



American Planning Association
Texas Chapter

Making Great Communities Happen

Minutes

Board of Directors Meeting

Wednesday, October 2, 2013 – 10:30 a.m. to 4:00 p.m.
 Galveston Island Convention Center at the San Luis Resort

5600 Seawall Blvd., Galveston, Texas

Conference Call-In 800-747-5150, Access Code 8509046#

Full breakfast buffet will be served at 10:30 a.m.

A. Call to Order and Roll Call – Renae’ Ollie, MCP

Renae’ called the meeting to order at 10:42 a.m.

B. President’s Remarks – Renae’ Ollie, MCP

1. Welcome and Introduction:

Those present for the meeting:

Chapter Officers:

President: Renae’ Ollie

President–Elect: Wendy Shabay, AICP

Treasurer: Lindsey Guindi, AICP

Secretary Barbara Holly, AICP

TML Representative: John Lettelleir, AICP

Section Directors:

Central	Chance Sparks, AICP, CNU-A
East	Stephanie Rollings
Houston	Tony Allender, AICP
Midwest	Doug McDonald , AICP
North Central	Brooks Wilson, AICP and Alexis Jackson, AICP
Northwest	Jon James, AICP

Committee Chairs:

Professional Development Officer (PDO): Richard Luedke, AICP
 University Representative UT Arlington: Ivonne Audirac
 Student Representative UT Arlington: Cassandra Harashe
 Planning Awards: Cameron Walker, AICP
 Communications: Heather Nick
 Historian: David Gattis, FAICP
 Certification Maintenance Officer (CMO): Abra Nusser, AICP
 Planning Official Development Officer (PODO): Ann Bagley, FAICP
 Conference Coordinator* David Hoover, AICP
 Dick Lillie, former Executive Administrator

Executive Administrator: Mike McAnelly, FAICP

National APA and AICP Elected Leaders:

APA Director at-Large: Ann Bagley, FAICP
 AICP Commissioner Region 3: Valerie Hubbard, FAICP

2. Chapter President’s report: Renae’ asked that Valerie and Ann provide brief comments. Valerie discussed

the state of AICP and efforts to make it and the exam more meaningful. Ann discussed community planning assistance and said that interested participants can go on-line and offer to participate. National election nominee applications are due November 7th.

Renaë' provided her concluding remarks as the outgoing president. She has really benefitted from national and state networking. She has met with Chapters across the nation and Texas is the best! She offered her help to the organization for the future.

3. Report on APA Leadership Meetings and Legislative Policy Conference in Washington, D.C., September 28 – 30, 2013 – Wendy Shabay, AICP

Wendy just returned from Washington. All chapter presidents meet at the same time as the Legislative and Policy Forum. She found that the planning issues being discussed in the capitol are the same issues facing Texas. Even though the government was officially shut down, Senator Cornyn and Representative Marchant kept their meetings. With sequestration, federal funding sources such as community development block grant, TIGER, and other transportation funding sources have been significantly cut. One of the ideas that came out of the meeting was to post plans and resources as a website database, to function as a market place of best ideas. The chapters all want to engage young planners and emerging professionals more as the future of the organization.

4. Report of Nominating Committee for 2013 Chapter Officer Elections – Wendy Shabay, AICP (Attachment A)

Congratulations to the following: Kimberly Mickelson, AICP for President-Elect; Brooks Wilson, Secretary; Angela Martinez, Treasurer; Chance Sparks, TML Affiliate.

The Board authorized the Secretary and Executive Director to make the changes in ownership and signatories with access to the bank accounts for the Chapter and Sections.

The Chapter will be consolidating our elections with National starting in 2015. It will require a by-laws amendment to move our elections up to August.

5. Report of Nominating Committee for Chapter Nomination of 2014 AICP Fellows – Craig Farmer, FAICP (Attachment B)

Nine people have agreed to be nominated for FAICP by the Chapter, and all have a current FAICP mentor. A nominating letter will come from the Chapter President. Three are repeat applicants. Texas has 42 fellows. Only Florida has more. Typically, about half of the submitted nominees are selected as Fellows in each biennial class.

6. Annual Renewal of Executive Administrator Contract – Renaë' Ollie (Attachment C)

The contract termination date has been changed to 10/31 to allow the contract not to lapse prior to the 2014 Chapter conference. Motion by Barbara, Second by Wendy to accept the amended contract. Motion passed unanimously.

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

1. Approval of Minutes for May 17, 2013 Board Meeting (Fort Worth)
2. Approval of Minutes for July 26, 2013 Executive Committee Meeting (conference call)

The minutes were presented. Abra Nusser and Stephanie Rollings stated they should be shown as in attendance at the May 17, 2013 Board Meeting in Fort Worth. With those changes, Motion by Wendy, Second by Richard to accept the minutes. Motion passed unanimously.

D. Treasurer's Report – Lindsay Guindi, AICP (Attachment E-1 and E-2)

1. 2012-2013 Chapter Budget Status Report

Lindsay informed the chapter that there is a current balance of \$168,383, mainly due to conference revenues. No action is needed. Mike advised that all bank accounts need to be updated to reflect the current leadership. Mike will request new credit cards for officers and asked that all old credit cards destroyed. See item 4 for official Board Action on authorizing the changing of accounts.

2. Status of Chapter Bank Accounts

3. Status of FY 2014 Chapter Budget

E. Action Plan Progress Reports --Reports by members on progress and goals.

1. Discussion of Action Plan Update – Wendy Shabay, AICP (Attachment F)

Wendy advised that Attachment F had not been finalized, but when it was, it would be distributed to the membership.

2. Chapter Conferences – David Hoover, AICP 12:30 p.m. Launch of 2013 Galveston Conference “Waves of Change” Planning for 2014 Frisco Conference “Planning + People + Places = Great Communities” Rotation Schedule and Selection Procedure for Future Conferences

David formally welcomed us all to Galveston.

- 2015 Central Texas: Brooks Wilson and Lee Battle will be the co-chairs for the conference to be held in Frisco.
- 2016 Coastal Texas: This will be the first year for regional rotation in the Austin/San Antonio area. David asked for initial thoughts on the Friday night event as it's reasonably expensive (\$5-\$7K), but sparsely attended. The Frisco Friday night conference is already booked, so this will not need to be determined until the 2015 conference. The group agreed that the third week in October would be a good time for future conferences and advised that TXAPA not overlap with TML conferences.
- 2017 North Texas (To Be Determined)

3. Professional Development/Certification Maintenance --Richard Luedke, AICP AICP Exam Preparation Workshop Appreciation of service by Abra Nusser as CM Coordinator Discussion of options for appointment of CM Coordinator

Richard advised that the May pass rate was very low at 38%, but noted that those that attend the AICP workshop have a pass rate of 90%. He would like to have the workshop in parts of the state where the conference won't be in order to spread the learning across the state. They had only one applicant for three Spring scholarship slots so the time to get in applications has been extended. He said that Abra has done a great job for CM Coordinator, and with her departure, another coordinator will need to be appointed.

4. Communications and Outreach – Heather Nick

- Website and Campaign Messaging Discussion about Quarterly E-Newsletter

Doug McDonald helped her with the website. Mike has worked with the credit card company to get a payment gateway. It will work for job postings, etc.

We have 3,100 visitors to the website a month and 35% of those are new visitors with 65% returning customers. Campaign messages are sent out 11 times a year; three of those counted as newsletters. She's found that some are inadvertently going to junk mail, so she recommends checking that folder and verify that your settings accept TxAPA e-mails communications. She can see who opens the messages sent by the Chapter and we have a 27% open rate.

For the future, she would like to host training on how to contribute to the website. Each section can post their own events. She is using social media to push automatic messages from other websites that are of interest to planners. She is soliciting interesting photographs for the website. Mike asked that the by-laws and approved minutes be posted under the leadership tab.

5. Legislative Activity -- John Lettelleir, AICP Summary of 83rd Texas Legislative Session APA Texas Affiliate Session

at TML Conference in Fort Worth. John noted that the past session wasn't too hard on cities. He remarked that this is a tough job, and offered his assistance to Chance.

6. Partnerships --Renaë' Ollie and Veronica Soto, AICP

Renaë' said that Vero headed up this, but is in New York accepting an award. CNU and Texas Trails Network and Active Recreation Conference are partners in this conference.

- 1 CNU Houston Council sponsorship and CNU-A Credits for Galveston Conference
- 2 Texas Trails Network sponsorship and exhibit for Galveston Conference

F. 2013 Planning Awards Program Report – Cameron Walker, AICP Awards Luncheon and Awards Committee Report

Cameron discussed the awards and the need for all electronic submittals in the future. If the desire is to have the awards pre-recorded along the lines that National does, we'll need to find that "voice". For this year, the awards pictures will be synched with presentation. Wendy thinks we'd be better served by moving towards a pre-prepared video. Stephanie suggested that cities could submit an acceptance video. Cameron said he wants to use the acceptance letters as those are more moving. Also, with the increased application fee of \$100, and this year's 42 submittals, we're clearing the cost of the awards committee lodging, food and acrylic pieces. Renaë' suggested creating an FTP site for future submittals and allowing applicants to upload to the site. Ann mentioned that National gets about 120 submittals and the categories are different. She suggested there might be value in aligning the categories. Cameron noted that the awards committee discussed that. If it's done, then state winners would have from October to the following August to submit for National awards.

G. 2013 Planning Excellence Recognition Program Report – Dick Lillie, FAICP

Dick said that 25 communities were recognized, representing over 1.6 million Texans.

H. Section Reports --Xavier Cervantes, AICP and Section Directors

1. Section Director Reports:

- i. Central Section --*Chance Sparks, AICP*: Chance discussed "women in planning" and the SxSW Eco Festival.
- ii. East Texas Section – *Stephanie Rollings*: Stephanie said that East Texas had hosted 14 webinars. Heather is the Section Director elect and that East Texas is coming up on its five year anniversary as a section.
- iii. Houston Section – *Tony Allender, AICP*: Tony mentioned a change to their by-laws.
- iv. Midwest Section – *Doug McDonald, AICP*: Doug noted that Midwest has hosted a couple of sessions and has an urban bike guide in October.
- v. North Central Section – *Alexis Jackson, AICP*. Alexis noted new membership with recent elections.
- vi. Northwest Section – *Jon James, AICP*: Jon mentioned that his section now has 43 members.
- vii. Southmost Section – *Xavier Cervantes, AICP* (not present)
- viii. Southwest Section – *Rudy Nino, AICP* (not present)
- ix. West Texas Section --*Lorraine Quimiro* (not present)

2. Selection of New Sections Representative for 2014 **(Action Item)**

Doug offered to serve, Stephanie seconded. Accepted by acclamation.

I. Universities and Planning Student Organizations Report – Ivonne Audirac, UT Arlington

1 Report for Texas ACSP and PAB Accd, Universities **(Attachment G) (Action Item)**

Lengthy discussion on the need to formalize a plan to swap planners between the public and private sectors as well as pairing planners in schools with professionals. David would also like to see this pushed down to the high school level. Wendy motioned to accept the proposal; seconded by Lindsay, motion carried unanimously.

- 2 Rotation of Universities and Student Representatives to UT-Austin, Dr. Michael Oden and Jeff Carrillo

J. Government Relations Report –Kim Mickelson 2:30 p.m. Status of Updating *Guide to Urban Planning in Texas*

Communities: Kim is in transit to the conference. It was noted that she's made substantial progress on the guide.

K. Chapter Historian's Report – Dave Gattis, FAICP (Attachment H) (Action Item)

- 1 Historian Activities
- 2 Budget Request for Internship Position for Texas Planning History (Action Item)

Dave said that the archive is used quite a bit. The oral history project is 20 years old. They recently got Dick Lillie's history taken. The intern funding was approved at \$1,500 but needs to be bumped to \$2,500. Dave motioned to move \$1,000 from the National Conference social event to increase the intern funding to \$2,500; second by Ann. Motion carried unanimously.

L. Future Meetings – Renae' Ollie, MCP

1. APA Texas Board of Directors and Executive Committee Meetings:

- Executive Committee Winter Conference Call Meeting, **Friday, January 31, 2014** -- Wendy noted there is a conflict for this meeting time and moved this meeting up from January 24 to January 17 and subsequently changed to January 31, 2014.
- Board of Directors Spring Meeting, Frisco, **Friday, April 4, 2014**
- Executive Committee Summer Conference Call Meeting, Friday, July 26, 2014
- Board of Directors Fall Meeting, Frisco, Wednesday, October 15, 2014

2. APA Texas Chapter Conferences:

- APA Texas Frisco Conference, October 15-18, 2014 Brooks stated they have met once and will debrief after the Galveston conference.
- APA Galveston Conference -- Wendy introduced the co-chairs, Shad and Jeff. There are nine tracks and 56 sessions at this conference.

3. APA National Planning Conferences:

2014	Atlanta, April 26-30, 2014	2018	Miami Beach
2015	Seattle, April 18-22, 2015	2019	San Francisco
2016	Phoenix	2020	Houston, April 18-22, 2020
2017	New York	2021	Boston

M. Other Business

N. Adjourn 3:30 p.m.