



American Planning Association

Texas Chapter

Making Great Communities Happen

(ATTACHMENT B-3) MINUTES

APA Texas Chapter Board of Directors Meeting

Friday, June 2, 2017, 8:00 a.m. to 4:00 p.m.

Hermann Park Conservancy, Cherie Flores Garden Pavilion

1500 Hermann Drive, Houston, Texas

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

Called to order at 1:00 PM

Chapter Officers Present:

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

Standing Committee Chairs Present:

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

Other Appointed & Past Board Members Present:

Communications:	Heather Nick, AICP
State Historian:	David Gattis, FAICP
Planning Awards:	Cameron Walker, AICP
Certification Maintenance Officer (CMO):	Barbara Holly, AICP
Executive Administrator:	Mike McAnelly, FAICP

National APA and AICP Elected Leaders:

Immediate Past Chair, Divisions Council:	David Gattis, FAICP
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Guests:

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

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

Lunch

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

Kim called the meeting to order at 1:01pm. Kim performed roll call and welcomed the group.

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

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

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

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

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

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

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

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

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

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

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

B. Secretary's Report: Heather Nick, AICP

1. Approve Minutes for Board of Directors Fall Meeting, San Antonio, Wednesday, November 2, 2016 **(ATTACHMENT B-1)**

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

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

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

C. Treasurer's Report: Angela Martinez, AICP

1. Financial Status Report for Chapter Accounts **(ATTACHMENT C-1)**
2. Proposed Chapter budget for 2017-2018 **(ATTACHMENT C-2)**

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

D. Sections Representative's Report: Joshua Owens, AICP

1. Section Directors Reports **(ATTACHMENT D-1)**

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

Josh committed to contacting the Section Directors concerning reporting responsibilities.

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

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

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

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

- **Emerging Planning Leaders:** *Kendall Wendling, AICP*
EPL Chairperson's Report (**ATTACHMENT F-1**)
- **Great Places in Texas:** *Doug McDonald, AICP*
Great Places in Texas Report
- **Nominating Committee --** *Doug McDonald, AICP*
- **Chapter Nominating Committee for 2018 Class of AICP Fellows –** *Craig Farmer, FAICP*

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

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

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

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

- **Communications and Outreach:** *Heather Nick, AICP and Kyle Kingma*
 - Communications Plan Report – *Suzy Hartgrove and Becky Myers MyHart Communications*
 - Next Steps

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

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

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

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

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

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

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

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

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

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

Kim provided a brief summary of activities.

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

- **TML Representative:** Chance Sparks, AICP
- **Advocacy Program:** Kim Mickelson, AICP

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

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

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

- **Planning Awards Program:** Cameron Walker, AICP
 - Awards Committee Retreat

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

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

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

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

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

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

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

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

- **Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP, and Ann Bagley, FAICP**
- **Chapter Historian's Report – Dave Gattis, FAICP**

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

G. Future Meetings: Kim Mickelson, JD, AICP

- **APA Texas Board of Directors and Executive Committee**
 - Chapter Board Fall Meeting, Frisco, Wednesday, November 1, 2017
 - Executive Committee Summer Conference Call Meeting, Friday, August 5, 2017
- **APA Texas Chapter Conferences:**
 - APA Texas North Texas Conference, November 1-3, 2017
- **National Planning Conference**

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

H. New Business

I. Adjourn

Meeting adjourned at 4:15pm.