programs proposed. Their request would help to fund planning scholarships.
- Houston: requested \$1,500 - recommendation for \$1,500. Houston has very successful programming with over 50 CM credits for their members. They also coordinate regularly with other professional organizations in area.
- Midwest: requested \$2,500 - recommendation for \$2,500. This grant will help with Focus North Texas.
- Northwest: requested \$5,000 - recommendation for \$4,500. Northwest received a separate special grant recently. Northwest has a huge geographic area is challenging for section, and are working to build their Section.
- Southmost: requested \$7,000 - \$4,500. Section size is challenging so they put on events in multiple areas. Recommend to look for sponsorships to help with additional costs.
- Southwest: requested \$3,500 - recommendation for \$3,500. Southwest has many innovative programs on radar.
- West: requested \$4,500 - recommendation for \$4,000. There was confusion in regards to fiscal year 2016 grants, as 2016 disbursement was given early, due to lack of previous recent grant requests. West will be working with Northwest and southern New Mexico section and other professional organizations.

Doug commented how grants this year are larger than usual, which was not supposed to be the goal. The 2017 conference was very successful and we have some extra funds available to help sections become self-sufficient. These section directors are particularly active this time. The next two years might not be as lucrative, so this level of grants may not be available for a while.

Angela pointed out that attending the state conference helps fund sections, so we should encourage members to attend.

Martin asked what made Frisco conference successful. Doug: we raised the registration fee and had very successful sponsorships. Mike added that North Texas location provides high attendance: 850 attendees.

Rebecca asked if Chapter makes any funds at National conference. Mike: not anymore.

Fred Lopez moved to approve the section grant requests, which was seconded by Christina Sebastian. The motion passed unanimously.

Angela then discussed the proposed budget, noting the adjustment to AICP training income, expenses added for EPL, Planners Day at the Capitol, marketing, travel for additional board members, and Great Places marketing and video production.

Dave Gattis moved to approve FY2019 Chapter budget, which was seconded by Richard Luedke. The motion passed unanimously.

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 (ATTACHMENT D-1)

Gary presented the report, which included information from all Sections. Educational components, CM credits, social activities, interactions with universities and students. Houston is trying to do revenue neutral events. Angela mentioned that we haven't had reports from all the Sections in a long time, and those reports help with deciding upon Section grant requests.

- EPL Representative's Report – Monica Rainey

Monica discussed Lattes and Leadership events and efforts for additional EPL events in fall including AICP study sessions and happy hour events. Lattes and Leaderships are occurring in Midwest, Central, and Southmost and North Central has a mentorship event soon. Northwest section does not have EPL representative currently, but AJ is working to find someone. Mentorship matchups expected in July. EPL will be planning for the Legacy Project and conference activities. Richard Luedke mentioned he is interested in working with EPL on AICP-related events.

- Uniform Section Bylaws – Doug McDonald, AICP and Gary Mitchell, AICP (ATTACHMENT D-2)

Doug discussed how Section bylaws are inconsistent and some are out of date. Inconsistencies include term lengths, fiscal/calendar years, elected positions, election cycles, notice, and quorum requirements. We would like to get them in line before next election in 2019. Doug will be working with Gary Mitchell and Kim Mickelson on draft of new bylaws. Section boards must initiate changes to bylaws. The plan is for Gary to oversee discussion with Section directors on template bylaws, with goal to be have draft ready by next spring.

- 2019 Chapter and Section Board Elections – Doug McDonald, AICP

Next election cycle will be coming up soon. We will need to have candidates identified for Chapter and all Sections by June 2019, so start working now. The elections will be a consolidated election with National APA.

- Action Item: Consideration of a Membership Committee – Doug McDonald, AICP (ATTACHMENT D-3)

This is the one item our Chapter does not meet of the electives of the CPC standards. The committee would send welcome letters to new members, AICP candidates and recipients, and advertisement membership to students at universities. The chair would be a standing committee member on the Board of Directors. Anyone who is interested should contact Doug.

Kim Mickelson motioned to approve the creation of a membership committee, with a second by Angela Martinez. The motion passed unanimously.

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 presented the PDO Report - Texas had a stable AICP pass rate: 56%, compared with 63% nationally. We had a dramatic increase in attendance at AICP workshops - 134, compared with 83 last year; there have been 6 workshops since the state conference. Outreach improved attendance with targeted announcements. All three AICP-furnished scholarships were used, and the Chapter provided 2 scholarships. An additional Chapter scholarship will be returned and will be available for use in November. AICP-furnished scholarships don't all get used, so they often get redistributed to other Chapters. Fellows are also sometimes asked to contribute for scholarships.

The National PDO meeting was held in New Orleans: AICP Candidate program - over 600 enrolled nationally, with about 27 in Texas; AICP will be phasing out 3.0 study guide and moving to updated, web-based study guide; a minor exam refresh is coming starting with May 2019 exam; and an update to the CPC study manual is expected in Fall 2018.

The fees for the AICP Candidate program are slightly different: upfront fees are \$120; once they have experience and submit essays, then they pay \$375 (normal price is \$495 upfront). Currently, an AICP Candidate gets \$25 for scholarship. Richard is proposing 70% scholarship for upfront fee: \$85 scholarship; by the time they get experience they would be eligible \$265. The Candidates would make two separate requests.

Glenn Larson, AICP Commission President, is looking for opportunities to make CM program stronger.

Craig asked about how AICP certification lapsed for over 100 Texas members and must be reinstated. Chapter and National have sent letters out. Some of the issues might be lapsed contact information, not-knowing what counts towards CM credits, or simply may not be working in the planning field anymore.

Rebecca Pacini motioned to approve AICP Candidate scholarships at 70% level, seconded by Angela Martinez. Passed unanimously.

- AICP CM Coordinator Report – Barbara Holly, AICP

Barbara Holly discussed how there is a standard from National APA that the Chapter must receive a financial benefit to provide CM credits for partner events, which isn't very friendly to the partnerships. Some events try to get CM credits separately, but not all do it, which means less are available for APA members. Richard Luedke spoke to Glenn Larson (AICP Commission President) who encouraged having Chapter leadership contact Larson to discuss this further. National APA seems to be encouraging these organizations to seek their own CMs, but this means we at the Chapter can't advertise or partner with these events.

- Planning Official Development Officer's Report – Ann Bagley, FAICP

Ann was not able to be on the phone, but she sent in an update to Doug, who reported that planning for the Short Course is coming along. The Midwest and Southmost Sections will be holding P&Z workshop on August 10.

- Historian's Report – Dave Gattis, FAICP (ATTACHMENT D-4)

Dave Gattis reported that he interviewed Alan Efrussy, who is still working for the City of Paris in his 80s, for the oral history project. He also reported on the Planning Legend selection process. Typically the Historian nominates candidates and Executive Committee/Board makes selection. However, as many Board members are not aware of the candidates, Dave recommends to have selection committee of members with 15+ years of experience.

Angela Martinez made a motion to change the selection committee to members with 15+ years of experience, which was seconded by Craig Farmer. The motion passed unanimously.

Dave then reported that it is the 48th Anniversary of the Chapter separating from the Gulf Coast Chapter, as well as the 40th anniversary of the APA Chapter (when APA was created from combining American Institute of Planners and the American Society of Planning Officials). Connie pointed out the 50th anniversary celebration could be held with the Houston and El Paso conferences. After further discussion, it was decided to send invitations to former Chapter presidents for recognition at the Galveston conference, and have a big celebration in 2020.

Bruce McClendian presented the idea of issuing conference proceedings, which was done in the past, again. Proceedings were distributed to attendees as part of their registration, in book form and digital. Session papers are optional from session speakers. Bruce proposed to do it again at the national conference in Houston and to have the Texas Chapter request to CPC

that we do so. Further discussion was had regarding the appropriateness of issuing proceedings at this more digital time. An example of past proceedings can be found here: data.quaytest.net/apaproceedings.

Craig Farmer made a motion to continue to explore the option of proposing to issue conference proceedings. Gary Mitchell seconded the motion and it passed unanimously.

A break was held for lunch at noon, and the meeting resumed at 1:15 pm.

- **Communications Coordinator Report – Heather Nick, AICP**

Heather Nick reported that we have hired a communications technician, Kyle Kingma. Upcoming action items regarding communications: do more to engage elected and appointed officials and create a structure to engage legacy professionals. We will be sending out welcome letters to new members, new AICPs, and early professionals.

- **Communications Tech Report – Kyle Kingma, AICP (ATTACHMENT D-5)**

Kyle Kingma started as Communications Technician in March after a competitive selection process. He reported on some recent website improvements: an announcements feature at the top of page, displaying options to connect with Chapter, instructions for placing events on the calendar, and creation of tutorials on how to use the functions of the website. We are sending monthly Chapter newsletters with added planner profiles. A new planner resource center webpage and a Facebook group were created. Monthly engagement contests will be ongoing. Upcoming work: conference call with sections communication officers, membership surveys, and ramp-up on Chapter Conference.

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**

Kimberly Miller provided a report on the Hurricane Harvey Committee. The committee has a webpage on the APATX website about recovery efforts. They have also put together a survey on Harvey recovery, with one of the main outputs being that people want to know how to build back better and stronger. The committee would like to apply for an APA Foundation Grant, which is due soon. The committee would like to do a two phase program: 1: dialogue between people affected by Hurricane Harvey and Hurricane Sandy so as to learn from each other, and 2: reach out to Texas planning schools to discuss how they might help with recovery efforts and connect to affected communities.

Kim Mickelson added that Melissa Garza?? went to the Sonoran Institute workshop in Arizona, and they are interested in coming to Texas next year, maybe during the conference.

Another person just showed up - Chelsea with Waco MPO

- **Action Item – Approval of APA Foundation Grant Application for Hurricane Harvey Recovery Project – Mike McAnelly, FAICP (ATTACHMENT D-6)**

Mike McAnelly reported that the grant application is due on June 19th and a letter of support from the Chapter is needed. Two requests: the Chapter request and a request for Rockport.

Dave Gattis moved for the Board to issue a letter of support for the Hurricane Harvey Recover Project. This motion was second by Angela Martinez and the motion passed unanimously.

- **Action Item – Approval for Chapter Letter of Support for Grant Application for Texas A&M Target Cities Community Planning Assistance Team – Mike McAnelly, FAICP (ATTACHMENT D-7)**

Kim Mickelson moved for the Chapter to provide letter of support for Texas A&M Target Cities Community Planning Assistance Team. The motion was second by Dave Gattis and passed unanimously.

- **Texas Department of State Health Services - Obesity Prevention Program – Mike McAnelly, FAICP**
 - **Obesity Prevention Program, CDC Grant – Physical Activity and the Built Environment**

Mike McAnelly discussed that the Texas Department of State Health Services is applying for a CDC grant in regards to a obesity prevention program and may partner with the Chapter.

- **National Association of County and City Health Officials' Award – Mike McAnelly, FAICP**
 - **NACCHO - July 10-12, New Orleans**

Mike reported that the Texas Public Health Association submitted the Hazards Planning Toolkit for Small and Rural Communities to the National Association of County and City Health Officials for an award, and it will be receiving an award for the interaction of planning and public health professionals. Dr. Melissa Oden and Kim Mickelson are planning to go to receive the award.

- Planners4Health APA Chapter Grant Project – Hazards Planning Toolkit for Small and Rural Communities – Canton and Van Zandt County

Mike reported that the Hazards Planning Toolkit for Small and Rural Communities was featured in this quarter's edition of the Public Health Journal.

- 2018 Texas Municipal League Annual Conference, Fort Worth, Oct 9-12 - Christopher Looney, AICP

Chris Looney reported that APATX is planning on presenting a session regarding upcoming changes to FEMA's floodplain maps based on data from the National Oceanic and Atmospheric Administration.

4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.

- TML Representative Report – Christopher Looney, AICP

Christopher Looney gave a report on the Texas Municipal League (TML) board meeting held earlier this year. TML advised to stay alert as state may be pushing cities to a more partisan approach. The Speaker of the House is expected to be picked from a coalition approach. Anticipated bills on the radar for short-term rental regulation. TML has changed their policy committee structure - the plan is to have a municipal policy summit - cities would appoint representatives to the summit, which would hold an intensive two-day workshop to make recommendations.

- Government Relations Report – Kelly Porter, AICP

Kelly Porter was not able to be on phone call.

- Advocacy Network Liaison Report – Craig Farmer, FAICP

Craig Farmer reported on the full 2017 session (previously had only reported on special sessions). The next session will start soon, so people need to visit with their elected officials and staff now before they are busy again. We focus quite a bit on the state, but would like to find someone who can focus on national legislation to work on national bills and with national officials.

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

Kim Mickelson reported that Planning Matters should be kicking off soon as an incorporated group. They will be creating bylaws and updating webpage in preparation for legislative session.

- Action Item – Consideration of a Diversity and Inclusion Committee – Doug McDonald, AICP (ATTACHMENT D-8)

Doug reported that at CPC meeting the Kansas chapter mentioned they submitted a letter to the AICP Commission on revising the code of ethics in regards to discrimination. The AICP Code of Ethics reads "We shall not unlawfully discriminate against another person," but in Kansas, and in many other states, it is lawful to discriminate against someone who is gay or transgender. At the CPC meeting, four professional organization discrimination statements (ASCE, AIA, ASLA) were presented at CPC, and most people could not identify the AICP code. American Society of Civil Engineering (ASCE) : "treat all persons fairly and encourage equitable participation without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status." Doug suggested that we look at creating a diversity and inclusion committee to look at these issues more broadly, including supporting the Kansas request. The New York Metro Chapter has a diversity committee that would likely be a good model. The committee would have a standing committee chair on the Board.

Discussion ensued regarding creating the committee. Dave Gattis pointed out that ours is not bad, it's just not strong, and also that ASCE only recently adopted their ethics code (2017).

Rebecca Pacini motioned to create a Diversity and Inclusion Committee, which was seconded by Tamara Cook. The motion passed unanimously.

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 – Claire Hempel, AICP (ATTACHMENT D-9)

Claire Hempel discussed updates to award program and getting current call for awards out. Applications are due in July. A few changes have already been made, using ZoomGrants and a virtual jury made up of section directors (or appointees). They kept awards categories mostly similar to previous years, but may change for next year. We removed the application fee for the commissioner award. We will provide advance notifications to winners and will publicly announce via press release just prior to our conference with National Planning Month. Future changes are to possibly do a jury award with other Chapters and accept online payments. Martin asked if the awards deadline might change next year, so as to possibly coordinate when Section awards are announced. Claire wasn't sure yet, but would like to discuss further.

Doug asked Board to look at the attachments and send him and Claire an email if they have comments or want to participate on the planning committee. He also requested to have Section directors let Claire know if they will be serving on jury, or who

they will appoint. Tamara asked if ZoomGrants could be used by Sections for their awards submittals. Doug responded that they can't right now, but may be able to set that up in the future.

- **Great Places in Texas Program – Doug McDonald, AICP**

Six new Great Places in Texas were announced. Doug McDonald reported that National just changed their standards for the Great Places in America program, and we will align the Great Places in Texas program with it. The City of Bryan is having Chet Garner come in to do a promotional video for their award.

- **Emerging Planning Leaders Mentorship Program – Monica Rainey**

Monica Rainey was not able to stay for the report.

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

Angela Martinez reported that the conference planning is going well. The Thursday social event will be held at the Tremont Ballroom. Connie mentioned they are looking to partner with the Galveston Historic Foundation for a boat tour on Wednesday as well as a ghost tour on Thursday. Two mobile workshops will be held outside Galveston: Pearland, League City & Kemah. Session submittals evaluation is underway. Doug and Mike discussed the possibility of removing the all-universities reception from the schedule to allow time for other groups to have gatherings during this time.

6. APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.

- **Action Item - APA Texas Boundary Adjustment Study – Christina Sebastian, AICP (ATTACHMENT D-10)**

Christina Sebastian gave a summary of analysis of Section boundaries, particularly in regards to what Section Bryan and College Station are in, and asked for comments. Martin Zimmerman (of Central Section and the City of Bryan) provided his personal opinion that this has come up before and people have said they were happy to stay where they are. He would be concerned about establishing a 10th Section due to number of students in the College Station area. After further discussion by the Board, it was determined that Central, Houston, and Southmost Sections should discuss if they want to take it further, while encouraging people to attend events in other Sections.

- **Action Item - Big Six Conference Assistance (ATTACHMENT D-11)**

Tamara Cook discussed that the Midwest and North Central Sections have requested a loan of \$5,000 for the Big Six Conference that has been proposed to be held in the North Central or Midwest area this year (previously has been held in Austin & Houston area). Neither Section has budgeted to host event, so they are requesting a loan that they would pay back after event to help pay for venues, director travel, etc. Dave asked if we have funds available for loan. Angela said they could pay for it out of reserve. Discussion was held about possible alternate and free venues.

Christina Sebastian motioned to approve a loan up to \$5,000, where the Chapter would pay for the venue or other fees and the funds would be paid back evenly between Midwest and North Central, but also encourage looking for free venues. The motion was seconded by Dave Gattis and passed unanimously.

- **Planning Student Organizations Representative's Report – Kelsey Poole**

Kelsey Poole reported that the UTA SPA will be having a board transition meeting next week to discuss new goals.

- **University Faculty Representative Report - Shen Guoqiang**

Ivonne Audirac reported that all the planning schools in Texas have gone through the accreditation process this past spring. UTA is interested in exploring opportunities with ASLA, AIA, and APA to determine synergies in regards to planning. Maybe a roundtable on equity with these other groups. UTA has a new planning director: Shen Quoqiang.

- **Regional Workshops – Kim Mickelson, JD, AICP, Mike McAnelly, FAICP**

Doug McDonald reported for Kim Mickelson that the Midland, El Paso, and Tyler workshops are being planned. Mike confirmed that Ann Bagley will be holding one in McAllen.

- **The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP**

Doug McDonald gave an update for Kim Mickelson that they are still working on this and are looking for a student or someone knowledgeable of web-based format.

- **NPC20 Update - Local Host Chair Kim Mickelson, JD, AICP**

Doug McDonald reported for Kim that Shad Comeaux, Chance Sparks, and another Houstonian not confirmed yet will be on the NPC20 conference committee.

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
 - 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

Discussion of Baylor Club versus Hippodrome - people preferred the Hippodrome.

- APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
 - 2019 San Francisco, Apr 13-16, 2019
 - 2020 HOUSTON, Apr 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

F. New Business

No new business.

G. Adjourn

Doug McDonald adjourned the Board meeting at 3:34 pm.



American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, August 17, 2018, 10:00 a.m. to 2:00 p.m.

CityLine - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

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

Conference Code: 3750530425

GoToMeeting (link to be provided):

Agenda Item No.: B-2

RETURN COMPLETED FORM TO administrator@apatexas.org

Agenda Topic: Convert Chapter and Section Checking Accounts to Chase Performance Accounts

Action Item: ☒ Yes ☐ No

Submitted by: Mike McAnelly, Executive Administrator and Angela Martinez, Treasurer

A. Background Information:

The Chapter checking account and 9 Section checking accounts are currently a type of Chase Business Account that is no longer offered for new accounts. The accounts are subject to a \$2,000 minimum average daily balance per account and incur service charges of approximately \$14 per month per account if an account drops below the minimum balance. Several of the Sections regularly pay a monthly service charge because they are below the minimum balance. Chase Performance accounts are a new type of business account that will link all our checking accounts in a “family” of accounts. The aggregate minimum total average daily balance for ALL accounts in the family is \$35,000. This will enable us to avoid service charges on any of our checking accounts.

B. Details: (include additional pages if needed)

Ideal for mid-sized businesses that maintain \$35,000 or more in deposit balances and have simple cash management needs.

- 250 transactions per month at no charge, plus unlimited electronic deposits and incoming wires
- \$20,000 cash deposits per statement cycle without an additional fee.
- Conversion to Performance accounts does NOT require any changes in account numbers or signatories on our existing accounts or debit cards. Changing our account types can be done without any change in account numbers, signatories or other account information.
- The aggregate minimum average daily balance in a statement cycle is \$35,000 for Performance accounts.
- \$20,000 cash deposited free of processing fees monthly.
- \$250 paper transactions free of processing fees monthly.
- Unlimited electronic transactions processed through the account.
- Free – Check Fraud Protection.
- Performance Business Debit Cards available upon request, including Zero Liability Protection.

C. Action Needed Today:

Approval of changing Chapter and Section checking accounts to Chase Performance Accounts.

D. Attachments:



Performance
Ckg.pdf

CHASE PERFORMANCE BUSINESS SOLUTIONS

Ideal for mid-sized businesses that maintain \$35,000 or more in deposit balances and have simple cash management needs

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Performance Business Debit Card

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Chase Business Premier SavingsSM

No Monthly Service Fee when linked to your Chase Performance, Platinum or Analysis Business Checking account

Personal account benefits

No Monthly Service Fee on linked personal Total Checking

Monthly Service Fee

\$30

OR \$0

When you maintain a combined average daily balance of \$35,000 or more in qualifying business deposit accounts²

For more information contact:

Kristen Bland
(813) 881-8256

BUSINESS SERVICES & SUPPORT

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- 3 Restrictions and limitations apply. Offer subject to change.
- 4 APRs are based on creditworthiness. Purchase and balance transfer APR is 16.99%–21.99% variable. Cash advances APR is 25.99% variable. Default APR of up to 29.99% variable. Variable APRs change with the market based on the Prime Rate, which was 4.25% on 6/20/17. Annual fee: \$95. Minimum Interest Charge: None. Balance Transfer Fee: 5% of the amount of each transaction, but not less than \$5. Note: This account may not be eligible for balance transfers. Cash Advance Fee: 5% of the amount of each advance, but not less than \$15. Foreign Transaction Fee: None. Credit cards are issued by Chase Bank USA, N.A. Subject to credit approval. You should contact Chase to obtain information on any changes to these terms after the date above by writing to Cardmember Service, P.O. Box 15043, Wilmington, DE 19850-5043. You must have a valid permanent home address, and the Company must be headquartered, within the 50 United States or the District of Columbia.
- 5 Businesses are required to complete an application and agree to terms and conditions at the time of enrollment. All businesses are subject to credit approval. Merchant services are provided by Paymentech, LLC ("Chase"), a subsidiary of JPMorgan Chase Bank, N.A.
- 6 Next business day funding is available to eligible Chase merchant services clients who deposit into a single Chase business checking account. Visa®, MasterCard®, Discover® and American Express® OptBlue® credit and debit transactions are eligible. All businesses are subject to business credit approval and all funds are subject to fraud monitoring. In addition, funding is subject to the terms and conditions of the merchant processing agreement. Chase must receive settled transactions by 11:59 p.m. EST. Funds are deposited on the next business day, excluding weekends and bank holidays. Some exclusions may apply; talk to a Chase representative for more details. The listed payment brand(s) are not sponsors of this program. All marks are marks of their respective companies.

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American Planning Association
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ATTACHMENT D-1

**APA Texas Executive Committee Meeting
August 17, 2018
Richardson, Texas**

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

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

- Held Summer Section meeting/CM event on Friday, June 15, in Austin, TX.
 - Topic: CodeNext Panel
 - Summary: This professional development event featured some of the leading voices in the discussion of Austin's Land Development Code and was attended by approximately 30 individuals. Panel members included:
 - Jim Duncan, FAICP. Jim is an Austin Zoning and Platting Commission member and past-president of APA. His firm, Duncan and Associates, has written codes for cities throughout the United States.
 - David Carroll, AIA, David is chair of the Austin Design Commission and is Austin AIA's point person on CodeNext.
 - David Sullivan, PhD. David was a long-time member of the Austin Planning Commission and has been deeply involved in CodeNext since its inception preceded by Imagine Austin.
 - Greg Guernsey, AICP. Greg is the director of the Department of Planning and Zoning and has overseen both CodeNext and Imagine Austin. Thirty years ago, he was on the team that wrote the current Land Development Code.
 - Nancy O'Neill, AICP, LEED-Green Associate. Nancy was the moderator. Nancy is a planner with WRT. She was WRT's project manager during the Imagine Austin process. WRT was the lead consultant for Imagine Austin.
 - This panel discussion on Austin's land development code focused on how CodeNext furthers the core principles of the Imagine Austin comprehensive plan and how CodeNext addresses issues of housing affordability, gentrification, and traffic congestion. Panelists discussed significant differences between CodeNext and the existing land development code and what went wrong with the process, what went right, and what could have been done differently.
- Held "Lattes and Leadership" event with Professor Robert Patterson on Tuesday, July 31, in Austin, TX.
 - At the event, the presentation focused on a discussion of how we address planning for resiliency in communities against losses to increased natural disaster activity frequency and intensity in recent years.

- This approach looks at all levels of organization, from person, to building, to site, to neighborhood and all the way up to regional focus, as the emergency response can break down at any of these levels.
- Discussion centered around recent research techniques and tools available from federal and state agencies to assess resiliency in communities and determine new planning approaches to address inefficiencies and vulnerabilities.
- Continued monthly Section Board conference call.
- Sent newsletter updates with pertinent information about events, Section meetings, and volunteer opportunities to Section members, as follows:
 - February – 3 newsletter updates
 - March – 3 newsletter updates
 - April – 1 newsletter update
 - May – 3 newsletter updates
 - June – 2 newsletter updates
 - July – 3 newsletter updates
 - August – 1 newsletter update (so far)
- Organized volunteer committees and began planning for Section awards and the annual awards banquet (scheduled for September 7).

East Section | Kyle Kingma, AICP, CFM:

- July 31 – Hosted a regional Elected and Appointed Officials Workshop with over 50 attendees.

Houston Section | Gary Mitchell, AICP:

- June 21 – Hosted another Section event away from central Houston, this time at the Bar Louie Baybrook Mall location along Gulf Freeway/I-45, for a social/networking event arranged in coordination with and attended by 12-15 planners from multiple cities south and east of Houston.
- June 28 – Held a Lattes and Leadership morning coffee event at Boomtown Coffee along Main Street and the METRORail line in downtown Houston, attended by eight individuals. Our guest was Beth White, President and CEO of the Houston Parks Board, one of the nation's leading urban park system planners (previously in Chicago).
- July 19 – Annual "State of Planning in Houston" session with City of Houston Planning and Development Deputy Director Margaret Wallace Brown, with approximately 25 attendees.
- Ongoing – Various Section officers and members continue to participate in the monthly conference calls for the APATX 2018 Galveston Conference Committee.
- Ongoing – Communications with City of Wharton/EDC representatives on potential local/state/national APA resources and other support related to post-Harvey planning and the desire for multi-objective improvements in conjunction with pending Corps of Engineers improvements in the area.

- Ongoing – Continue to identify and register worthy events by other area organizations for CM credits, including the Houston-Galveston Area Council and the Kinder Institute for Urban Research at Rice University.

Upcoming Programs/Projects

- September – Will focus on Galveston conference volunteer needs and recruiting during next Section Officers meeting.
- September – Coordinating with Texas Southern University Student Planning Organization (TSU SPO) to schedule a roundtable discussion event with area professionals on transitioning from planning school to practice.
- September 11 – Coordinating with West Houston Association on a potential Section mixer immediately following an Association event to promote its 2060 Plan.
- September 21 – Planning our participation in (and potential sponsorship of) a PARK(ing) Day event in conjunction with ASLA Houston and the Rice Design Alliance.
- September 26 – Target date for next Houston Young Design Professionals Happy Hour, organized by the AIA Houston Young Architects Forum. APA Houston was among nine co-hosting organizations for the spring happy hour, with 165 attendees.
- September-November – Coordinating with TSU SPO and local planning employers to arrange workplace visits and interaction with students (one per month this fall). Also will pursue APA Ambassador Program activities with SPO, and also encouraging students to take advantage of free APA student membership.
- October – Considering activities for National Community Planning Month.
- November 9 – Houston Section is partnering with the Houston-Galveston Area Council (H-GAC) on its annual Fall Planning Workshop, assisting to recruit speakers and promote the Section's suggested focus on "Planning at the Edge" (challenges of managing growth in cities' extraterritorial jurisdictions and other unincorporated areas, involved entities and jurisdictions, effects of new limits on municipal annexation authority, limited authorities of Texas counties, inapplicability of building codes outside city limits, development agreements and other tools besides annexation, limits on local government revenues and spending, etc.).

Midwest Section | Tamara Cook, AICP:

- June 13 – Lunch and Learn – Resilient Communities Part 1 – Flood Hazards: Ben Pylant (Halff) and Matt Bucchini (Halff) provided a presentation to about 20 attendees on elements to consider during different phases of planning to better prepare cities for flood hazards. 1.5 AICP CM provided.
- June 13 – Awards Committee Call – Midwest Section representatives participated in a conference call to discuss the State Awards.
- June 19 – Midwest Section Board Meeting.
- June 28 – Driving Our Cities to the Green – 3rd Annual Scholarship Fundraiser (Top-Golf, Fort Worth, 4-7 p.m.). The Midwest Section raised \$1,830 for scholarships (through seven sponsors and from silent auction proceeds) that will be awarded in February at the Focus North Texas event. About 15 people attended the golf event.

- July 25 – Lunch and Learn – Resilient Communities Part 2 – Post-Disaster Planning – What to do after the storm? Kimberly Miller (Allen Engineering) provided a presentation to about 10 attendees on the varying elements planners should be aware of and be prepared for related to post-disaster planning. 1.5 AICP CM provided.
- July 27 – Midwest Section Board Meeting.
- August 8 and 9 – Elected and Appointed Officials Workshop, Dallas-Fort Worth International Airport. This year's event incorporated a day-long pre-event workshop (August 8) hosted by ULI to showcase their UrbanPlan exercises. 24 attendees are signed up for the pre-event workshop. About 30 attendees are signed up for the Elected and Appointed Officials Workshop. Dave Gattis and Carol Barrett will be presenting the Planning 101 and Ethics portion, respectively. Abra Nussar will be doing an afternoon presentation and interactive Site Planning exercise.
- Throughout past two months: Travis Liska and Danielle Stellrecht have reviewed State Awards submissions on behalf of the Midwest Section.

Future Programs/Projects

- August 17-September 14 – Midwest Section Conference Scholarship Call – The Midwest Section will be offering travel stipends for students wanting to attend the State Conference. Students will be required to assist with the Legacy Project as a condition of receiving travel assistance. The Midwest Section is coordinating with UTA SPA and will coordinate with UNT if possible.
- August 28 – Multi-Disciplinary Collaborative Event with Greater Dallas Planning Council, ULI, AIA, CNU, ASLA, and APA (both North Texas sections). Event will take place at the DART Tyler Street Station from 5:00-8:00 p.m. and will showcase this GDPC Urban Design Award Winner. The Midwest Section provided sponsorship of this event and 1 AICP CM credit is available.
- Late August (TBD) – Midwest Section Board Meeting.
- September 4 – iWork Career Event – APA Texas will have a booth at this DFW regional career event hosted for high school students. The Midwest Section will have volunteers at this event to man the booth and talk to students about careers in planning.
- September 8, 9:00 a.m.-12:00 p.m. – Section Service Project - Tarrant Area Food Bank Service Project - Learning Garden Maintenance Workday (Fort Worth). Volunteers will gather to do maintenance in a community garden that grows food for the Tarrant Area Food Bank. 4 people are registered so far to volunteer in the garden.
- September 19 – Lunch and Learn – Resilient Communities Part 3 – Urban Wildfires. Bruce Woods from Texas A&M Forest Service will provide a presentation on elements of importance as it relates to preparing for the potential for urban wildfires. In light of the recent drought and wildfires in California, this is a timely topic that is important for planners to be aware of.
- Midwest Section will be hosting its second Lattes and Leadership event in September or October.
- October/November – Joint event with ASLA – Networking event of some kind between Midwest Section and ASLA North Texas.

- February 2019 – Focus North Texas and Midwest Awards Lunch. The Midwest Section is partnering with the North Central section to host the Focus North Texas event at the Irving Convention Center.
- Midwest Section will be evaluating its Awards program and making them more regional in nature to coincide with Focus North Texas.

North Central Section | Steven Duong, AICP:

No report this quarter.

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

- Held Section leadership calls in June, July, and August.
- June 29 – Held Section meeting in Amarillo, paired with an event for which 3 CM credits and 1 law credit were secured. Event featured Section Director moderating a panel discussing challenges, legalities, requirements, tips, and pitfalls of platting. The panel featured a land use attorney, private sector planning/development director, public sector planning consultant, private developer, and a representative from the Texas Board of Professional Land Surveying. Additional resources were provided to the attendees after the event, along with a survey to collect feedback on the event.
- August 7 – Fall edition of the Section newsletter was distributed to all members. Challenge issued to members for National Community Planning Month in October.
- Planning is currently underway for September 28th educational event, paired with the next Section meeting, to be held in Abilene. The event will focus on historic preservation and the challenge of balancing preservation with property rights in west Texas.
- Also underway is planning for the November 8th Northwest Texas Regional Workshop for Appointed & Elected Officials, to be held in Midland.
- Section is currently focused on increasing partnerships with private sector firms and colleges/universities in the area – more on that to come.
- Continuing to promote conversation and involvement via the Section's Facebook page.

Southmost Section | Xavier Cervantes, AICP:

- August 10 – Planning Commissioners Workshop.
- September – Lattes and Leadership event.

Southwest Section | Rebecca Pacini, AICP:

- May 24 – The Section held a member meeting with a Lunch & Learn with Douglass W. McDonald from the Alamo Trust. Mr. McDonald presented on the Alamo Plaza Restoration and Master Plan.
- June 1 – Rebecca Pacini, Section Director, attended the Chapter Board of Directors meeting in Waco.

- June 15 – Vision Zero Summit sponsored by APA-TX Southwest Section in partnership with WTS San Antonio Region, South Texas ITE, Vision Zero San Antonio, and Alamo Area Metropolitan Planning Organization. 7.5 hours of CM credit was available for attendees which included 1.5 hours of Ethics. 150 attendees were present.
- July 5 – The Board met at 100 W. Houston to discuss upcoming member events.
- August 24 – The Section will hold a member meeting with a Lunch & Learn on Effective Public Engagement. Jim Duncan will present on the topic pulling from his experience on Austin's CodeNEXT.

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

- July 12 – The Section and USGBC held a Green Drinks Mixer and tour of the new Aloft El Paso Downtown Hotel (renovated Bassett Tower).



American Planning Association
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APA Texas Chapter Executive Committee Summer Meeting

Friday, August 17, 2018, 10:00 a.m. to 2:00 p.m.

CityLine - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

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

Conference Code: 3750530425

GoToMeeting (link to be provided):

Agenda Item No.: D-4

RETURN COMPLETED FORM TO administrator@apatexas.org

Agenda Topic: 2018 Texas Municipal League Annual Conference **Action Item:** ☒ Yes ☐ No

Submitted by: Christopher Looney, AICP

A. Background Information:

The 2018 Texas Municipal League (TML) Annual Conference will be held in Fort Worth, on October 9-12. The APA Texas Chapter is a TML Affiliate. The APA Texas Chapter will sponsor a session presentation on Hurricane Harvey Flood Disaster Recovery, to be presented by Kim Mickelson, JD, AICP, City of Houston; Kimberley Miller, AICP, Allen ES; Daniel McGinn, AICP, City of Corpus Christi; and Amanda Torrez, AICP, City of Rockport. A number of APA members will be attending the TML conference to represent their cities. The Chapter will reimburse them for their flight/mileage and hotel for 1 night. Since they are only speaking at the session, they don't need to register for the conference.

There is the opportunity for the APA Texas chapter to be an exhibitor at the TML Conference.

B. Details: (include additional pages if needed) **Session Date/Time: October 11 | 3:30-4:45PM**

Session Description: After several years of overwhelming flood events in several areas of Texas, NOAA is revising the rainfall intensity maps. The maps illustrate the expected rainfall amounts that comprise the 100 year storm event, and will add new areas in most cities to the 1% annual chance flood zone that were not included before. This session will look at what cities should be doing to prepare, prevent, mitigate and plan for resiliency as these more severe storms are expected to increase in number. Join the panel as they discuss first hand experiences and strategies to keep your citizens safe and protect private and public property from floodwater devastation.

If the Chapter decides to be an Exhibitor at TML, the exhibit booth would be staffed by APA members attending the conference who will be asked to sign up for time periods suiting their schedules. Doug and Mike will drive back and forth daily.

Exhibitor Cost Estimate

Exhibit fee – TML member rate	\$835
Carpeting, draped table, two chairs, and wastebasket	\$278
Promotional items for give-aways	\$1,237
Mileage reimbursement	<u>\$150</u>
Approximate Total Cost	\$2,500

C. Action Needed Today:

Consider approval for APA Texas Chapter to be an exhibitor at the 2018 TML Annual Conference on Oct. 9-12.

B. Attachments:



American Planning Association
Texas Chapter

Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, August 17, 2018, 10:00 a.m. to 2:00 p.m.

CityLine - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

Agenda Item No.: D-2

Agenda Topic: Uniform Section Bylaws

Action Item: ☐ Yes ☒ No

Submitted by: Doug McDonald, AICP; Gary Mitchell, AICP

A. Background 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. Following the April Board of Directors Meeting, Section Representative Gary Mitchell began coordinating with Sections.

B. 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:

Draft Uniform Section Bylaws

APA TEXAS [MIDWEST] SECTION BYLAWS

Adopted XX, 2018

Amended and Restated Bylaws
of the American Planning Association – Texas Chapter, [Midwest] Section

ARTICLE I. NAME AND TERRITORY

1.1 Name. The name of this organization shall be the “American Planning Association – Texas Chapter, [Midwest] Section.” The Section shall be referred to as [Midwest] Section. In these bylaws, the [Midwest] Section may be referred to as “the/this Section”; the Texas Chapter of the American Planning Association as “the Chapter”; and the American Planning Association as “APA.”

1.2 Territory. This Section shall represent the Association and Chapter in the geographic territory covered by the Texas counties listed in Addendum “A”.

ARTICLE II. PURPOSE

The Section is a subsidiary component of the Texas Chapter of the American Planning Association. The purpose of this Section shall be to:

Provide a local professional association of planners of diverse education, backgrounds, experiences and employment to advance the art and science of planning in Texas to help improve the state as a place to live and work;

Promote planning as a profession, the practice of planning, and the policies of the American Planning Association and the Texas Chapter;

Provide a forum for the interchange of ideas, interests, and current practices of the planning profession between and among professional planners, elected and appointed officials, educators, other professional organizations and the public; and

Provide education, training and networking opportunities and resources for planning students, practicing planners, and elected and appointed officials on sound planning practices, innovative concepts and ethical reasoning.

ARTICLE III. MEMBERSHIP

3.1 Section Members. A person who is a member of the Chapter and has as their official mailing address, as maintained by APA, in territory included in the Section boundaries shall be considered a Section Member. Section Members are subject to all requirements of APA membership including payment of dues. Section membership may be further classified as “Members”, “Planning Board”, “Student” or any other classification determined by the Chapter or APA.

ARTICLE IV. FISCAL ADMINISTRATION

4.1 Fiscal Year. The Section shall use the same fiscal year calendar used by the Chapter.

4.2 Budget. The Section shall adopt a budget annually. The Section may submit a Section Grant request to the Chapter as part of the Chapter’s annual budget process to assist with local programming for members.

4.3 Financial Reporting. The Section shall follow budgeting, accounting and reporting procedures as adopted by the Chapter. The Section shall submit an annual financial report to the Chapter Treasurer by November 1 of each year.

ARTICLE V. ELECTED OFFICERS, APPOINTED OFFICERS AND EXECUTIVE BOARD

5.1 Eligibility. Office shall be open to any Section Member who is also a member of the Chapter in good standing.

5.2 Terms of Office. The terms of office for all elected officers shall be two years, beginning at the conclusion of the annual fall meeting of APA Texas in odd numbered years.

5.3 Elected Officers. The elected officers of the Section shall be the Director, Director-Elect, Secretary, and Treasurer. In every election that occurs after the adoption of the Bylaws, the Director-Elect, Secretary, and Treasurer shall be elected by the membership. The previously elected Director-Elect shall become the new Director, and the former Director shall become the Immediate Past Director.

5.4 Appointed Officers. The appointed officers of the Section shall be Communications Coordinator, Professional Development Officer, and Emerging Planning Leader Representative. The Director of the Section shall appoint members to these positions each year.

5.5 Executive Board. There shall be an Executive Board consisting of the Director, Director-Elect, Secretary, Communications Coordinator, Treasurer, Professional Development Officer, and Emerging Planning Leader Representative. The Immediate Past Director shall serve as an ex-officio member of the Executive Board.

5.6 Duties of the Officers.

5.6.1 Director. The Director shall:

- i. Call and preside at meetings of the Section and the Executive Board.
- ii. Organize educational programs and Section meetings.
- iii. Administer elections for officers.
- iv. Create, appoint and discharge all appointed officers and special committee chairs.
- v. Sign all contracts and agreements; and shall perform all other duties usual and incidental to the office.
- vi. Serve as the Section's representative to the Texas Chapter Board of Directors.
- vii. Provide reports on Section activities to the APA Texas Executive Committee regarding the established "Level of Service".
- viii. Succeed to the office of Immediate Past Director upon completing of their term of office.

5.6.2 Director-Elect. The Director-Elect shall:

- i. Act in the absence or incapacity of the Director.
- ii. Perform such other duties and authorities as are necessary to carry on the business of the Section including duties delegated by the Director.
- iii. Be the next Director of the Section and take whatever steps are necessary to prepare for that office while serving as Director-Elect.

5.6.3 Secretary. The Secretary shall:

- i. Notify Section members of meetings, educational programs and other events of interest to the Section.
- ii. Prepare and report minutes of the Executive Board.
- iii. Maintain the Section email distribution list and other mailing lists.
- iv. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.4 Treasurer. The Treasurer shall:

- i. Exercise general supervision of the financial affairs of the Section.
- ii. Collect any money due to the Section.
- iii. Assist the Director in preparing an annual budget for adoption by the Executive Board and submittal to APA Texas.
- iv. Prepare an Annual Financial Report for presentation to the Section membership.
- v. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.5 Communications Coordinator. The Communications Coordinator shall:

- i. Maintain and publish the newsletter and any notices of meetings.
- ii. Maintain the Section's website, Chapter event calendar, and other communication tools.
- iii. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.6 Professional Development Officer. The Professional Development Officer shall:

- i. Be a member of the American Institute of Certified Planners (AICP) in good standing.
- ii. Coordinate all AICP Certification Maintenance activities as they relate to Section meetings.
- iii. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.6.7 Emerging Planning Leader Section Representative. The Emerging Planning Leader Section Representative shall:

- i. Serve as the Section representative to the Chapter Emerging Planning Leader Chair.
- ii. Coordinate all activities that bridge the professional gap between college graduates, members of the American Institute of Certified Planners (AICP), and members of the Fellows of American Institute of Certified Planners (FAICP).
- iii. Perform such other duties required by these Bylaws or customary to the office including duties delegated by the Director.

5.7 Immediate Past Director. The Immediate Past Director may be present at all meetings of the Executive Board to provide advice and continuity on the transition of business and activities from year to year. The Immediate Past Director may be responsible for administering the election of officers (see 6.1).

5.8 Removal from Office. An officer may be removed from office for cause and after a hearing whenever, in the judgment of four-fifths of the Executive Board, the best interest of the Section will be served thereby. Cause for removal from office shall include commission of a breach of professional ethics or conduct, conviction of a felony, or unexcused absence from four consecutive meetings of the Executive Board.

5.9 Quorum. To conduct any Section business, a majority of the members of the Section Executive Board shall constitute a quorum. Any member eligible to vote on a specific matter coming before the Section may vote by proxy, if said proxy states the specific matter under consideration is signed and names a person actually present at the meeting who is himself or herself qualified to vote on the specific matter in question. Proxies shall count toward any quorum required to transact business.

ARTICLE VI. ELECTIONS AND VOTING

6.1 Elections Administration. The Section Director shall work with the Chapter President to administer the election of officers. However, in the event the person holding the office of Director is a candidate for another elected officer position during an election year, the Immediate Past Director shall administer the election of officers.

6.2 Nomination of Officers. The Director shall appoint a Nominating Committee. The Nominating Committee shall recommend to the Executive Board one or more persons for the offices of Director-Elect, Secretary, and Treasurer. The Secretary shall notify the membership of the nominations.

6.3 Candidates by Petition. Additional candidates may be placed upon the official ballot following the submission of a petition containing the signatures of at least ten or more of the qualified Section Members received by the Director within 14 days of notice from the Secretary, after which nominations will be closed.

6.4 Election Procedures. Elections are held in conjunction with APA and the Chapter as part of an electronic consolidated election process. The candidate receiving a majority of the votes cast for each office shall be deemed elected, and the Secretary shall notify the membership of the results. In the event no candidate receives a majority, the Executive Board shall elect one of the two leading candidates, and such action shall be made a matter of record. Officers will take office at the conclusion of the annual fall meeting of APA Texas in odd numbered years.

6.5 Election Schedule. The election schedule is published yearly by APA. The Chapter President shall work with the Section Director to distribute the schedule to members.

6.6 Schedule Amendment. If due to unforeseen circumstances, the Executive Committee finds that the election timetable set forth by APA cannot be followed, the Executive Committee may amend the timetable for that given instance providing an attempt is made to conform as closely as possible to the required election time, that said change shall be approved by a unanimous vote of the Executive Committee, and that the membership shall be notified of the change.

6.7 Vacancies. In the event a vacancy is created in the Office of Section Director, the Director-Elect shall immediately vacate his or her office and assume the office of Section Director and shall then call an election to be held at the earliest practicable date for the purpose of electing from the Section Membership a person to fill the unexpired term of Director-Elect. In the event a vacancy is created in any of the offices of Director-Elect, Secretary, or Treasurer, the Director may appoint a qualified person to fill the position for the remainder of the term. The Director shall have the discretion to call an election to be held at the earliest practicable date for the purpose of filling any or all of such unexpired terms from among the Section Membership, if so desired.

6.8 Voting. In Section officer elections, voting shall be done only by those Section Members in good standing with the Chapter.

ARTICLE VII. MEETINGS

7.1 Executive Board Meetings. Meetings of the Executive Board shall be called by the Director or by a majority of the Executive Board members. There shall be at least 4 meetings of the Executive Board each year.

7.2 Notice of Meetings. At least 15 calendar days notice of Executive Board meetings shall be provided to Section members. The notice must specify the date, time and place of the meeting. Notice may be provided by any of the following methods: electronic mail, posting to the Section website, posting on social media, postal mail, or fax transmission.

7.3 Section Meetings. Section meetings of the membership shall be held periodically throughout the year at such dates, times, and places as may be decided by the Executive Board. Meetings shall usually consist of Section business and programs on topics of interest to the general membership, specific activities that advance the planning profession, or special interests of the membership.

7.4 Special Meetings. The Director may call special meetings at such dates, times, and places as may be appropriate.

7.5 Chapter Meetings. The Director, or his/her designee, may be reimbursed for actual expenses incurred while attending Chapter meetings. Such reimbursement shall be included as a line item in the annual Section budget. In the event that the Director is unable to attend said meetings, this responsibility shall be assumed by the Director-Elect and shall carry the Director's proxy. Should the Director-Elect be unable to attend, the Director may delegate this responsibility to another elected officer.

7.6 Meeting Minutes. Minutes shall be recorded at each Executive Board by either the Secretary or other member designated by the Secretary to serve in his/her absence. All minutes shall become part of the permanent Section record, of which the Secretary shall be custodian.

ARTICLE VIII. COMMITTEES

8.1 Committee Appointment. The Director may appoint, whenever necessary and appropriate, special committees chairs to perform specific duties. These may include programs, awards, networking, student activities, or special conference planning committees. The Section shall define the role of any special committees.

8.2 Committee Tenure. The tenure of each committee shall be for the duration of the specific duty assigned to it, but shall not exceed beyond the end of the appointing Director's term of office except that any committee may be continued by the succeeding Director.

ARTICLE IX. AMENDMENT OF BYLAWS

9.1 Approval by Chapter. Section bylaws and amendments to Section bylaws should be submitted for review and approval by the APA Texas Board of Directors prior to adoption by the Section.

9.2 Proposals. These Bylaws may be altered, amended, or repealed, or new Bylaws adopted as follows:

- i. Through a recommendation by the Executive Board; or,
- ii. Through a written petition from at least 20% of the entire qualified Section membership.

Notice of the proposal shall be distributed to the membership by written or electronic means.

9.3 Adoption. A period of 30 days from the distribution date shall be allowed for the return of the ballots, prior to certification of the results. Voting may be conducted through mailed ballot or electronic ballot. The ballot shall be distributed to all Section Members in good standing by the Secretary. In voting for Section Bylaws amendments, approval or disapproval shall be by a simple majority of the votes cast.

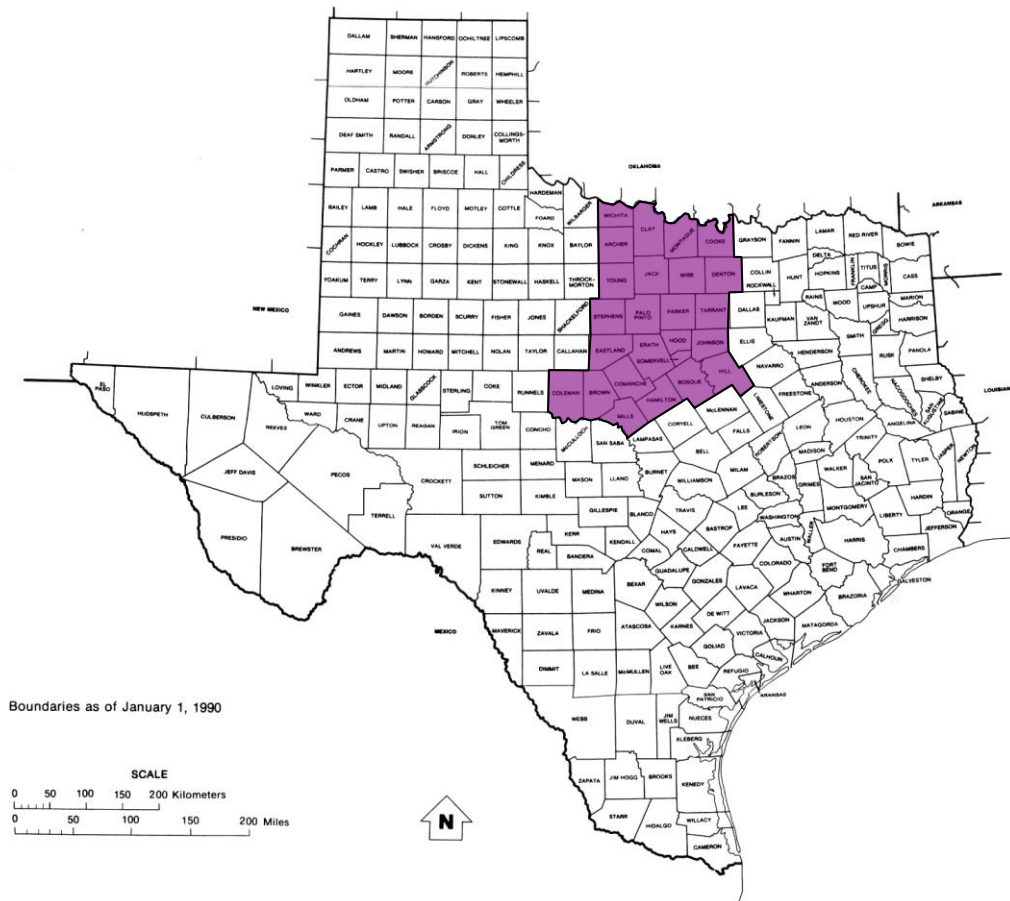
ARTICLE X. RULES OF PROCEDURE

Except as provided herein, all matters of procedure during business meetings shall be guided by Robert Rules of Order, 10th Edition. The Section Director shall be the final authority on all rules of procedure.

Addendum A

Counties within the [Midwest] Section Boundaries

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





American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, August 17, 2018, 10:00 a.m. to 2:00 p.m.

CityLine - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

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

Conference Code: 3750530425

GoToMeeting (link to be provided):

Agenda Item No.: D.3

RETURN COMPLETED FORM TO administrator@apatexas.org

Agenda Topic: Communications Coordinator Report

Action Item: ☐ Yes ☒ No

Submitted by: Heather Nick, AICP

A. Background Information:

As stated in the 2017 – 2022 Development Plan, “Action Plan”, APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.

B. Details: Action Plan Goals

2A. Finalize, adopt and implement a communications plan.

-Adopted 2017

2B. Increase communication between the APA Texas Executive Committee and members.

-Executive Committee work has been made more transparent through articles in the newsletter

-Monthly newsletters and social media content/alerts

2C. Develop a job description for a communications assistant

-2017 RFP and Selection

-2018 contracted with Communications Technician

2D. Explore connections to get media attention for APA Texas awards and other initiatives.

-2018 Media embargo strategy for Great Places program - Concerted effort to reach many media outlets to announce designees - Collaboration with The Daytripper to make video announcement

-Distributed press release for Scenic Cities announcement

-Media blast planned for Great Places in America

2E. Send welcome letters from the Chapter to new APA and AICP members.

-Fred Lopez is drafting welcome letters. He anticipates completing final drafts by August 31st.

2F. Leverage all forms of media. Social media and traditional media should both be used. One focus could be Planners' Month.

-“Snap your Planning Story” viral blitz for October

2G. 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 needed to keep them in the organization.

-New Planner Resource Center

-Facebook group (post-millennial crowd)

-“Ten tips for passing the AICP” article

2H. Promote APA membership to Planning Commissioners.

-Opportunity to market Planning Commissioner membership at Regional workshops

2I. Create a structure to engage 'legacy' professionals. Find ways to involve FAICP members and retired planners.

-Texas APA Oral History Project, a YouTube video series. Subscribe – search for “TX-APA Oral History Project”

2J. Engage appointed and elected officials in APA Texas.

-Regional Training Workshops

-Update to Conference Short Course

C. Action Needed Today:

D. Attachments:



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CityLine - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

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

Conference Code: 3750530425

GoToMeeting (link to be provided):

Agenda Item No.: D-4

RETURN COMPLETED FORM TO administrator@apatexas.org

Agenda Topic: Comm Tech Report

Action Item: ☐ Yes ☒ No

Submitted by: Kyle Kingma

A. Background Information:

Quarterly Report

B. Details: (include additional pages if needed)

C. Action Needed Today:

None

D. Attachments:

Report
Monthly reports

CHAPTER COMMUNICATIONS TECHNICIAN REPORT

8-17-18

Kyle Kingma, AICP

MAJOR ITEMS/INITIATIVES:

1. Website improvements:
 - a. Changed “Knowledge Center” to “News and Knowledge Center”
 - b. Added “copies” of past newsletters to website
 - c. Added “share your info” form and link in header
 - d. Updated legislative alerts page
 - e. Added “Various Training Presentations” page
 - f. Updated PSO information
2. AICP test prep article – “Ten tips for passing the AICP exam”
3. Updated FAICP page by linking all Fellows to their bios on the National site
4. Weekly “job roundups”
 - a. 55 jobs posted
5. Provided permissions on Facebook for Section Communications Officers

IN THE HOPPER:

1. Great Places in America announcements
2. “Share your planning story” for Planning Month
3. Conference

REPORTS:

- Website activity (May-July 2018 vs. same period 2017):
 - o Users: **+58.91%**
 - o New Users: **+62.5%**
 - o Sessions: **+32.75%**
- Facebook:
 - o Likes: **1,005**
 - o Group size: **90**
- Twitter Followers: **492**
- LinkedIn Connections: **562**

MAY 2018 COMMUNICATIONS REPORT

Users assisted:

4

Jobs Posted:

24

Website:

- Updated "Conference and Meetings" to "Conference and Events" for clarity
- Created an "Events Calendar Instructions" page
- Updated FAICP page by linking all Fellows to their bios on the National site
- Announcement banner for Harvey survey
- Updated events calendar with trainings
- Updated Chapter Board roster

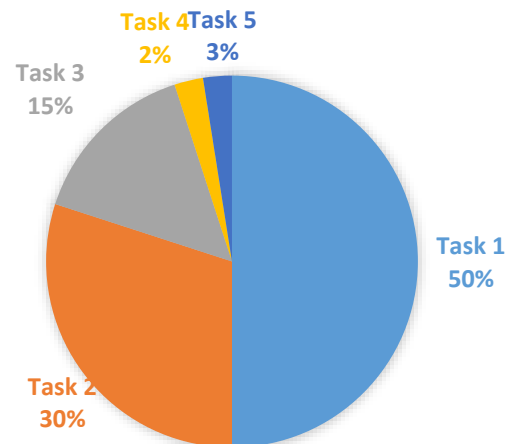
General Communications:

- FAICP profiles
- News items
- Social media content
- Assembled and distributed newsletter
- Weekly job roundups

Reports:

- Website activity (May vs. April):
 - o Users: 3.4k **-4.4%**
 - o Sessions: 5.5k **-2.7%**
 - o Session Duration: 1m50s **+0.5%**
- Facebook (May):
 - o Page reach: 2,484
 - o Post engagements: 1,359
 - o New Likes: 13 (965)
 - o Group size: 81
- Twitter (May):
 - o Tweet impressions: 6,296
 - o Profile visits: 226
 - o New Followers: 6 (474)

MAY TASK TIME DISTRIBUTION



JUNE 2018 COMMUNICATIONS REPORT

Users assisted:

4

Jobs Posted:

17

Website:

- Changed "Knowledge Center" to "News and Knowledge Center"
- Added "copies" of past newsletters to website
- Added "share your info" form and link in header
- Updated legislative alerts page
- Added "Various Training Presentations" page

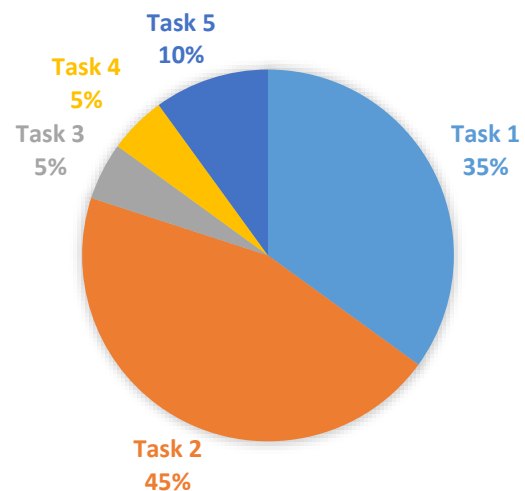
General Communications:

- News items
- Social media content
- Assembled and distributed newsletter
- Weekly phone calls
- Chapter Board meeting report out
- Weekly job roundups

Reports:

- Website activity (June vs. May):
 - o Users: 3.9k **+15.4%**
 - o Sessions: 6.4k **+16.2%**
 - o Session Duration: 2m1s **+9.9%**
- Facebook (June vs. May):
 - o Page reach: 4,203 **+69%**
 - o Post engagements: 2,008 **+43%**
 - o New Likes: 18 (978) **+39%**
 - o Group size: 86 (5 new)
- Twitter (May):
 - o Tweet impressions: 12.3k **+72.3%**
 - o Profile visits: 188 **-20%**
 - o New Followers: 6 (479)

JUNE TASK TIME DISTRIBUTION



JULY 2018 COMMUNICATIONS REPORT

Users assisted:

3

Jobs Posted:

11

Website:

- Approved jobs
- Created events
- Created news stories
- Updated chapter e-newsletters

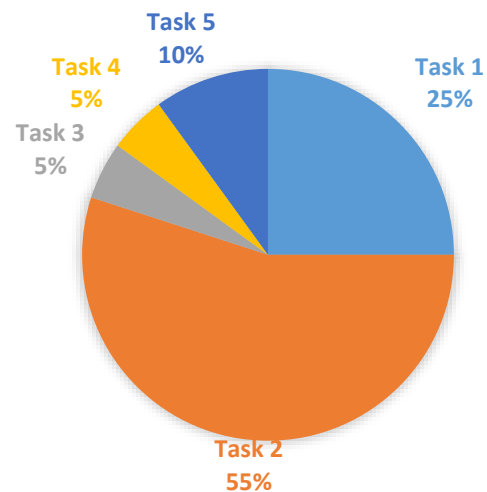
General Communications:

- News items
- Social media content
- Assembled and distributed newsletter
- Weekly phone calls
- Weekly job roundups
- Permissions database

Reports:

- Website activity (July '18 vs. July '17):
 - o Users: 4.6k **+55%**
 - o Sessions: 7.1k **+33%**
 - o Session Duration: 1m41s **-25%**
- Facebook (July vs. June):
 - o Page reach: 5,196 **+24%**
 - o Post engagements: 1,920 **-4%**
 - o New Likes: 21 (999) **+2%**
 - o Group size: 90 (4 new)
- Twitter (May):
 - o Tweet impressions: 10.1k **-18%**
 - o Profile visits: 77 **-60%**
 - o New Followers: 6 (485)

JULY TASK TIME DISTRIBUTION





American Planning Association
Texas Chapter
Making Great Communities Happen

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-5

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 it a priority to revamp the Texas Chapter Planning Awards program. The Chapter has implemented a number of changes for the first year which are listed below. The Chapter received 40 award nominations and the committee will be meeting on August 22 to deliberate and select the winners. Our goal is to notify winners by Monday, August 27. A schedule for 2018 is attached to this report.

A Special Awards Sub-Committee has been established to review and finalize draft changes to the 2019 award categories and have meet twice to discuss potential changes. Attached to this report are preliminary recommendations that will be considered at the October Board of Directors meeting.

B. Details: (include additional pages if need)

2018 Award Program Changes:

- Online submittal process through Zoomgrants
- Virtual Jury; Section Directors or Appointees from the Section Director
- Advanced notification of winners (so they can make sure to register)
- Press Release process similar to Great Places in Texas
- Consolidation of Planning Award and Long Range Award
- Updated Award Criteria, specific to Project (See attachment for Criteria)
- Removed Award Application Fee for Elected/Appointed Official Award Category
- Greater Promotion of Winners – Announce prior to Conference for National Planning Month
- Continued improvement to Awards Banquet Program format
- Develop Awards Logo for Winners

2019 Award Program Potential Changes:

- Categories update to align with National
- Jury review by other states
- Online payments

B. Details: (continued)

2018 Schedule:

Awards	Conference
April	
By April 30 – Zoomgrants up and running for awards submittals	
May	
May 1 - Call for Awards and Planning Excellence Opens	
June	
June – Bring call for award jury up at Board meeting; select jury; notify them about schedule and process (Zoomgrants)	
July	
	July 1 - Early Registration Opens
July 13 - Call for Awards Ends (74 Day Duration)	
August	
July 16-August 22 – jury process	August 17 - Early Registration Ends (48 Day Duration)/ August 17 - Regular Registration Opens
September	
August 27 – 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. Action Needed Today:
None

D. Attachments:
1. Potential 2019 Award Categories for APATX

2019 APATX Chapter Planning Award Categories (DRAFT)

Full Videos and Recipients Come to Stage for Recognition	
Texas Planning Excellence Awards	Texas Planning Excellence Awards Description
Comprehensive Plan Award (1 or 2 Awards)	For a comprehensive or general plan that advances the science and art of planning.
Advancing Diversity & Social Change Award	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.
Planning Advocate Awards (2 Awards)	This award honors an appointed official and an elected official who have advanced or promoted the cause of planning in the public arena.
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.
Journalism Award	Given to a Texas newspaper, magazine, or TV station for a story/series on Texas planning.
Community of the Year Award	Given to a town, city, or county for providing an outstanding contribution to planning.

No Video; Recipients Come to Stage for Recognition	
Texas Planning Recognition Awards	Texas Planning Recognition Awards Description
Planning Legend Award*	This award recognizes the contributions of an individual who has made personal and direct innovations in Texas planning that have significantly and positively redirected planning practice, education, or theory with long-term results.
Texas Chapter Award*	Given to an individual or group outside of the planning profession.
Chapter President's Award**	Given to an individual or group based on outstanding service to the planning profession.

Slide Show Plays, Recipients Stand for Recognition	
Texas Planning Achievement Awards	Texas Planning Achievement Awards Description
Achievement for Best Practice	<p>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.</p> <p><i>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.</i></p>
Achievement for Historic Preservation Planning	<p>Given in partnership with the Texas Historical Commission to recognize a planning project, initiative, or endeavor that is historically significant and that may be used or accessed by the public.</p> <p><i>Examples: preservation plans, design standards for historic districts, preservation ordinances, historic restorations, historic survey projects, Registered Texas Historic Landmark nominations, National Register of Historic Places nominations.</i></p>
Achievement for Economic Development Planning	<p>This award honors efforts to transform economies and stimulate economic development in communities of all sizes.</p> <p><i>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.</i></p>
Achievement for Environmental Planning	<p>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.</p> <p><i>Examples: Green infrastructure plans; resource conservation efforts; alternative energy programs; climate action plans and disaster recovery plans; public health initiatives; sustainability plans.</i></p>
Achievement for Grassroots Initiative	<p>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.</p> <p><i>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.</i></p>
Achievement for Urban Design	<p>This award honors efforts to create a sense of place, whether a street, public space, neighborhood, or campus effort.</p> <p><i>Examples: Streetscape plans; public space plans; hospital, college or other campus plan.</i></p>

Slide Show Plays, Recipients Stand for Recognition	
Texas Planning Achievement Awards	Texas Planning Achievement Awards Description
Achievement for Implementation	<p>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.</p> <p><i>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.</i></p>
Achievement for Public Outreach	<p>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.</p> <p><i>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.</i></p>
Achievement for Transportation Planning	<p>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.</p> <p><i>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.</i></p>



American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, August 17, 2018, 10:00 a.m. to 2:00 p.m.

CityLine - State Farm Headquarters Training Facility

3661 N. Plano Rd., Suite 1000, Richardson, TX 75082

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

Conference Code: 3750530425

GoToMeeting (link to be provided):

Agenda Item No.: D-6

RETURN COMPLETED FORM TO administrator@apatexas.org

Agenda Topic: 2018 Texas Municipal League Annual Conference **Action Item:** ☒ Yes ☐ No

Submitted by: Christopher Looney, AICP

A. Background Information:

The 2018 Texas Municipal League (TML) Annual Conference will be held in Fort Worth, on October 9-12. The APA Texas Chapter is a TML Affiliate. The APA Texas Chapter will sponsor a session presentation on Hurricane Harvey Flood Disaster Recovery, to be presented by Kim Mickelson, JD, AICP, City of Houston; Kimberley Miller, AICP, Allen ES; Daniel McGinn, AICP, City of Corpus Christi; and Amanda Torrez, AICP, City of Rockport. A number of APA members will be attending the TML conference to represent their cities. The Chapter will reimburse them for their flight/mileage and hotel for 1 night. Since they are only speaking at the session, they don't need to register for the conference.

There is the opportunity for the APA Texas chapter to be an exhibitor at the TML Conference.

B. Details: (include additional pages if needed) **Session Date/Time: October 11 | 3:30-4:45PM**

Session Description: After several years of overwhelming flood events in several areas of Texas, NOAA is revising the rainfall intensity maps. The maps illustrate the expected rainfall amounts that comprise the 100 year storm event, and will add new areas in most cities to the 1% annual chance flood zone that were not included before. This session will look at what cities should be doing to prepare, prevent, mitigate and plan for resiliency as these more severe storms are expected to increase in number. Join the panel as they discuss first hand experiences and strategies to keep your citizens safe and protect private and public property from floodwater devastation.

If the Chapter decides to be an Exhibitor at TML, the exhibit booth would be staffed by APA members attending the conference who will be asked to sign up for time periods suiting their schedules. Doug and Mike will drive back and forth daily.

Exhibitor Cost Estimate

Exhibit fee – TML member rate	\$835
Carpeting, draped table, two chairs, and wastebasket	\$278
Promotional items for give-aways	\$1,237
Mileage reimbursement	<u>\$150</u>
Approximate Total Cost	\$2,500

C. Action Needed Today:

Consider approval for APA Texas Chapter to be an exhibitor at the 2018 TML Annual Conference on Oct. 9-12.

B. Attachments:



American Planning Association
Texas Chapter
Making Great Communities Happen

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-7

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 it a priority to revamp the Texas Chapter Planning Awards program. The Chapter has implemented a number of changes for the first year which are listed below. The Chapter received 40 award nominations and the committee will be meeting on August 22 to deliberate and select the winners. Our goal is to notify winners by Monday, August 27. A schedule for 2018 is attached to this report.

A Special Awards Sub-Committee has been established to review and finalize draft changes to the 2019 award categories and have meet twice to discuss potential changes. Attached to this report are preliminary recommendations that will be considered at the October Board of Directors meeting.

B. Details: (include additional pages if need)

2018 Award Program Changes:

- Online submittal process through Zoomgrants
- Virtual Jury; Section Directors or Appointees from the Section Director
- Advanced notification of winners (so they can make sure to register)
- Press Release process similar to Great Places in Texas
- Consolidation of Planning Award and Long Range Award
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- Continued improvement to Awards Banquet Program format
- Develop Awards Logo for Winners

2019 Award Program Potential Changes:

- Categories update to align with National
- Jury review by other states
- Online payments

B. Details: (continued)

2018 Schedule:

Awards	Conference
April	
By April 30 – Zoomgrants up and running for awards submittals	
May	
May 1 - Call for Awards and Planning Excellence Opens	
June	
June – Bring call for award jury up at Board meeting; select jury; notify them about schedule and process (Zoomgrants)	
July	
	July 1 - Early Registration Opens
July 13 - Call for Awards Ends (74 Day Duration)	
August	
July 16-August 22 – jury process	August 17 - Early Registration Ends (48 Day Duration)/ August 17 - Regular Registration Opens
September	
August 27 – 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. Action Needed Today:
None

D. Attachments:
1. Potential 2019 Award Categories for APATX

APATX Example Service Agreement Summary

Example Agreement FY 18-19
Financial Services 1% of fund balance as of November 31, 2017 = \$XXX
User Fees at \$37 per hour Annual Conference 261 hours = \$9,657 Total User Fees = \$9,657
Total Agreement = \$XXX

List of Common Services Provided by TML to Affiliates

Base Services (number of members @\$15 per member)

Membership records—assemble and maintain
Membership renewals
Membership certificates, awards, or recognition plaques—create
Membership interest survey—draft, conduct, and analyze
Membership recruitment campaigns – advise and draft
New member enrollment and outreach

Financial Services (1% of fund balance at specific date (usually November 30))

Monthly financials
Annual budget and service plan—assist developing
Annual audit coordination if needed (auditor fees separate)
Affiliate fund management—deposits, payments, and investment earnings
Tax return preparation assistance

User Fees (\$37 per hour)

Boards and Committees

Board meeting coordination and attendance
Committee meeting coordination and attendance
Board orientation coordination

Membership Communication

Electronic newsletter coordination
Online membership directory development and maintenance
In-transition program coordination

Training

Online course coordination
Region activity coordination
Annual conference coordination
Workshops coordination
Training certification program administration
Professional certification continuing education credit coordination

Website and Social Media

Social media management
Website maintenance
Website redesign

Other

Work with national association on joint projects
Strategic plan coordination
Survey administration
Listserv monitoring and maintenance
Scholarship program administration
Sponsorship program coordination

DRAFT				
American Planning Association Texas (APATX)				
TML Services Options	Services Menu		Initial Proposal	
2018 APATX Annual Conference	Hours	Fee (\$37 per hour)	Hours	Fee (\$37 per hour)
<u>Stage I</u>				
Prepare RFP, research facilities, email RFP, review proposals, negotiate proposals, collate and present proposal to committee, execute contract	16	\$592	16	\$592
Assist in initial contact with hotel -- negotiate rooms, room rates, logistics etc...(onsite visit)	10	\$370	10	\$370
Correspond with speakers to obtain details for conference	30	\$1,110	30	\$1,110
Arrange social events: research facilities, submit proposals to committee, contact caterers, entertainers, menu selections, transportation	15	\$555	15	\$555
<u>Stage II</u>				
Prepare conference marketing materials, i.e. program, registration form, hotel information, area attractions, etc.	30	\$1,110		
Coordinate layout and design of conference website	12	\$444		
Coordinate and schedule electronic marketing (multiple blast emails)	12	\$444		
<u>Stage III</u>				
Process registration forms/payments and generate name badges	20	\$740		
Exhibitor and sponsor coordination of benefits and communications	88	\$3,256	88	\$3,256
Assist with layout and design of signs	2	\$74		
Confirm speaker logistics and collect and post handouts on website and laptops	20	\$740	20	\$740
Build conference app (app software separate fee)	20	\$740	20	\$740
Prepare online evaluation (Qualtrics)	4	\$148		
Draft onsite program and assist with layout and design	10	\$370		
Arrange for shipping of meeting materials/equipment	2	\$74	2	\$74
Research and order ribbons, folders, supplies and awards	10	\$370		
Preparation of conference packets	16	\$592		
<u>Stage IV</u>				
Finalize logistics with service providers, including hotel, social events, and catering.	12	\$444	12	\$444
Onsite logistics - i.e. attendee registration, distribute participant packets, check room arrangements, distribute handouts, handle signs, speaker coordination, sponsor and exhibitor coordination, monitor catering (120 hours per person; likely need three or four)	45 per person	\$1,665	45 per person	\$1,665
<u>Stage V</u>				
Pay conference related bills	3	\$111	3	\$111
Total for Annual Conference			261	\$9,657

**AMERICAN PLANNING ASSOCIATION TEXAS CHAPTER
2018- 2019 SERVICES AGREEMENT EXAMPLE**

This agreement is entered into on the day below written by and between the **Texas Municipal League**, hereinafter referred to as "TML" and the **American Planning Association Texas Chapter** hereinafter referred to as "Affiliate."

- I. Financial Services to be Provided. TML will provide the financial services listed under this Section to the Affiliate at an annual cost to Affiliate of 1% of the Fund Balance as recorded on November 30, 2017. For Affiliate this is \$XXX annually or \$XXX monthly given a balance of \$XXX.
- A. Provide the appropriate Affiliate officers with a monthly financial statement to include a balance sheet and line item comparison of actual revenues and expenditures to budgeted revenues and expenditures.
 - B. Assist the Affiliate Board with the development of its annual budget and service plan.
 - C. Arrange for an annual review of Affiliate financial transactions. If an audit is preferred or required by constitution, TML will obtain a cost estimate from its auditor for the Affiliate's approval.
 - D. Manage Affiliate funds to ensure timely and accurate receipt of revenues, payment of expenses, and maximum investment earnings.
 - E. Assist in the preparation and filing of Affiliate tax returns.
- II. Additional Services to be Provided. TML will provide the following additional services to Affiliate at the following cost to Affiliate.

PROJECT A

Annual Conference

This three-day conference will be developed in cooperation with the League and the Affiliate.

Compensation: In consideration for serving as a facilitator for Project A, the Affiliate will reimburse TML \$9,657 for this event, plus direct conference expenses such as postage, food and beverage expenses, and staff travel expenses. (261 hours at \$37 per hour)

PROJECT B

Blast Email Notifications *(as needed, estimate for information purposes only)*

TML will prepare and send blast email notifications at the request of the Affiliate. These notifications will be billed at \$111 per blast email. These blast emails are outside of the emails for publicity of programs and activities detailed in this agreement. Affiliate and TML agree that this work will be done on an **as needed basis** and billed accordingly.

PROJECT C

Graphics and Videography Services

Affiliate will reimburse TML separately for graphics and videography services associated with a project.

- III. Terms of Agreement. The programs and activities identified in this Agreement are activities for which TML will indemnify Affiliate for liability arising out of errors, omissions, or other actions by Affiliate at or during such activities and programs. For any programs or activities

performed or provided by Affiliate which are not set forth in this agreement or which are excluded from coverage under the coverage provided to TML as a member of the self-insurance pool known as the Texas Municipal League Intergovernmental Risk Pool, TML does not indemnify Affiliate and Affiliate agrees to indemnify TML for any such errors, omissions or other actions.

This agreement will be in full force and effect until June 30, 2019. On June 30, 2019, and on June 30th of each year thereafter, this agreement will be automatically renewed for a term of one year. However, this agreement may be terminated by either TML or Affiliate on June 30th of any year, beginning with June 30, 2019, provided written notice of such termination is received by the other party on or before March 1st of that year.

In the event of termination, all expenses incurred by TML for the provision of services relative to and as authorized by this agreement shall be paid by Affiliate. No expenses shall be incurred by TML on behalf of Affiliate after TML receives written notice to terminate this agreement.

IV. Required Changes to this Agreement.

This agreement shall be amended, upon 30 days written notice, to conform the agreement to any policy adopted or amended by the TML Board or membership.

V. Notice of Changes/Termination. A written notice of any changes or termination provided under the provisions of Section III of this agreement shall be sent certified mail, return receipt requested. Such notice shall be deemed to have been received when the receiving party signs the return receipt. Notices must be addressed to the respective, current contact persons. Presently, these persons and their addresses are:

GFOAT

Name
Title
City
Address1
Address 2

TML

Name
Affiliate Association Manager
Texas Municipal League
1821 Rutherford Lane, Suite 400
Austin, TX 78754-5101

VI. Additional Work Projects. Other activities that fall outside of the programs and activities identified in this Agreement may be performed, after approval by Affiliate, at a rate of \$37 per hour. TML will provide Affiliate an estimate of hours for the new programs and/or activities and an estimate of the costs to perform the new program and/or activities.

VII. Miscellaneous Provisions

A. TML and Affiliate shall each designate a primary contact person for communications related to matters addressed in this agreement. It is understood that TML's primary contact person will enlist the support of other TML staff members to assist with the implementation of activities in this agreement. TML's primary contact person for Affiliate is Name, Affiliate Association Manager, Affiliate Services Department. The Affiliate's primary contact person is the current Affiliate President or the Affiliate President's designee. Either party may change contact persons by providing the other party with written notice in compliance with Section VI. Notwithstanding

any other provision in this Agreement, TML reserves sole authority to decide whether it is appropriate for a TML employee to attend any Affiliate function of any type.

- B. This agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties under this agreement are performable in Travis County, Texas.
- C. If any one or more provisions of this agreement shall be held invalid, illegal, or unenforceable, the other provisions shall not be affected.
- D. TML has allocated resources to provide the services outlined in this agreement. Therefore, following this agreement's execution, TML shall be paid the full amount detailed in this agreement, regardless of the Affiliate's decision to undertake or not undertake all the activities included in this Agreement. The Affiliate has the latitude to make any adjustments within projects and project line items it deems necessary. If any adjustments are made to the projects in this Agreement, the Affiliate shall immediately notify TML's primary contact person.

Executed this _____ day of _____, 2018.

By: Name, Affiliate President

By: Bennett Sandlin, Executive Director