



## Executive Committee Meeting January 25, 2013 – 11:00 a.m. to 1:00 p.m.

1) The meeting was called to order and the roll called by Chapter President Renae' Ollie, MCP. The meeting was conducted by conference call and Go To Meeting webex.

### 2) **President's Remarks –**

a) Renae' welcomed the members and guests. Participants in the conference call meeting included the following Executive Committee members:

- i) Renae' Ollie, Chapter President
- ii) Wendy Shabay, AICP, Chapter President-Elect
- iii) Veronica Soto, AICP, Chapter Past President
- iv) Lindsey Guindi, AICP, Treasurer
- v) David Hoover, AICP, Conference Coordinator
- vi) Richard Luedeke, AICP, Professional Development Officer

Chapter Secretary Barbara Holly, AICP, Sections Representative Xavier Cervantes, and Legislative Affairs Chair John Lettelier, AICP had notified Renae' earlier they were not able to attend the meeting. Renae' noted that there was a quorum of the Executive Committee present.

Other attendees included:

- vii) Abra Nusser, AICP, Certification Maintenance Officer
- viii) Heather Nick, AICP, Communications Manager
- ix) Craig Farmer, FAICP, West Section Director and Legislative Affairs Committee Member
- x) Cameron Walker, AICP, Awards Program Manager
- xi) Mike McAnelly, FAICP, Chapter Executive Administrator

b) Renae' discussed the format and location for Board of Directors Spring Meeting and Action Plan Workshop, scheduled for Friday, May 3, 2013 – ***Following further discussion, the Executive Committee unanimously approved a motion by David Hoover and seconded by Wendy Shabay that the Board's Spring Workshop and Meeting be held in Fort Worth at Freese & Nichols office, for full Board participation in developing the updated Action Plan for 2014-2015.*** Mike McAnelly stated that Karen Walz was agreeable to serving as facilitator for the Action Plan Workshop and he would confirm the date for the workshop with Karen. (The scheduled date for the Board's Spring workshop and meeting was subsequently changed to **May 17, 2013**, due to a schedule conflict for the facilitator.)

- c) Renae' stated that APA National is expanding its offer of a free year of membership to students who attend planning programs that are full members of the Association of Collegiate Schools of Planning (ACSP) but not necessarily PAB-accredited. Texas universities where students will be eligible for their free first year of APA student membership include UT San Antonio, and the new undergraduate planning program at Texas A&M.
    - i) Renae' informed the committee that the Board's Resolution in support of Consolidated Elections, adopted at the October 4 meeting in Fort Worth, had been submitted to APA National.
    - ii) Other remarks – Renae' proposed that the Chapter consider arranging and conducting a planning symposium for communities with oil & gas dominated economies. Cameron Walker agreed to lead an ad hoc committee to formulate proposed plans for the symposium.
  - d) **Secretary's Report** – Barbara Holly was unable to participate due to conflict. Minutes for October 4, 2012 Board Meeting will be approved at Spring Board Meeting.
  - e) **Treasurer's Report** – Lindsey Guindi presented the 2012-2013 Budget Status Report, Status of Chapter Bank Accounts, and Status of Section Disbursements. Lindsey and Mike will meet later to prepare the budget vs. actual expenditure report for presentation at the Spring Board meeting. Lindsey is working to develop the proposed FY 2013-2014 Budget.
- 3) **Action Plan Progress Reports** -- Reports were presented by members on progress and goals. The Action Plan includes the following five major categories:
- a) **Chapter Conferences:**

David Hoover presented a status report on the 2013 Galveston Conference. The Conference Committee is being organized and the, Call for Session Proposals will be issued in early 2013. An alternative Friday Social Event is being considered to replace HMS Bounty which sank in Super Storm Sandy. Other activities are proceeding for conference preparations. David stated that the 2014 McAllen Conference was a concern because the planned convention center hotel is yet to break ground, and the City is not sure when the hotel will be developed. Going to McAllen poses a question whether the Chapter can afford the uncertainty of potentially low attendance and financial results. He recommended that the 2014 Conference be moved to Frisco, which is currently scheduled to host the conference in 2015. Implementation of the new 3-year rotation cycle, previously approved by the Board at the Fort Worth meeting, would begin with the 2015 Conference. ***A motion was made by Veronica Soto, seconded by Cameron Walker and unanimously approved to move the 2014 Conference to Frisco.***

David also reported that plans were underway for the Texas Chapter Reception at the APA National Planning Conference in Chicago. The Texas Reception will be held on Monday, April 15. The Chapter President's Party and Dance Contest will be held at the same location following the Texas Reception. Kim Mickelson is investigating several venues and the site will be announced shortly.
  - b) **Professional Development/Certification Maintenance:**

Richard Luedke introduced Abra Nusser, who is the new Certification Maintenance Officer. Richard provided a report on recent AICP Exam Results for Texas APA members. An AICP Exam Preparation Workshop will be conducted at UT-Arlington on March 16, 2013, with Jennifer Cowley, FAICP as the

trainer. Three scholarships for reduced AICP exam fees are being awarded to three applicants with financial hardship. The Chapter is subscribing to the APA Ohio Chapter's webcast series for monthly AICP CM training sessions. By subscribing, the monthly CM webcasts are available to APA Texas Chapter members.

c) **Communications and Outreach:**

Heather Nick reported on the status of the Chapter Web Site, Campaign Messaging and other communications activities.

d) **Legislative Activity:**

Craig Farmer reported on the Texas 83<sup>rd</sup> Legislative Session and stated that he will be providing periodic e-mail reports for APA members.

e) **Partnership Activity:**

Renaë' Ollie and Veronica Soto provided an update on partnering activities. APA National will be conducting two Planners Training Service seminars in Texas. Sustainable Zoning and Development Controls will be presented on Feb 28 – Mar 1, 2013 in Austin. A Transportation Planning Symposium will be conducted later this year in Dallas. The Chapter is assisting National in obtaining the location for these events and will be recognized as a sponsor by National. A webinar on Cross-Border Planning will be offered in June.

***The Executive Committee unanimously approved by consensus the Texas Chapter sponsorship and request of CM credits for eligible sessions for the following upcoming partnership events:***

- ***Building Professional Institute, Feb 4-7, 2012, Houston***
- ***Texas Trails Association Trails and Active Recreation Conference, March 26-28, 2014, Fort Worth***

4) **Planning Awards Program:**

Cameron Walker reported on proposed Improvements to Planning Awards Program for 2013.

- Add a new awards category for Small Communities
- Reinstitute the Texas Chapter Award, to be chosen by the host Section for the conference
- Add video to the Awards Luncheon program including narrated audio with 5-6 slides for each award recipient
- Add the required script and photos to the nomination form submittal requirements
- Change nomination submittals to CD or DVD documents with one paper printed copy for viewing at the Awards Committee meeting when reviewing nominations and selecting recipients

***The Executive Committee unanimously concurred in approving the above recommended improvements.***

5) **2013 Planning Excellence Recognition Program:**

Mike McAnelly reported that improvements to the criteria for recognizing planning excellence in Texas cities were being considered. Renaë' said to proceed with making the updates as might be appropriate.

6) **Sections Report:**

Mike McAnelly summarized written reports of Section Activities as provided by some Section Directors.

***The Executive Committee recommended that Sections should submit quarterly reports of upcoming activities to be posted on the website for the benefit of members.***

7) **Future Meetings:**

Renaë' noted the following upcoming meeting dates:

1. APA Texas Chapter Conferences:
  - APA Texas Galveston Conference, October 2-5, 2013
  - APA Texas Frisco Conference, October 9-11, 2014
2. APA Texas Board of Directors and Executive Committee Meetings
  - Board of Directors Spring Meeting and Action Plan Workshop, Fort Worth, Friday, May 17, 2013
  - Executive Committee Summer Conference Call Meeting, Friday, July 26, 2013
3. APA National Meetings
  - National Planning Conference, Chicago, April 13-17, 2013

**8) Other Business:**

The Texas A&M Masters in Urban Planning program is currently undergoing its reaccreditation site visit by the APA Planning Accreditation Board. The Chapter will provide written comments in support of reaccreditation.

The meeting was adjourned at approximately 1:30 p.m.

Prepared by:

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Barbara Holly, AICP  
Secretary