



# AGENDA

Board of Directors Meeting  
 Friday, May 17, 2013 -- 9:00 a.m. to 4:00 p.m.  
 Freese and Nichols, 4055 International Plaza  
 Fort Worth, Texas

***The morning will be devoted to a workshop for developing the Chapter's Strategy and Action Plan for 2014-15. The semi-annual business meeting of the Board of Directors will be conducted in the afternoon. Continental breakfast and buffet lunch will be served.***

**9:00 a.m. – 1:00 p.m. ● Strategic and Action Plan Work Session** – Facilitated by Karen Walz, FAICP  
 12:00 – 1:00 p.m. Working Lunch

**1:00 to 4:00 p.m. ● Board of Directors Meeting**

**A. Call to Order and Roll Call** – *Renaë' Ollie, MCP*  
 Renaë' called the meeting to order at 1:34

**B. President's Remarks** – *Renaë' Ollie, MCP (Attachment A)*

1. Welcome and Introduction

Roll Call:

1. Renaë' Ollie, President
2. Wendy Shabay, AICP, President Elect
3. Lindsey Guindi, AICP, Treasurer
4. Barbara Holly, AICP, Secy
5. Chance Sparks, AICP, CNU-A, Central Texas Section Director
6. Karla Weaver, AICP, Midwest Texas Section Director
7. Hannah Pobanz, SW Section Treasurer
8. Kelley Shaw, Northwest Section Treasurer
9. Brooks Wilson, AICP, North Central Section Director
10. Richard Leudke, AICP, Professional Development Officer
11. John Lettlier, AICP, TML Affiliate
12. Sherry
13. Mike McAnelly, FAICP, Executive Officer

2. Report on APA National Planning Conference in Chicago, April 12-17, 2013.  
 See written report marked B-1.

3. Nominating Committee Report – Candidates for 2013 Chapter Officer Elections  
 In 2016 we'll transition to national ballot. The nominating committee stated that the new winners will take over in October. The open positions are: president elect, treasurer, and TML rep. For any suggestions, contact Wendy as chair. Lynn Jorgenson will help us with the election at no cost.

Nominating for fellows:

Biennial – new class of AICP members who could advance to the college of fellows. Applicants must have achieved a level of excellence in planning. People can be nominated by chapter, divisions, college of fellows, or by individual petition route. The Committee determines who should be recognized. Nominations due 11-5-13. Preparing the individual packet is arduous. Current fellows help nominees.

**C. Secretary's Report – Barbara Holly, AICP (See Attachments C-1 and C-2)**

1. Approval of Minutes for October 3, 2012 Board Meeting (Fort Worth) and January 25, 2013 Executive Committee Meeting (conference call) (*Action Item*)  
*Wendy motioned, Chance seconded, minutes approved unanimously.*

**D. Treasurer's Report – Lindsay Guindi, AICP (Attachment D)**

1. 2012-2013 Chapter Budget Status Report  
Mike and Lindsey discussed the draft budget. Each accredited university will get \$500. These are: Texas Southern; UTA; UT Austin; Texas A&M and Texas State University. The budget is currently out of balance and must be balanced. Dave will need an additional \$1,000 to fund an intern. Discussion on allocating \$1,000 assistance to other orgs to go to Dave. Motion by Barbara, second by Wendy to move the monies to historian. Motion carries unanimously to move \$1,000 from other organization funding to historian.
2. Status of Chapter Bank Accounts  
Lindsey reminded all members that travel is by chapter only.
3. Status of Section Disbursements  
2nd Disbursements may be made. Membership by Area:  
M 306  
NCT 366  
H 278  
C 508  
SW 132  
Smost 82  
West 26  
E 67  
NW 43
4. Proposed 2013-2014 Chapter Budget (*Action Item*)  
Discussion on Midwest fund balance which is starting at \$10,079. By year's end, it will be down to \$10,004 for a loss of \$75. Wendy suggested that Midwest drop their request to \$2,000 from \$3,900, freeing up \$1,900. Karla agreed. Brooks moved to accept the budget with \$1,900 less Midwest and \$5,538 to be made up in increased revenue and reduced expenses from conference. Richard seconded. Motion carried unanimously.

**E. Action Plan Progress Reports -- Reports by members on progress and goals. The Action Plan includes the following five categories:**

**1. Chapter Conferences – David Hoover, AICP (Attachment E-1)**

2013 Galveston

2014 Frisco

2015 Central Texas (To Be Determined)

Rotation Schedule and Selection Procedure for Future Conferences

Mike presented David's report. The call for sessions went out. Over 70 sessions proposed. The theme is "waves of change". The hotel and conference center are arranged. The main hotel is the San Louis hotel. The evening social will be pool side. Thursday will be on the pleasure pier; Friday is not known right now. The preliminary program will be available in June with the final program ready in July.

Frisco will be the 2014 locations. Brooks let us know that we'll be at the Embassy Suites, by the Frisco Conference Center, and the theme will be "Big D and Beyond"

2. **Professional Development/CM process:** *Richard Luedke, AICP and Abra Nusser, AICP (Attachment E-2)*  
AICP Exam Preparation Workshop  
Certification Maintenance  
Richard discussed his written report. There will be a new AICP test launch in Nov 2013. Also, there has been discussion of launching a certification maintenance audit which was not well received in Professional Development Officer meeting. If an audit goes badly, the member will have to go on a Performance Improvement Plan.
3. **Communications and Outreach** – *Heather Nick (Attachment E-3)*  
Website and Campaign Messaging  
Reviewed Heathers written report. She suggested we look at mind mixer and virtual town halls, but to keep in mind that it all costs money
4. **Legislative Activity** -- *John Lettelleir, AICP and Craig Farmer, FAICP (Attachment E-4)*  
Chapter Legislative Engagement Program for 83<sup>rd</sup> Texas Legislative Session  
Reviewed John’s written report. He let us know that there is difficulty getting people to testify. He said that we need someone to fill his shoes. Chance said he’s up for it.
5. **Partnerships:** *Renae’ Ollie and Veronica Soto, AICP (Attachment E-5)*
- F. **2013 Planning Awards Program Report** – *Cameron Walker, AICP (Attachment F)*  
1. Awards Nomination Process and Schedule.  
The suggested changes to the fee and converting to digital submittals were accepted.
- G. **2012 Planning Excellence Recognition Program Report** – *Mike McAnelly FAICP (Attachment G)*  
Mike reviewed his report. The planning excellence work is due the end of July.
- H. **Sections Report** -- *Xavier Cervantes, AICP and Section Directors (Attachment H)*  
Section Annual Level of Service and activity reports
  1. Central Section -- *Chance Sparks, AICP*
  2. East Texas Section – *Stephanie Rollings*
  3. Houston Section – *Tony Allender, AICP*
  4. Midwest Section – *Karla Weaver, AICP*
  5. North Central Section – *Brooks Wilson, AICP*
  6. Northwest Section – *Jon James, AICP*
  7. Southmost Section – *Xavier Cervantes, AICP*
  8. Southwest Section – *Rudy Nino, AICP:* Hannah provided a written report. This section is providing scholarships to reduce their fund balance.
  9. West Texas Section -- *Lorraine Quimiro*
- I. **Universities and Planning Student Organizations Report** – *Ivonne Audirac, UT Arlington and David Stark, UT Arlington Planning Student Organization (Attachment I)*  
  1. Report for Texas ACSP Universities and PAB Accredited Universities  
Ivonne said that the shift to outcome accountability will be a dramatic shift for the accredited schools.
  2. Planning Student Organization activities report
- J. **Government Relations Report** – *Kim Mickelson (Attachment J)*  
  1. Status of Updating *Guide to Urban Planning in Texas Communities*
- K. **Chapter Historian’s Report** – *Dave Gattis, FAICP (Attachment K)*
- L. **Future Meetings** – *Renae’ Ollie, MCP*  
  1. APA Texas Chapter Conferences:
    - a. APA Texas Galveston Conference, October 2-5, 2013

- b. APA Texas Frisco Conference, October 15-18, 2014
- 2. APA Texas Board of Directors and Executive Committee Meetings
  - a. Executive Committee Summer Conference Call Meeting, Friday, July 26, 2013
  - b. Board of Directors Fall Meeting, Galveston, Wednesday, October 2, 2013
  - c. Executive Committee Winter Conference Call Meeting, Friday, January 24, 2014
  - d. Board of Directors Spring Meeting, Frisco, Friday, May 2, 2014
  - e. Executive Committee Summer Conference Call Meeting, Friday, July 26, 2014
- 3. APA National Meetings
  - a. 2014 National Planning Conference, Atlanta, April 26-30, 2014
  - b. **2020 National Planning Conference, HOUSTON, April 18-22, 2020**

**M. Other New Business**

**N. Adjourn**

2:20 p.m.

2:25 p.m.

2:35 p.m.

2:40 p.m.

2:45 p.m.

2:50 p.m.

2:55 p.m.

3:00 p.m.

3:05 p.m.

3:10 p.m.

3:20 p.m.

3:25 p.m.

3:35 p.m.

3:45 p.m.

3:50 p.m.

3:55 p.m.

4:00 p.m.