



American Planning Association
Texas Chapter

Making Great Communities Happen

MINUTES

APA Texas Chapter Board of Directors Fall Meeting

October 15, 2014 – 10:30 to 3:00 p.m.

Frisco Conference Center

7600 John Q. Hammons Drive, Frisco, TX

Chapter Officers Present:

President: Wendy Shabay, AICP
President-Elect: Kimberly Mickelson, JD, AICP
Treasurer: Angela Martinez, AICP
Secretary: Brooks Wilson, AICP
Past President: Renaé Ollie, MCP
TML Rep: Chance Sparks, AICP (arrived at 1:50 pm)

Section Directors Present:

Central: Chris Holtkamp, AICP
East: Heather Nick (arrived at 12:33 pm)
Houston: Kelly Porter, AICP
Midwest: Doug McDonald, AICP
North Central: Alexis Jackson, AICP
Northwest: Jon James, AICP
Southmost: Xavier Cervantes, AICP (arrived at 1:10 pm)

Standing Committee Chairs Present:

Professional Development Officer (PDO): Richard Luedke, AICP
Sections Representative: Doug McDonald, AICP
University Representative UT Austin: Dr. Michael Oden
University Student Rep UT Austin: Kevin Howard

Other Appointed & Past Board Members Present:

Communications: Heather Nick
State Historian: David Gattis, FAICP
Planning Awards: Cameron Walker, AICP
Certification Maintenance Officer (CMO): Barbara Holly, AICP
Planning Official Development Officer (PODO): Ann Bagley, FAICP
Emerging Planning Leader Rep: Kendall Wendling
Conference Coordinator: David Hoover, AICP
Executive Administrator: Mike McAnelly, FAICP
Past Executive Administrator: Dick Lillie, FAICP

Guests:

APA President: James Drinan, JD
Region III Director: Whit Blanton, FAICP
AICP President: Lee Brown, FAICP
AICP President-Elect: Valerie Hubbard, FAICP
Texas A&M: Shannon Van Zandt, AICP
Future Cities Competition: Cissy Sylo, PE
State Historian Intern: Kristina Heredia

A. President's Remarks: Wendy Shabay

1. Welcome. Chapter President Wendy Shabay opened the meeting at 10:39 am and welcomed all who were present. She had those present introduce themselves and their roles. President Shabay made a special point of welcoming APA's new President, James ("Jim") Drinan.
2. Report on APA Policy and Advocacy Conference and Fall Leadership Conference. President Shabay highlighted the events and sessions that were discussed at the Washington, DC conferences.
 - Consolidated elections will begin in the summer of 2015. All levels of APA will use this schedule. The impact on the Chapter and Sections is that nominations must begin in May 2015.
 - APA National is creating a new Development Plan that will include initiatives to increase membership, especially with elected and appointed officials.
 - President Shabay then introduced National APA President Jim Drinan, who spoke about the grant opportunities for planning projects that are partnered with public health. Mr. Drinan emphasized that partnerships will continue to be critical with APA, both within the layers of APA and with organizations outside APA. He suggested that the Texas Chapter reach out to other state chapters to share information, educational opportunities, etc. Mr. Drinan also mentioned that HUD has one billion dollars available for block grants to communities that have suffered major disasters and encouraged Texas planners to make use of these grants. He added that APA National will provide technical assistance for these applications.
3. Renewal of Chapter Executive Administrator (Attachment A-1). President Shabay explained that no changes to the contract with Mike McAnelly were being proposed. She called for a motion to renew the contract.

Barbara Holly moved and Richard Luedke seconded the motion to renew the Executive Administrator's contract. The motion passed without discussion.
4. Consider Approval of Additional Compensation for Chapter Executive Administrator. President Shabay suggested to the Board that funds could be realigned from the unused travel budget to give the Executive Administrator a one-time \$2,500.00 bonus for his outstanding work for the Chapter. President-Elect Kim Mickelson moved to allow the stated bonus and to fund it from the unused travel budget. David Hoover seconded the motion. Doug McDonald complimented Mike on his responsiveness and overall helpfulness with Chapter business. Ann Bagley suggested that the Chapter thank Mike's wife, Claudia, as well. The motion passed.

B. Secretary's Report: Brooks Wilson

1. Approval of the Minutes for May 16, 2014 Board Meeting in Frisco and the Minutes for July 25, 2014 Executive Committee Meeting in Dallas (Attachments B-1 and B-2).

Chris Holtkamp moved to approve both sets of Minutes as written. The motion was seconded by Alexis Jackson and the motion passed without discussion.

C. Treasurer's Report: Angela Martinez

1. Status of Bank Accounts for Chapter and Sections (Attachment C-2). Chapter Treasurer Angela Martinez reported the Chapter balance is \$193,236.25 with \$5,764.15 in savings. All section budgets were received on time this year. The Section account balances as of 10/06/14:

<i>Section</i>	<i>Balance</i>		<i>Section</i>	<i>Balance</i>
Southmost	\$6,769.23		Central	\$6,082.31
Northwest	\$1,778.10		East	\$2,576.30
Southwest	\$9,148.47		Midwest	\$7,423.46
Houston	\$2,600.87		North Central	\$20,068.24
West	\$5,992.24			

The first FY14 disbursement was made on 4/16/14 and the second FY14 disbursement was made on 10/14/14.

2. 2014-2015 Budget and Financial Status Report (Attachment C-2). Ms. Martinez referred Board members to the handout. There were no questions.
3. Consider any needed changes to adopted 2013-2014 Budget. Ms. Martinez reported that two changes were made to the current budget – the increase in the Historian’s budget at the Spring Board meeting and the transfer of funds from travel to allow a bonus for the Executive Administrator. Jon James moved that the two above mentioned amendments be made to the Budget. Barbara Holly seconded the motion and the motion passed without discussion.

D. Sections Representative’s Reports: Doug McDonald

1. Section Director’s Reports (Attachment D-1):

- i. *Central*: Section Director Chris Holtkamp reported a successful Awards Luncheon was held in September. They are partnering with other organizations in their geographic area, including *CNU*, *Women in Transportation* and *UT/Austin* and plan to start working with Texas State. The Section is planning a holiday social event/bus tour of local wineries.
- ii. *East*: [Section Director Heather Nick had not arrived at this point in the meeting] Section Rep Doug McDonald reported that the East Section will have an election to amend their bylaws and is planning an annual meeting in January.
- iii. *Houston*: Section Director Kelly Porter reported that the Houston Section had held several Brown Bag lunch sessions in the downtown district as part of their partnership with *Houston Tomorrow*. The Houston Section is an official partner with *MyHouston2040* events and an official sponsor of the *National American Public Transportation Association* Meeting. The Section is also planning to be a presence in the *Neighborhood USA* Conference in Houston later this month and is organizing its first “signature workshop” to be held on November 21st at Texas Southern University.
- iv. *Midwest*: Section Director Doug McDonald reported a very successful scholarship event called “Putt-Putt for Planning” in which the Section raised over \$1500 for local scholarships. The Midwest Section is partnering with *NCTCOG* for a Bicycle Workshop and a Pedestrian Safety Workshop, with *ULI North Texas* and the *Real Estate Council of Greater Fort Worth* for the Fort Worth TOD Summit, and with *UT/Arlington* for the Climate Resilience and Adaptation Symposium. The Section will hold its 25th Anniversary Awards Banquet in January.
- v. *North Central*: Section Director Alexis Jackson reported that numerous Section members had fulfilled major roles in hosting the State APA Conference in Frisco and were in the process of planning the upcoming year’s CM and networking events.
- vi. *Northwest*: Section Director Jon James reported that the Northwest Section was planning a holiday party.
- vii. *Southmost*: No report.
- viii. *Southwest*: No report.
- ix. *West*: No report.

E. New Business:

1. Consider Approval of Proposed Bylaw Amendment for Creation of Emerging Planning Leaders Committee (Attachment D-2). Executive Administrator Mike McAnelly reported that the requisite notices for a bylaw amendment had been observed. President Shabay thanked Doug McDonald and David Hoover for their work in getting the Emerging Planning Leaders program started.

David Hoover moved to amend the Chapter Bylaws to create an Emerging Planning Leaders Committee; Doug McDonald seconded the motion and the motion passed without further discussion. President Shabay then appointed Kendall Wendling as the first Chairman of the EPL Committee.

2. Leadership Forum Status Report. Doug McDonald reported that 29 members participated in the steering committee and close to 100 people have signed up to attend the afternoon's Inaugural Leadership Forum. Several national APA leaders will address the group as well as section and State Chapter officers.
3. Mentoring Program. Doug McDonald reported that the mentoring program was being launched at the Frisco conference. A 6-page survey is provided to every potential member so that matches can be made between mentor and mentee and also to form "communities" which will have several members at various levels of planning experience. Dr. Michael Oden complimented the effort and volunteered to help. Ann Bagley suggested that perhaps a hands-on project on which the communities could work would be a helpful too. Mr. McDonald said that the first year is designed to be very simple and to get the program off the ground, but will consider projects in future years.
4. Section Request for Adjustment of Section Boundaries (Attachment D-5). Houston Section Director Kelly Porter brought to the attention of the Board that the Chapter website has two conflicting maps with different section boundaries. He argued that sections need to have geographical contiguity. Alexis Jackson suggested that a map be produced showing the location and densities of members to more fairly divide up the state's planners. President Shabay tasked the section directors with forming a committee to study section boundaries and report back at the winter meeting.

F. Action Plan Progress Reports: President Shabay

The Action Plan includes the following four major categories:

1. Chapter Conferences:

- 2014 Frisco – Brooks Wilson, Conference Co-Chair, gave a brief update on the status of the events of the Frisco conference.
- 2015 Galveston – Conference Coordinator David Hoover reported that the hotels used for the 2013 Galveston Conference would once again be utilized: the San Luis, the Hilton and the Holiday Inn. Room rates will range from \$125 to \$179/night.
- 2016 San Antonio – Mr. Hoover announced the Hyatt River Walk will be the hotel selection for the 2016 conference.

2. Professional Development/Certification Maintenance:

- Status report on Chapter CM Webcasts – Chapter Professional Development Officer Richard Luedke had exited the meeting to assist with the AICP Prep Class, occurring at the same time. In his absence, Mike McAnelly reported that a nationwide program is being hosted by Ohio State University and that Kim Mickelson and Craig Farmer presented an ethics session as one of the monthly webcasts.
- Award of AICP Exam Registration Fee Reimbursement – Mr. McAnelly reported that four fee reimbursements were awarded this fall, for a total of six reimbursements for the year.
- Upcoming AICP Exam Preparation Workshop – Mr. McAnelly stated that 32 planners were registered to take the AICP Prep class. University Representative Michael Oden stated that universities are required to report pass rates for their former students. He suggested that once in the planning profession, mentors or supervisors talk to potential AICP exam test-takers to explain the format of the test, the importance of the AICP designation in their career paths. AICP President Lee Brown stated that there are new AICP prep materials available online. He also said that over 600 potential test-takers are qualified twice a year and that this process is time consuming and labor intensive for the national APA staff. He is concerned that the process of

qualifying for the exam is so tedious that some potential test-takers will forgo this opportunity for career advancement.

Dr. Oden agreed with Mr. Brown and added that the system is confusing and may repel students who want a clear-cut answer on how to qualify for the AICP exam.

- Certification Maintenance activities – Chapter CM Officer Barbara Holly stated that 106.75 CM credits were approved for the Frisco conference, including 7.5 law credits and 3.0 ethics credits. Many of the sessions were also approved for CNU continuing education credits.

3. Communications and Outreach – Heather Nick

- Website – Chapter Communications Officer Heather Nick reported that designated members of each section can have access to the website for posting their section’s news, events, job postings, officers, RFQs and RFPs. Learning how to access the website is relatively easy.

Ms. Nick said that it is time for “Phase 2” to upgrade the website sophistication and that the Chapter needs to analyze the effectiveness of the website in reaching members and identify ways to streamline the posting format.

- Campaign messaging – Mike McAnelly stated that repeated campaign messaging boosted registration for the conference.
- Other Social Media – Ms. Nick reported that social media usage other than the website is up and encouraged this trend in that it captures the younger audience. She recommended that the Chapter appoint a Social Media Team to make better use of these outlets.

4. Planning Officials Development Officer – Chapter Planning Officials Development Officer Ann Bagley discussed having Texas A&M University provide the Short Course training. Ms. Bagley has been working with a committee made up of Shannon Van Zandt, Renaé Ollie, David Hoover, Kim Mickelson and Dick Lillie. This arrangement would be similar to a program run by Virginia Tech University for the Virginia APA Chapter. Mike McAnelly suggested adding Chance Sparks to the committee so that his relationship with *Texas Municipal League* could be utilized.

G. **TML and Legislative Activity:** [TML Rep Chance Sparks had not arrived at this point in the meeting]

1. Committees on Land & Resource Management and Urban Affairs Joint Interim Hearing - Kim Mickelson reported that Scott Houston represented APA’s viewpoint and that the hearings will be posted on the website.
2. Preparation for Texas’ 84th Legislative Session – Ms. Mickelson reported that the legislative group will meet this Friday to discuss upcoming legislation. The group is made up of Craig Farmer, David Gattis, Chance Sparks and Kim Mickelson. Dr. Oden suggested that universities may be able to assist with research on political issues. Whit Blanton will be working to influence state legislative positions, increase grass roots’ strategies and provide materials for Chapters to use with the goal of establishing liaisons between planners and state legislators and/or congressmen.

H. **Partnership Activity:** Wendy Shabay

1. Future City Competition (Attachment G) Cissy Sylo described the Future City Competition and the many ways in which planners can become involved. The Chapter and several individual sections are supporting this effort.
2. Neighborhoods USA Conference, Houston – Mike McAnelly stated that Neighborhoods USA supplied a booth at the Frisco conference and that the APA would be reciprocating as a sponsor of their conference later this month

I. **Chapter Historian’s Report:** David Gattis reported that the primary activities are conducting oral histories of elder planners to preserve their rich planning history. Mr. Gattis introduced his intern, Kristina Heredia.

- J. **Awards** – Chapter Awards Coordinator Cameron Walker announced that the awards committee met in Leakey, Texas over the September 5-7th weekend. This year was the first time all the applications were submitted 100% electronically, which cut the mailing costs considerably. He thanked former Executive Administrator Dick Lillie for assisting with the Planning Excellence selections. This is the inaugural year for the Planning Legends Award, which will be awarded to Mary Lou Henry, FAICP and the Texas Chapter Award will be given posthumously to Town of Addison Director Carmen Moran. Ann Bagley encouraged those winning state project awards to submit them for national consideration. President Shabay added that three state projects were submitted to national this year, along with a letter of recommendation from the Chapter.
- K. **Nominating Committee** – President Shabay appointed President-Elect Kim Mickelson to chair the nominating committee. Ms. Mickelson will choose the other members.
- L. **Future Meetings:** President Shabay announced upcoming meetings and conference calls:
- APA Texas Board of Directors and Executive Committee Meetings:
 - Executive Committee Winter Conference Call Meeting, Friday, January 23, 2015
 - Board of Directors Spring Meeting, Frisco, Friday, May 15, 2015
 - APA Texas Chapter Conferences:
 - 2015 APA Texas Galveston Conference, October 7-9, 2015
 - 2016 APA Texas San Antonio Conference, November 2-4, 2016
 - APA National Planning Conferences:
 - 2014 Seattle, April 18-22, 2015
 - 2015 Phoenix
 - 2016 New York
 - 2017 Miami Beach
 - 2018 San Francisco
 - 2019 National Planning Conference, HOUSTON, April 18-22, 2020**
 - 2020 Boston
- M. **Adjourn** - There being no further business to come before the Board, President Shabay thanked all who were there in person or by conference call and adjourned the meeting at 2:12 pm.