



American Planning Association  
**Texas Chapter**

*Making Great Communities Happen*

# MINUTES

## Executive Committee Winter Meeting Conference Call & WebEx Meeting

**January 23, 2015 – 10:30 a.m. to 2:30 p.m.**

GoToMeeting: <https://global.gotomeeting.com/join/880330909>

**Freese and Nichols, 2711 N. Haskell, Dallas, TX 75204**

### **Chapter Officers Present:**

President: Wendy Shabay, AICP  
VP: Kimberley Mickelson, JD, AICP (by phone)  
Treasurer: Angela Martinez, AICP (by phone)  
Secretary: Brooks Wilson, AICP (by phone)  
Past President: Renaé Ollie (by phone)

### **Section Directors Present:**

East: Heather Nick, AICP (by phone)  
Houston: Kelly Porter, AICP (by phone)  
Midwest: Doug McDonald, AICP (by phone)

### **Standing Committee Chairs Present:**

Professional Development Officer (PDO): Richard Luedke, AICP (by phone)  
Emerging Planning Leaders: Kendall Wendling, AICP (by phone)  
Sections Representative: Doug McDonald, AICP (by phone)

### **Other Appointed & Past Members Present:**

Communications: Heather Nick, AICP (by phone)  
Certification Maintenance Officer (CMO): Barbara Holly, AICP (by phone)  
Planning Official Development Officer (PODO): Ann Bagley, FAICP (by phone)  
Conference Coordinator: David Hoover, AICP (by phone)  
State Legislative Rep: Chance Sparks, AICP (by phone)  
Mentoring Program: Doug McDonald, AICP  
Executive Administrator: Mike McAnelly, FAICP

### **Not Present:**

North Central: Alexis Jackson, AICP  
West: Eduardo Garcia, AICP  
Central: Chris Holtkamp, AICP  
Northwest: Jon James, AICP  
Southmost: Xavier Cervantes, AICP  
Southwest: Rudy Nino, AICP  
University Representative UT Austin: Michael Oden  
State Historian: David Gattis, FAICP

**A. Call to Order and Roll Call:**

**B. President’s Remarks:**

1. 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.
2. CPC Chapter Grants Competition Submittals Due February 23 (ATTACHMENT B-1). Wendy announced that the Chapter will apply for these grants.
3. Texas Chapter Reception at APA Seattle Conference, April 20. The Texas Reception will be held at Kell’s Bar & Grill.
4. Consolidated APA Elections Ballot to be initiated in 2015. Wendy Shabay, AICP, stated that there would be one ballot for National, State and Section elections, which will be sent out to members between July and September. Therefore, nominations will be due in May. State officers will begin their terms at the end of the State Convention.
5. Chapter Elections Nominating Committee Report. Kim Mickelson, JD, AICP, announced that she and her committee would be meeting by conference call next week. Heather Nick will post the nomination notice on the State website so that members can let Kim know of their interest.
6. Sections Realignment Committee Report (ATTACHMENT B-2). Renaé Ollie and Kelly Porter reported that they had not met for the realignment and would prepare a report for the Spring Chapter meeting. Mike McAnelly, FAICP, stated that the Chapter now has over 2200 members and that the Central Section saw the greatest growth with over 100 new members. Wendy mentioned that areas of concern are Bryan/College Station and Victoria, since they both are not well-served by the Central Section. Doug McDonald, AICP, mentioned that there are new, emerging planning schools, and their locations affect the alignment of mentoring groups as well. Wendy suggested that the members be polled to determine which section would be most beneficial to each member.

**C. Secretary’s Report:** Brooks Wilson, AICP had no report since the Minutes for October 15, 2014 Board Meeting in Galveston and the Minutes of this meeting will both be approved at Spring Board Meeting (ATTACHMENTS C-1 and C-2).

**D. Treasurer’s Report:**

1. Status of Bank Accounts for APA Texas Chapter and Sections (ATTACHMENT D-1). Angela Martinez, AICP  
Chapter Treasurer Angela Martinez reported the Chapter balance is \$33,747.48 with \$5,764.86 in savings. The Section account balances as of January 21, 2015:

<i>Section</i>	<i>Balance</i>		<i>Section</i>	<i>Balance</i>
Southmost	\$5,368.13		Central	\$5,759.81
Northwest	\$1,768.10		East	\$2,703.06
Southwest	\$8,006.07		Midwest	\$6,968.51
Houston	\$2,447.62		North Central	\$16,125.42
West	\$5,992.24			

2. 2014-2015 Budget and Financial Status Report (ATTACHMENT D-2). Ms. Martinez stated that the budget was approved in October and that any changes require board action. She will post on the website a notice to section directors that their budgets must be submitted by May 4, 2015 for the upcoming year. The Board will review and approve the section budgets at the fall meeting.

3. Auditor Review. The auditor has reviewed the financial books and Mike McAnelly and Angela Martinez will confer with the auditor next week to resolve any discrepancies.

**E. Sections Representative's Report (ATTACHMENT E-1):** Doug McDonald, AICP

1. Section Activities (ATTACHMENT E-1).

Central – Doug McDonald announced that the Central Section joined the Future Cities Competition, which was held on January 17<sup>th</sup>.

East – Heather Nick, AICP, announced the East Section's upcoming annual meeting, to be held on January 29<sup>th</sup>. The East Section has amended their bylaws and held a special election for a new financial officer. The East Section will be a sponsor of the East Texas Preservation Weekend to be held in Tyler in March.

Houston – Kelly Porter, AICP, stated that the Houston Section has been very active, partnering with Rice University, hosting a holiday party, helping to produce an on-line video of the "Big 6" and gearing up to serve on the State Conference committees. Mike McAnelly praised the hard work of Kelly and the Houston Section on their outstanding efforts for the Houston Section members.

Midwest – Doug McDonald announced that the 25<sup>th</sup> Annual Banquet would be held that night, January 23<sup>rd</sup>, in the Fort Worth Stockyards. Dave Gattis, the original Section Director, will be the keynote speaker. Doug mentioned the joint partnership between the Midwest and North Central sections on the Future Cities Competition and that Brandon Gonzalez and Christina Sebastian will be judges, with Ann Bagley, FAICP, acting as a "celebrity judge." The Midwest Section is also hosting a one-day event with UT/Arlington and has been assisting with the re-accreditation process for UT/Arlington.

North Central – Doug McDonald, AICP, reported that the North Central Section has two new board members and during their holiday party collected winter coats for a local charity called "Project Warm Us." The fifth annual Focus North Texas will be a 1½ day event at the Farmers Branch OMNI Hotel on March 26-27.

There were no reports for the Northwest, Southwest, Southmost and West sections.

**F. Emerging Planning Leaders Committee Report (ATTACHMENT F-1):** Kendall Wendling, AICP gave a recap of the inaugural leadership meeting held at the State Conference in Frisco in October. Over 70 people attended, including a good representation of State and National APA leadership. Plans are underway for a similar event at the 2015 conference.

Kendall brought to the Board several initiatives that the EPL group will be starting during the year:

- An EPL blog for innovative planning solutions,
- An emerging leader spotlight, and
- A website enhancement subcommittee.

Kelly Porter suggested that the EPL might want to initiate a planning project during the next conference, such as a Better Block activity so that the conference attendees could leave behind a lasting legacy.

There were suggestions for the EPL track sessions at the upcoming conference and assigning the follow-up tasks to the overall Program Committee Chair.

Angela Martinez volunteered to be the Program Committee Chair.

Kendall asked about State Chapter funding for the committee, perhaps through a Chapter President's Grant. Wendy suggested that Kendall prepare a budget to submit for consideration. Kelly Porter also added that sections should consider adding a line item to help fund EPL activities locally.

**G. Mentorship Program:** Doug McDonald, AICP reported that the response to the mentoring program has been phenomenal and that he and Kendall are sending out bi-monthly emails suggesting activities and other means of boosting interest in the program. The geographic dispersion and large number of students and/or young planners are continuing concerns to be addressed. Several ideas for the mentoring groups were mentioned by the Board members. Wendy requested an email and short survey to mentor communities be sent to gauge progress and value.

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

1. *Chapter Conferences:*

- 2015 Galveston – Mike McAnelly reported that he will meet next week with David Hoover, AICP, Kelly Porter, AICP and Shad Commeaux, AICP, to assign committee chairmen and co-chairs for double coverage on each assignment. Kelly and Shad are the conference Co-Chairs.
- 2016 San Antonio – David Hoover announced that the 2016 conference will be held at the Hyatt Regency River Walk.
- 2017 to be determined – David Hoover announced that the 2017 conference will be held in the Dallas/Fort Worth area and that he is looking into hotel rates for our expanding group. Doug McDonald offered assistance to David to make every effort to bring the conference back to Fort Worth in 2017. Discussion followed about the awkward size the State APA is – too small for a major convention center and too large for most hotels with meeting space. A survey was suggested to determine the maximum room rate cap that most planners could justify.

2. *Professional Development/Certification Maintenance:* Richard Luedke, AICP, Barbara Holly, AICP and Kim Mickelson, JD, AICP

- Status report on Chapter CM Webcasts – Richard Luedke reported that Mike McAnelly has been working on a webinar with the Houston and San Antonio planning directors. Mike has been in contact with the Utah and Ohio Chapter webinar producers. He is working to have a Texas-based webinar recorded to be shown at a later date on “Go-to-Webinar.” Richard Luedke suggested that Craig Farmer, FAICP and Connie Cooper, FAICP present a webinar on ethics.
- Status of AICP Exam Registration Fee Scholarships – Richard reported on the scholarships for students taking the AICP exam. The IRS prefers that these are called “registration reimbursement.” Four scholarships were awarded in the fall. However, not all the applicants qualified for the exam and some of the money in this line item was used to reimburse the Town of Argyle for printing costs. Richard has received one application for a scholarship for the Spring 2015 exam.
- AICP Exam Preparation Workshop – Richard announced that Jennifer Cowley will be on hand to present the AICP Exam Prep at UT/Arlington on March 14<sup>th</sup>. A workshop is also planned at the City of Lewisville, at that city’s request. Richard said that the pass list from the Fall 2014 exam was 64% in Texas, but still below the national rate of 67%.
- Certification Maintenance activities – Barbara Holly, AICP, mentioned that there are 32 free hours of streaming video for CM training. A bundled ethics and law session is available at a reasonable rate. Barbara reminded planners that those who present CM sessions may claim 1½ times the allotted hours for their service.

3. *Communications and Outreach:* Heather Nick, AICP mentioned that she is compiling information for an upcoming web newsletter and asked for contributions. Wendy Shabay, AICP stated that the nominations and new election timeframe should be at the top of that newsletter.

Heather mentioned that Facebook offers expanded advertising reach for a very modest cost. For example, she said that for \$5, Facebook would post information to approximately 800 additional users and that those users can be targeted for extra effectiveness.

4. *TML and Legislative Activity:*

- Texas 84<sup>th</sup> Legislative Session (ATTACHMENT I-1). Chance Sparks, AICP referred to the 14 page attachment and mentioned two hot topics: Abbott's comment and reaction and that Strauss was elected as House Speaker. Chance mentioned that Craig Farmer, FAICP, has been reviewing and overseeing proposed bills and that there is always a need for more volunteers for this task.
- One of the biggest changes is that the majority party voted to eliminate the  $\frac{2}{3}$  vote of the Senate to overrule a House vote. This will make it more difficult for the minority party to effect change.
- Kim Mickelson, JD, AICP, suggested that an article be submitted to Planning Magazine summarizing the Texas legislative's activities.

5. *Partnership Activity:*

- CNU National Conference - Wendy Shabay, AICP announced that she had been in contact with CNU regarding their upcoming national conference in Dallas. While the cost of sponsorship was prohibitive, the Texas Chapter will support the conference by advertising and by providing speakers and volunteers. Wendy added that CNU handles the CM credit process on their own so that the Chapter does not have to do this.
- Future Cities Competition, North Texas Region – Doug McDonald, AICP added to his earlier remarks regarding the Future Cities Competition by stating that it is part of National Engineers Week and that the contribution of local planners on the urban-centered topics is appreciated. He said that a local 6<sup>th</sup> grade team placed 3<sup>rd</sup> nationally last year.
- Healthy Communities Planning APA and APHA Collaboration (ATTACHMENT J-1) – Wendy Shabay thanked Mike McAnelly, FAICP for his efforts in helping the applicants from Texas with this new process. Mike reported that eight proposals from Texas coalitions were sent to the Center for Disease Control (CDC) for consideration. Decisions could be made as early as January 26<sup>th</sup>. He reminded the Board that approximately \$9 million will be available over the next three years, with roughly \$100,000 - \$150,000 being awarded to each successful project. Wendy suggested that any winners consider presenting a session at the CNU conference.
- Association of Collegiate Schools of Planning – Kim Mickelson, JD, AICP mentioned that she would like the Texas Chapter to contribute to the annual conference, which will be held in the Houston/Galveston area close to the time of the State Conference.

**H. Short Course:** Kim Mickelson, JD, AICP reported that the proposal from Texas A&M University to take over the organization and presentation of "short course" training (i.e. training of elected and appointed officials) is still under review. Kim said that the committee should have a recommendation for the Board's consideration at the Spring meeting. Discussion followed regarding other alternative means for obtaining short course training, including certain COGs and local training through the sections

**I. Chapter Historian's Report:** David Gattis, FAICP – In David's absence, Wendy Shabay reported that oral interviews are continuing and will be uploaded to a YouTube channel soon.

**J. Future Meetings:** Wendy Shabay, AICP

- APA Texas Board of Directors and Executive Committee Meetings:  
Board of Directors Spring Meeting, Houston/Galveston, Friday, May 8, 2015, 10:00 am  
Executive Committee Summer Conference Call Meeting, Friday, July 24, 2015
- APA Texas Chapter Conferences:  
APA Texas Galveston Conference, October 7-9, 2015
- APA National Planning Conferences:  
2015 Seattle, April 18-22  
2016 Phoenix  
2017 New York  
2018 Miami Beach  
2019 San Francisco  
**2020 National Planning Conference, HOUSTON, April 18-22, 2020**  
2021 Boston

**K. Other New Business** - none

**L. Adjourn** - There being no further business to come before the Board, President Wendy Shabay thanked all who were there in person or by conference call and adjourned the meeting at 2:15 pm.