



American Planning Association
Texas Chapter

Making Great Communities Happen

MINUTES

APA Texas Chapter Board of Directors Fall Meeting
October 7, 2015 – 10:30 to 3:00 p.m.
Galveston Island Convention Center
5600 Seawall Boulevard, Galveston, Texas

A. Call to Order and Roll Call:

Chapter Officers Present:

President: Wendy Shabay, AICP
President-Elect: Kim Mickelson, JD, AICP
Treasurer: Angela Martinez, AICP
Secretary: Brooks Wilson, AICP
Past President: Renaé Ollie, MCP
TML Rep: Chance Sparks, AICP

Section Directors Present:

Central: Chris Holtkamp, AICP
East: Heather Nick, AICP
Houston: Kelly Porter, AICP
Midwest: Doug McDonald, AICP
North Central: Brandon Gonzalez, AICP
Northwest: Jon James, AICP
Southwest: Michael Taylor, AICP (arrived at 1:00 pm)
Southmost: (absent)
West: Eduardo Garcia, AICP (by phone)

Standing Committee Chairs Present:

TX Municipal League: Chance Sparks, AICP
Professional Development Officer (PDO): Richard Luedke, AICP
Planning Official Development Officer: Ann Bagley, FAICP
Sections Representative: Doug McDonald, AICP
Emerging Planning Leaders: Kendall Wendling, AICP
Government Relations: Kim Mickelson, JD, AICP
University Representative TAMU: Shannon Van Zandt, AICP
University Student Rep TAMU: Md Yousuf Reja "Reza" (arrived at noon)

Other Appointed & Past Board Members Present:

Communications: Heather Nick, AICP
State Historian: David Gattis, FAICP
Planning Awards: Cameron Walker, AICP
Certification Maintenance Officer (CMO): Barbara Holly, AICP (arrived at 11:00 am)
Conference Coordinator: David Hoover, AICP
Executive Administrator: Mike McAnelly, FAICP
Past Executive Administrator: Dick Lillie, FAICP

National APA and AICP Elected Leaders:

Region III Director: Whit Blanton, FAICP

APA Director at Large: Ann Bagley, FAICP
Division Council Advisor to APA Board: David Gattis, FAICP

Guests:

AICP President-Elect: Valerie Hubbard, FAICP
Advocacy Liaison: Craig Farmer, FAICP

B. President's Remarks: Wendy Shabay

1. Welcome. Chapter President Wendy Shabay opened the meeting at 10:40 am and welcomed all who were present. She had those present introduce themselves and their roles. Guests were announced: Region III Director, Whit Blanton, FAICP; AICP President-Elect, Valerie Hubbard, FAICP; and Advocacy Liaison, Craig Farmer, FAICP.
2. Consolidated Ballot Election Results (Attachment B-1). Wendy announced that approximately 400 people voted in Texas, about 20% of the membership, which was higher than the overall national voting rate of approximately 13%. Wendy announced the results of the section elections and congratulated all who were elected.
3. Award of CPC Chapter Grant for TxELP. Kendall Wendling, AICP, reported on the \$2,200 one-year grant which will fund leadership events and the exchange program for Section reps.
4. Great Places in America Awards. Doug McDonald, AICP, announced that National APA awarded two Great Places awards in Texas – Herman Park in Houston and Downtown Plano. APA Director at Large Ann Bagley, FAICP, presented plaques to Doug, representing the City of Plano. Kim Mickelson, JD, AICP, stated that the award to the City of Houston will be presented on October 23rd by APA President Jim Drinan.
5. APA National Leaders Attending the Galveston Conference. Mike McAnelly, FAICP, announced the former and current APA leaders and encouraged members to meet them: Mitchell Silver, FAICP; Past President of APA; Region III Director Whit Blanton, FAICP; APA Director at Large Ann Bagley, FAICP; Division Council Advisor to APA Board David Gattis, FAICP; and AICP President-Elect Valerie Hubbard, FAICP.
6. APA 2015 Fall Leadership Meetings in Washington, D.C. Wendy reported on the leadership meetings in Washington and praised Kendall and Doug's efforts with the Emerging Planning Leaders mentorship programs. These new programs are putting the Texas Chapter on the map. The APA is taking positions to enact policy changes and Kim Mickelson will be serving on a national committee on policy and advocacy.
7. 2016 AICP Fellows Nominating Committee Report. Craig Farmer, FAICP reported that the nine member committee has nominated seven names for consideration. Mike added that there are 38 Fellows in Texas which is tied with Florida for the largest number.
8. Support for Rice Distinguished Alumna. Ann Bagley, FAICP, requested that the State Chapter endorse the selection of Mary Lou Henry.
Kim Mickelson moved to lend Texas Chapter support to the application for Mary Lou Henry to be recognized as a Distinguished Alumna of Rice University.
The motion was seconded by Chris Holtkamp and the motion passed.
9. Texas Chapter Reception at APA National Conference in Phoenix. Mike McAnelly reported that the Texas Chapter will once again partner with the AIA for a party venue at the national conference to share costs.
10. TML Conference Participation. Chance Sparks, AICP, announced that he, Kim Mickelson, Chris Holtkamp and Wendy Shabay all participated at the TML conference with a session on the Importance of Planning. Session notes are available.

11. Executive Administrator Annual Contract Renewal. Mike McAnelly left the conference room during this item. The Executive Administrator’s contract was discussed.
 Doug McDonald moved to approve the Executive Administrator annual contract.
 The motion was seconded by Cameron Walker and the motion passed.

C. Secretary’s Report: Brooks Wilson, AICP

1. Approval of the Minutes for May 29, 2015 Board Meeting in Houston and the Minutes for July 23, 2015 Executive Committee Meeting and the Minutes for July 23, 2015 Executive Committee Meeting.
 Kelly Porter, AICP moved to approve all three sets of Minutes as written.
 The motion was seconded by Barbara Holly, AICP and the motion passed without discussion.

D. Treasurer’s Report: Angela Martinez, AICP

1. Status of Bank Accounts for Chapter and Sections. Chapter Treasurer Angela Martinez reported the Chapter balance is \$255,732.78 with \$5,767.03 in savings. All section budgets were received on time this year. The Section account balances as of 5/04/15:

<i>Section</i>	<i>Balance</i>		<i>Section</i>	<i>Balance</i>
Southmost	\$5,947.68		Central	\$6,168.03
Northwest	\$1,755.05		East	\$3,136.46
Southwest	\$6,719.40		Midwest	\$10,703.55
Houston	\$4,557.45		North Central	\$w,984.99
West	\$5,192.24			

2. Authorize Section Officers to be added as Signatories on Section Checking Accounts. Mike McAnelly reminded sections to have their directors and treasurers add their names to their section’s account as soon as possible and to turn in old debit cards to the treasurer and called for a motion to allow changes to the Chapter accounts.
 Chris Holtkamp moved to add the new section directors and treasurers to the appropriate Chapter accounts.
 Renaé Ollie, MCP, seconded the motion and the motion passed.

E. Sections Representative’s Reports: Doug McDonald handed out the revised Section Guide.

1. Section Director’s Reports:
- i. *Central:* Section Director Chris Holtkamp reported that they presented a six hour CM session in Buda and that a speaker series has begun in Austin.
 - ii. *East:* Section Director Heather Nick reported that a Section Meeting was held in the Nacogdoches City Hall.
 - iii. *Houston:* Section Director Kelly Porter reported on the many activities in the Houston Section, including brown bag lunches, a TxDOT panel regarding I-35 realignment, partnering with APA and a planned section bike ride.
 - iv. *Midwest:* Section Director Doug McDonald reported that the annual Putt Putt for Scholarships has been postponed to the spring. The annual section banquet will be in January.
 - v. *North Central:* Director Brandon Gonzalez reported on Focus North Texas, held in March and the recent award of a \$1,500 scholarship to a UT/Arlington planning student.
 - vi. *Northwest:* Section Director Jon James thanked the conference for providing the Section meeting breakfast for those sections with widely scattered members.
 - vii. *Southmost:* Ann Bagley reported that a Planning Commission training session was held in Weslaco.

- viii. *Southwest*: Section Director Michael Taylor reported that new officers are onboard in the Southwest Section and approximately one-third of the section's membership attended a recent meeting in New Braunfels.
- ix. *West*: No report.

F. Emerging Planning Leaders Committee: Kendall Wendling, AICP and Kelly Porter, AICP

1. Conference Activities. Kendall announced that the Leadership Forum would be held at 3:30 pm. The first intergenerational panel will be held on Friday morning and the Legacy Project, an outdoor live installation, would occur during conference hours and culminate on Friday evening. Student representative Reza Reja explained that the Legacy Project would emphasize active living. Shuttles will take volunteers to and from the site.
2. Texas Exchange Program. Kendall indicated that the progress report on this pilot project was in the packet. The exchange is intended to assist sections with fewer resources and be of benefit to less active sections by utilizing the talent and manpower of the larger, more active sections.

G. Mentoring Program: Doug McDonald, AICP

Doug McDonald reported that recommended changes have been initiated, including renewing on-line which will also save considerable time for volunteers. Over 100 people have renewed to participate in the mentorship communities during the upcoming year. Doug distributed new guidelines and suggestions for success with mentoring groups and announced that new groups would be formed by early 2016.

H. Action Plan Progress Reports: President Wendy Shabay, AICP

1. Approval of 2016-2017 Chapter Action Plan: Kim Mickelson, JD, AICP directed the board members to review the Action Plan in the packet.
Brooks Wilson, AICP, moved to approve the proposed Action Plan for 2016-2017.
Barbara Holly, AICP, seconded the motion and the motion passed.
2. Section Realignment. Kelly Porter, AICP reported that the alignment committee had polled the state membership regarding their choice of geographical section membership via an on-line survey. The results were inconclusive. Kelly and Renaé Ollie will continue to look at this issue and report at the next meeting. David Gattis mentioned that he has the history of why the sections boundaries were set and when some were changed.
3. Upcoming Chapter Conferences: David Hoover, AICP
The 2016 State Conference will be held at the Hyatt Riverwalk in San Antonio. David encouraged members to book rooms at the Hyatt since it reduces the cost the Chapter will have to pay for meeting rooms. The 2017 State Conference will be held in Fort Worth.
4. Professional Development/Certification Maintenance: Richard Luedke, AICP and Barbara Holly, AICP
Richard Luedke reported that six scholarships were available and four were used, using the National contributions first and Chapter funds second.
Richard then reported on the various AICP Exam Preparation Workshops – the main one occurring concurrently with the Board Meeting led by Jennifer Evans Cowley of The Ohio State University. Three mini AICP-prep workshops were held during the year and these were geographically dispersed across the state. A fourth workshop was held at Focus North Texas in Farmers Branch in March and will be offered again at the upcoming FNT in January 2016.
Barbara Holly stated that 82.5CM credits were approved for the Galveston conference, including six law credits and three ethics credits. Many of the sessions were also approved for CNU continuing education credits. Barbara commented on the breadth and depth of the conference sessions.

AICP President-Elect Valerie Hubbard, FAICP announced that the self-governance of CM credits would be underway soon. An application must be submitted to the national APA office for approval. Mike McAnelly added that the Chapter pays \$1,300 per year for CM approvals for the State Conference sessions and the section-sponsored CM sessions.

5. Communications and Outreach. Heather Nick, AICP

Heather Nick, AICP reported on the website activity, which posted over 160 job listings over the past year as well as quarterly Chapter newsletters and announcements. The Chapter’s Facebook page has 556 “likes” and the Chapter has pages on LinkedIn and Pinterest.

Heather suggested that the newer version of the website would allow the Chapter to charge a fee for job postings and would allow real-time forums to take place, adding the ability for members to interact on-line. She also suggested that a communications team be formed to assist with the website and other social media workload or a paid worker be considered.

The Board discussed the price structure for job listings.

Doug McDonald moved to approve a fee schedule as follows for job postings, RFPs and RFQs:

Texas Chapter Website Fees for Postings	
<i>Duration/Type</i>	<i>Fee</i>
2 weeks	\$150.00
3 weeks	\$200.00
4 weeks	\$250.00
Unpaid interns	No fee

Barbara Holly seconded the motion and the motion passed.

6. TML Report. Chance Sparks, AICP reported on the activities related to planning by TML.

7. Advocacy Network. Kim Mickelson, JD, AICP reported on a new program launched by National APA which will provide means of advocating for planning-related causes or programs. Craig Farmer, FAICP, was appointed to represent Texas on legislative activities.

8. Partnership Activity.

- Plan4Health Grant: Mike McAnelly, FAICP reported on last year’s grant winner, the City of Austin and their progress. Tarrant County’s proposal was accepted this year and they have been awarded \$135,000 funding from the Center for Disease Control (CDC) to use on a joint planning/health project. A session describing the Tarrant County’s project will be presented on Thursday at 10:15 am.

Mike stated that the Texas Chapter must formally accept the grant money and monitor the grant payments and called for a motion to do so.

Kelly Porter moved that the Texas Chapter accept the grant money, set up a dedicated account and make the grant payments, as required by the grant document.

Richard Luedke seconded the motion and the motion passed.

- Texas Disaster Recovery Effort: Kim Mickelson, JD, AICP reported that the Texas Chapter has been approached by FEMA to conduct training in disaster and recovery in Texas. A committee made up of Kim, Shannon VanZandt, Chance Sparks and Mike McAnelly will study this and report at the next Chapter meeting.

I. **Short Course and Guide to Urban Planning in Texas Communities:** Ann Bagley, FAICP

Ann reported on the locations of the regional workshops that had been conducted over the past year. It is critically important for planners to have an educated board, commission or council considering

complicated land-use issues. Elected and appointed officials need to know their roles and responsibilities.

J. Chapter Historian's Report: David Gattis, FAICP reported that the primary activities are conducting oral histories of elder planners to preserve their rich planning history. He has interviewed several notable planners and continues to record these interviews, which may be found on YouTube. Brian Guenzel is Dave's new assistant.

K. Planning Awards Committee Report: Chapter Awards Coordinator Cameron Walker, AICP announced that the awards committee met in Leakey, Texas. Cameron reported that 46 nominations were received and sixteen awards given. This year, members of the conference committee will receive small plaques as a gesture of appreciation.

L. Future Meetings: President Shabay announced upcoming meetings and conference calls:

- Executive Committee Meetings:
 - Executive Committee Winter Conference Call Meeting, Friday, January 15, 2016
 - Board of Directors Spring Meeting, Houston, Friday, May 20, 2016
 - Executive Committee Summer Meeting, Friday, July 22, 2016
- APA Texas Chapter Conferences:
 - APA Texas Conference, San Antonio, November 2-4, 2016
- APA National Planning Conferences:
 - 2016 Phoenix, April 2-5
 - 2017 New York, May 6-9
 - 2018 New Orleans, April 21-24
 - 2019 San Francisco, April 13-16
 - 2020 HOUSTON, April 25-28**
 - 2021 Boston
 - 2022 SAN ANTONIO**

M. New Business: There was no new business.

N. 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 2:48 pm.