



**Executive Committee Winter Meeting  
January 31, 2014 – 2:30 to 5:00 p.m.**

**Freese and Nichols, 4055 International Plaza, Fort Worth**

**Chapter Officers Present:**

President: Wendy Shabay, AICP  
Treasurer: Angela Martinez, AICP  
Secretary: Brooks Wilson, AICP  
Past President: Renaé Ollie (by conference call)

**Section Directors Present:**

East: Heather Nick (by conference call)  
Houston: Kelly Porter, AICP (by conference call)  
Midwest: Doug McDonald, AICP  
Representing North Central: Brandon Gonzales, AICP, Director-Elect  
West: Lorraine Quimiro (by conference call)

**Standing Committee Chairs Present:**

Professional Development Officer (PDO): Richard Luedke, AICP [arrived at 3:07]  
Sections Representative: Doug McDonald, AICP  
University Representative UT Austin: Michael Oden (by conference call) [joined at 4:12]

**Other Appointed & Past Members Present:**

Communications: Heather Nick (by conference call)  
State Historian: David Gattis, FAICP  
Certification Maintenance Officer (CMO): Barbara Holly, AICP (by conference call)  
Planning Official Development Officer (PODO): Ann Bagley, FAICP (by conference call)  
Conference Coordinator: David Hoover, AICP  
Executive Administrator: Mike McAnelly, FAICP  
Past Executive Administrator: Dick Lillie, FAICP (by conference call)  
Former Board Member: Craig Farmer [arrived at 4:00]

**A. President’s Remarks:**

- Welcome. Wendy Shabay welcomed all who were present, either in person or by conference call, and expressed her appreciation for their service. Each member introduced him or herself to the group.
- Report on APA Texas Scholarship Grants to Accredited Universities. Mike McAnelly reported on the APA grant of \$20,000 made several years ago to each of the three Texas universities’ city planning programs. These grants generate interest income which is used to support student scholarships. Wendy directed the group to read through the letters of appreciation from this year’s recipients. She asked if the Chapter had thanked those responsible for distributing the grants. David Gattis stated that he had the name of the contact person at UT/Arlington.
- Chapter support for candidates for APA and AICP national leadership. It was moved by Brooks Wilson and seconded by Renaé Ollie to have the Texas Chapter support the candidacy of Ann Bagley, FAICP, who is running for her current office of National APA Director At-Large. The motion carried with all

eyes. Ann thanked the Board for their support and mentioned the name of the candidate opposing her.

After discussion of other candidates, it was decided that all the candidates for National Office are well qualified and that the Texas Board would make no group endorsement of any candidate, but encouraged Sections to promote careful reading of each position statement and voting by its members.

- Texas Chapter Reception at APA 2014 Atlanta National Planning Conference. David Hoover explained the history and significance of the Texas Chapter Reception at the annual conferences. He stated that the Texas Chapter pairs with the Chapter Presidents' Council to share space. He asked that additional funds be transferred to this event budget.
- Emerging Issue: Quality Based Selection vs. Bidding for Planning Consultants. Wendy Shabay asked the Board to consider the issue of consultants being chosen by low bid and the long-term ramifications of that selection process. She would like the Planning profession to follow the lead of Engineering and Architecture in not including a fee statement with proposals for work. Mike McAnelly suggested adding a session to the Short Course to educate the decision makers of this issue. David Gattis added that this issue should be shared with TML and the Texas City Management Association (TCMA). Wendy stated that she was willing to spearhead the issue. Mike suggested adding the information to the Chapter E-Newsletter and David Gattis suggested an article in Texas Town & City Magazine might prompt some positive change.

**B. Secretary's Report:**

- Brooks Wilson had no report since the Minutes for October 3, 2013 Board Meeting in Galveston and the Minutes of this meeting will both be approved at Spring Board Meeting.

**C. Treasurer's Report:**

- Angela Martinez gave the 2014-2015 Budget and Financial Status Report (see attached). The Chapter balance is \$155,025. She also stated that the 990 form has been submitted to the IRS.
- Mike McAnelly reported that he and Brooks Wilson added Angela Martinez (Chapter Treasurer) and Alexis Jackson (North Central Section Director) to the appropriate accounts earlier in the day and removed former Chapter President Veronica Soto and former Chapter Treasurer Lindsey Guindi from all accounts. Mike also mentioned that he has taken on the task of reconciling the monthly statements rather than having the accountant do this. He reminded members that receipts for food and drink must list those that participated on the receipt. He also stated that he is investigating why the Chase Bank is charging the Sections with bank balances less than \$5,000 monthly fees since they should benefit from the overall total of accounts.
- Angela mentioned that each Section's proposed 2015 budget and request for State disbursement of funds is due by 4/30/14. Wendy added that the State Chapter supports spending money at the Section level, but does not endorse "sitting" on the monies funded by the State.

**D. Status Report for Chapter Nominations for 2014 AICP Class of Fellows:**

- Mike McAnelly said the results had not been published as yet.

**E. Sections Representative's Report:**

- Section Activities. Doug McDonald mentioned several recent and upcoming events in the Sections (see attachment).
- Task Force Report on Establishment of Young Planners Group. Doug suggested that the State model a state-level Young Planners Group on the successful Florida model and mentioned that several Sections

already have section-level Young Planners Groups. Kelly Porter, Houston Section Director, mentioned that he had met with students at Texas State and that the Board members were willing to enter into an “advising” relationship with the students (he said that the students prefer this term to “mentoring”). Doug suggested that each Section elect or appoint a Young Planners Group representative, that these reps attend the state conference and elect a State Young Planners Group rep to be part of the State Board. David Hoover commented that Young Planners are not the same as students and have different goals and interests, even though some of them overlap. He stated that students need mentoring while Young Planners need leadership roles and skills in professional development. Wendy Shabay added that by connecting with students of planning and promoting membership in APA, we are creating the new leaders of our organization.

- David Gattis suggested that the Chapter could gain more information about both students and Young Planners from Monica Groh, the Director of Early Careers for National APA.
- No action was taken to establish a Young Planners Group on the state level at this time.

#### F. **2014 Update of Action Plan for APA Texas Chapter**

- Wendy Shabay explained the purpose of the Action Plan and the top five goals of the Chapter for the upcoming biennium (listed below). Mike McAnelly added that the Action Plan (also called a Strategic Plan or a Development Plan) is updated every two years as new officers are chosen. The current Action Plan was established from responses to a study conducted by Karen Walz at the spring 2013 Board Meeting.

#### G. **Action Plan Progress Reports:** *The Action Plan includes the following five major categories:*

##### 1. **Chapter Conferences:**

- 2013 Galveston – David Hoover reported that the final bill from the Galveston Hotel had been received. Suggestions were made to improve future conferences, particularly related to breaks. David suggested eliminating or rethinking the food offered during breaks.
- 2014 Frisco – Brooks Wilson, Conference Co-Chair, gave a brief update on the status of the ongoing planning for the Frisco conference. It was suggested by David Hoover that the Frisco conference planners use the Fort Worth conference budget as a guide since the attendance and the price structure is more similar than that of the Galveston conference.
- 2015 Central Texas – David Hoover discussed the status of hotel selection for the 2015 conference.
- Focus North Texas 2014 – Brooks Wilson reported that FNT4 was sold out this year. Wendy Shabay stated that many of the sessions were excellent and should be incorporated into the program for the Frisco Conference. Brooks then said that the North Central Section is willing to move the 2015 Focus North Texas symposium from the usual January date in order to reduce potential conflict with the State conference in Frisco. The Section Board is meeting later in February to discuss moving, reducing in scale or cancelling the event in 2015.

##### 2. **Professional Development/Certification Maintenance:**

- Status report on Chapter CM Webcasts – Richard Luedke reported on the progress in creating a local webcast and the benefits to those planners in isolated locations and/or with a lack of funds to attend the annual conference.
- CD Usage - Mike McAnelly mentioned that the APA CDs will only be allowed for CM credits until the end of the calendar year 2014. The webcasts are designed to replace the use of CDs.
- Award of AICP Exam Registration Fee Reimbursement – Richard then reported that four students applied for reimbursement of the \$360 AICP registration fee. One of these students missed the

deadline for the spring exam. The current budget has a line item funding the reimbursement for two students. He asked that during new business, the Board consider funding all three of these students.

- Upcoming AICP Exam Preparation Workshop – Richard reported that the AICP exam prep at Focus North Texas on January 24, 2014 was well received but lightly attended. He added that he had contracted with Jennifer Evans-Cowley for AICP prep on March 29, 2014 to be held in Arlington and that she is also slated to instruct at the Frisco conference in October. Members discussed other methods to assist test takers with passing.
- Certification Maintenance activities – Barbara Holly stated that she was still learning the process of applying for CM credits and would be coordinating with former CM officers Abra Nusser and Marc Kurbansade for assistance.
- Guide to Urban Planning in Texas Communities – David Hoover, representing Kim Mickelson, stated that Kim is updating the Guide to Urban Planning in Texas Communities by making revisions and adding new chapters. She has asked for funding for reimbursement to Texas A&M for the volunteer hours used on this project.

### 3. **Communications and Outreach:**

- Heather Nick reported that the Houston Section would like to “piggyback on the Chapter website. She added that Sections should use the introductory video so that they can become more adept at adding/deleting information regarding their individual Section’s page.
- The Board discussed whether or not campaign messages could be posted on the Chapter website.
- Heather asked everyone to send her information for the website.
- Richard Luedke stated that he would be sending her the list of twelve planners who passed the recent AICP exam.
- Dick Lillie reported that the State Chapter is initiating a program to assist student planning organizations in communicating with each other by sharing activities and linking websites. Mike Oden, State Chapter University Representative, announced that the UT/Austin website would list links to other universities’ websites and add their activities to those at the Austin campus in order to bridge the communications gap among competing programs. David Hoover moved to support the effort to improve communication among planning programs. Angela Martinez seconded and the motion carried with all ayes.
- Brooks Wilson suggested that the Chapter treat University Planning Programs the same as Sections, with elected or appointed representation and funding.

### 4. **TML and Legislative Activity:**

- No report.

### 5. **Partnership Activity:**

- Doug McDonald spoke about the APA involvement in the Future City Competition, held on January 25, 2014. The Midwest and North Central Sections teamed to fund a \$200 prize for the student competition. Marc Kurbansade and Drew Brawner assisted Doug. There are two Future City competitions annually – in both Dallas and Houston. Doug encouraged other Sections to get involved.
- Wendy Shabay announced that the Texas Trails and Active Transportation Conference will be held in Fort Worth on March 16-18, 2014. Mike McAnelly serves on the steering committee of this group. Twenty plus sessions will carry CM credits at this conference.

- Brooks Wilson mentioned that she had been asked to join the local Board of the Urban Land Institute (ULI).

#### G. Chapter Historian's Report:

- David Gattis reported that the APA Intern, Melissa de la Cruz, has completed the archiving of the 29 boxes of historical data and items for the Chapter, dating back to 1973.
- A video interview has been conducted with Dick Lillie and he is trying to schedule an interview with Bob Wegner. Brian Guenzel of UTA's Institute of Urban Studies is assisting David with the videos.

#### H. Future Meetings:

Wendy Shabay announced upcoming meetings and conference calls:

- APA Texas Board of Directors and Executive Committee Meetings:
  - Board of Directors Spring Meeting, Frisco, Friday, May 2, 2014
  - Executive Committee Summer Conference Call Meeting, Friday, July 26, 2014
  - Board of Directors Fall Meeting, Frisco, Wednesday, October 15, 2014
  - Executive Committee Winter Conference Call Meeting, Friday, January 23, 2015
- APA Texas Chapter Conferences:
  - APA Texas Frisco Conference, October 15-18, 2014
- APA National Planning Conferences:
  - 2014 Atlanta, April 26-30, 2014
  - 2015 Seattle, April 18-22, 2015
  - 2016 Phoenix
  - 2017 New York
  - 2018 Miami Beach
  - 2019 San Francisco
  - 2020 National Planning Conference, HOUSTON, April 18-22, 2020**
  - 2021 Boston

#### H. Other New Business

- Several requests for funding were brought to the attention of the Board:
  1. An additional AICP exam fee reimbursement for the 3<sup>rd</sup> qualified student – by Richard Luedke
  2. Additional funding for the Texas Reception at the National Conference – by David Hoover
  3. Reimbursement to Texas A&M for services relating to the update of Guide to Urban Planning in Texas Communities – by David Hoover.
- The Board discussed budgeted items that could be reduced in order to transfer funds to the requested items. Brooks Wilson questioned why Texas A&M should be reimbursed for their employee conducting volunteer work for APA. She argued that all of the Board members conduct volunteer work for APA during work hours, with the approval of their companies or cities, and that those companies or cities are not reimbursed for the time spent. David Gattis questioned the hourly rate of \$100.
- David Hoover moved to transfer \$360 from the "food" line item to fund the additional scholarship/reimbursement and to transfer \$2,500 from the "assistance to other organizations" line item to allow additional funding for the Texas Reception. Kelly Porter seconded the motion and the motion carried with all ayes.
- It was decided to further discuss the Texas A&M intern reimbursement issue at the upcoming spring Meeting and no action was taken on this item.

#### I. Adjourn

- There being no further business to come before the Board, Wendy Shabay thanked all who were there in person or by conference call and adjourned the meeting at 5:22 pm.