



ATTACHMENT C-3

MINUTES

Executive Committee Special Called Meeting March 25, 2015 – 3:00 to 5:00 p.m. Conference Call

President:	Wendy Shabay, AICP
President-Elect:	Kim Mickelson, JD, AICP
Treasurer:	Angela Martinez, AICP
Secretary:	Brooks Wilson, AICP
Sections Representative:	Doug McDonald, AICP
Conference Coordinator:	David Hoover, AICP
State Legislative Rep:	Chance Sparks, AICP

A. Call to Order and Roll Call:

President Wendy Shabay called the meeting to order at 3:11 pm with all members present (listed above) by conference call. She then explained the need for the meeting and announced that the first Plan4Health grant of \$110,000 has been awarded to the City of Austin for the *¡Vámonos Rundberg!* Project. The Chapter must take certain actions to finalize this award:

- 1) Kim Mickelson moved to accept the Plan4Health grant of \$110,000 from APA for the *City of Austin: ¡Vámonos Rundberg!* Project; Chance Sparks seconded the motion and it was approved unanimously.
- 2) Kim Mickelson moved to enter into a Letter of Understanding for the project with the City of Austin and other Sub-cohort recipients; Chance Sparks seconded the motion and it was approved unanimously.
- 3) Kim Mickelson moved to authorize Mike McAnelly as Chapter Administrator to manage the grant administration, report to APA for the Chapter with approval as needed from the Chapter President and/or Executive Committee; Angela Martinez seconded the motion and it was approved unanimously.
- 4) Kim Mickelson moved to open a new Chapter checking account with Chase Bank (linked under our prime account) to make deposits and expenditures of grant funds for the project without comingling of grant funds with other Chapter funds; David Hoover seconded the motion and it was approved unanimously.

- 5) David Hoover moved to include as signatories on the new bank account Chapter Treasurer Angela Martinez, Chapter President Wendy Shabay, Chapter President-Elect Kim Mickelson, Chapter Secretary Brooks Wilson, and Chapter Administrator Mike McAnelly; Chance Sparks seconded the motion and it was approved unanimously.

- 6) A listing of budget line items for income and expenditures will be provided by the Chapter Treasurer based upon the FY project budgets as submitted and approved by APA. An additional \$44,000 will need to be included in the Chapter Budget for FY16. Kim Mickelson moved to amend the Chapter's FY 2015 budget to include \$66,000 of the grant award for FY15, including \$7,200 for Chapter administrative services for the project; Brooks Wilson seconded the motion and it was approved unanimously.

B. Conference Update

David Hoover, Conference Coordinator, gave an update of the October 2015 Conference to be held in Galveston. He mentioned that the committee was considering a later start time for the sessions, especially the Friday morning sessions.

The pros and cons of this change were discussed and it was suggested that an "early bird" or a "night owl" session be offered so that those attendees who needed CM credits could maximize their time while the majority of attendees could start their morning session later.

C. Adjourn

There being no further business to come before the Board, Wendy Shabay thanked all who participated by conference call and adjourned the meeting at 3:43 pm.