



**APATXMW
Board Meeting
November 28, 2023
2:00 p.m. – Microsoft Teams Meeting**

- Clayton Comstock, AICP, CNU-A**
Director
- 1) **Roll Call**
- Present: Julie Anderson, Rachel Bradford, Brian Campbell, Clayton Comstock, Jerald Ducay, David Hawkins, Travis Liska, Kelsey Poole
 - Absent: Jennifar Crosby
- Travis Liska, AICP**
Director-Elect
- 2) **Meeting Minutes: October 31, 2023**
- David Hawkins motioned to approve the meeting minutes as written. Brian Campbell seconded the motion and the motion carried unanimously.
- Rachel Bradford**
Treasurer
- 3) **Past Events/Meetings: DFW APA Happy Hour w/ Midwest (MW) & North Central (NC) Sections Nov. 8th at State Conf.**
- 40+ individuals attended the event, which was sponsored by WSP and Olsson.
 - MW Board noted that events with multiple sponsors/partnerships lead to higher attendance.
- Kelsey Poole**
Secretary
- 4) **Finance/Budget**
- Currently, there are no changes to the budget. No additional funds were requested from the State because there is revenue from FNT 2023. MW Board will need to develop a budget to ensure current balance can fund FY2024 trainings and events.
 - APATX Board (Board) requested Rachel Bradford to be granted access to the Chase Account. The Board also discussed using Zelle to reimburse members, which will be extended to all APATX sections.
 - Action Item: Texas Chapter officers/executive administrator to provide Rachel Bradford access to the bank account.
- David Hawkins, AICP**
Immediate Past Director
- 5) **Topics for joint North Central / Midwest board meeting, date TBD**
- MW and NC sections agreed FNT will not be scheduled for 2024. Instead, smaller CM events will be planned between the sections. This will be discussed during the joint board meeting.
 - MW should consider other items to discuss with North Central in January 2024. Event/CM brainstorm:
 - Travis Liska – Develop a communication policy/chain of communication for events and updates between the MW and NC Sections.
 - **Action Item:** MW Board to bring additional topics to the January 2024 board meeting.
- Jenny Crosby, AICP**
Professional Development Officer
- Julie Anderson**
Communications Coordinator
- Brian Campbell**
EPL Representative
- 6) **New APATX Communication Tool: Slack**
- Slack was introduced to create a more centralized space for communications across sections and regions. Moving forward.
 - **Action item:** Kelsey Poole, Julie Anderson, and Clayton Comstock to explore/discuss how to share information, agendas, minutes, etc. amongst the MW Board and sections.
- 7) **Midwest Section Board Transition**
- **Website Access – Requested**
 - David Hawkins is managing this request, which was submitted before the 2023 Texas State Conference. Currently, no response/follow-up from the State (i.e., Chelsey Ivry).
 - **Social Media Accounts Access –**
 - Julie Anderson has access to every account except the Midwest Facebook (FB). MW Board may consider creating a new FB account because of the current page
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ownership. Doug McDonald and Abra Nusser currently have permission to edit the FB account.

- **Action Item:** Julie Anderson to update email preferences to be able to send newsletters from the official Midwest account.
- **Action Item:** Julie Anderson will develop and upload a Word/Excel document with login information for all the social media and communication accounts to the Google Drive. This will also include an inventory of individuals who should have access to the accounts.
- **Eventzilla Access –**
 - The MW Board prefers to create a subaccount to link to the APATX's tax ID if the section continues to use Eventzilla.
 - The MW Board is considering alternative services that use ticketing (e.g. [Zeffy](#)).
- **Debit Cards – Requested**
 - **Action Item:** David Hawkins will coordinate with Carol Barrett about the status of this request.

8) **2023-2024 Midwest Section Events Calendar**

- **Holiday Party Event/Scholarship – December 15, 2023**
- **Focus North Texas 24 Update:**
 - MW and NC to organize a call for sessions for the smaller trainings/events and will select the presenters. Events will be planned in person, but online events will also be considered to support more local and out-of-state presenters (e.g. [International Dark Sky Association](#)).
 - **Action Item:** Travis Liska will share previous training/event budgeting document with MW Board and Rachel Bradford.
 - **Action Item:** Clayton Comstock to coordinate with Chelsey Smith to confirm FNT will not be scheduled this year.
- **MW Awards:**
 - Provide enough lead time to plan the event and timed so the Midwest Awards occur after the application deadline for the APATX State Awards. Potential April 2024 or May 2024 ceremony date.
 - Award categories should be streamlined and in alignment with the APATX awards, however, new categories may be considered.
 - **Action Item:** Explore/discuss new award category topics.
- **Lattes and Leadership (L&L):**
 - Brian Campbell will find locations and speakers for the 2/24, 5/10, and 9/20 events.
- **Happy Hours (HH):**
 - Travis Liska will organize a MW board meeting/HH on 4/26.
 - Rachel Bradford and Kelsey Poole to find dates and locations for the June 2024 and August 2024 HH and will diversify locations across the section.
- **Conferences:**
 - Explore local, state, and national conferences to promote to section.
- **Other Items:**
 - Consider making all events fundraisers.
 - **Action Item:** Brian Campbell to coordinate with UNT and UTA to determine interest and logistics for a university talk series.

9) **Officer Reports**

- Director – No report
 - EPL – No report
 - UTA SPA – No report
 - Treasurer – Balance as of 11/28/2023 is \$15,663.20. Will receive additional revenue from the Holiday Mixer.
 - Secretary – Will share minutes with the MW Board for approval before the next board meeting.
 - Communications – Left meeting early.
 - Professional Development – NA
 - Director-Elect – Posted content to promote holiday events on MW Facebook page. Is there
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a committee to review scholarships?

- David Hawkins and Clayton Comstock currently review and approve applications. Board discussed opportunities to invite more colleges/universities and adjacent fields to apply for the scholarships.
- **Action Item:** MW Board to review scholarship criteria to potentially broaden the eligibility of schools/universities and related degrees.

10) **Future Agenda Topics**

- Social Media and Communication Accounts (Permission & Login Information)
- Eventzilla Alternatives & Bank Account Access
- Joint Board Meeting Discussion Points
- Midwest Awards (Award Categories and Logistics)
- Lattes & Leadership and Happy Hour (Logistics Update)
- Student Award Criteria

11) **Future Board Meetings**

- Midwest Board meetings will be scheduled on the third Wednesday of the month at 3 pm.

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