



**APA Texas Chapter Board of Directors Spring
Meeting Friday, April 29, 2016, 9:00
a.m. to 4:00 p.m.
Hyatt Regency Riverwalk Hotel, San Antonio, TX**

A. Call to Order and Roll Call:

Chapter Officers Present:

President: Kim Mickelson, JD, AICP
President-Elect: Doug McDonald, AICP
Treasurer: Angela Martinez, AICP
Secretary: Heather Nick, AICP
Past President: Wendy Shabay, AICP
TML Rep: Chance Sparks, AICP

Section Directors Present: - Check all Presidents

Central: Sofia Nelson, CNU-A (absent)
East: Angela Choy, AICP (absent)
Houston: Joshua Owens, AICP, LEED-AP (absent)
Midwest: Jeff Whitacre, P.E., AICP
North Central: Chelsea Cooper
Northwest: Jon James, AICP
Southwest: Sophia Lopez (absent)
Southmost: Xavier Cervantes, AICP (absent)
West: Eduardo Garcia, AICP (absent)

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: Joshua Owens, AICP, LEED-AP (absent)
Emerging Planning Leaders: Kendall Wendling, AICP (absent)
Government Relations: Kelly Porter, AICP
University Representative TAMU: Shannon Van Zandt, AICP (absent)
University Student Rep TAMU: Md Yousuf Reja "Reza" (absent)

Other Appointed & Past Board Members Present:

Communications: Heather Nick, AICP
State Historian: David Gattis, FAICP (absent)
Planning Awards: Cameron Walker, AICP

Certification Maintenance Officer (CMO): Barbara Holly, AICP (joined at 1:05pm)
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 (absent)
APA Director at Large: Ann Bagley, FAICP
Division Council Advisor to APA Board: David Gattis, FAICP (absent)

Guests:

Advocacy Network Liaison: Craig Farmer, FAICP
San Antonio Conference Chair: Michael Taylor (joined at 1:45pm)
Student Representative (Texas AT&M): Vrushali Sathaye
Past Chapter President: Gene Lewis, FAICP

A. **CONTINENTAL BREAKFAST** – Pecan Room

B. **Call to Order and Roll Call***: *Kim Mickelson, JD, AICP*

Chapter President Kim Mickelson opened the meeting at 10:00 am.

C. **President's Remarks**: *Kim Mickelson, JD, AICP*

1. Welcome and Introductions

Kim welcomed all who were present. She directed those present introduce themselves and their roles.

2. Report on APA National Planning Conference in Phoenix– *Kim Mickelson, AICP, Wendy Shabay, AICP, and Ann Bagley, FAICP*

The conference included a plethora of news including the launch of a new website. They expect to provide Chapters with How To's on how to do their websites. Mike mentioned there is a glitch in the CM portion of the new website. Ann mentioned the Membership Directory wasn't working properly. Kim mentioned the proposal to include Planning Advisory Service as part of regular membership and CM credits for Pro Bono work. Wendy mentioned that Texas was well represented at the conference. Ann mentioned that the Chicago and Washington offices are working very efficiently. They are looking at relaunching the philanthropic efforts of APA. They also want to work with Chapters on these efforts. Kim mentioned they have decided to go to San Diego rather than San Antonio. There is discussion concerning Chapters adopting a percentage 15-45% of National dues. We may need to consider in October. There was discussion concerning the paperless conference program. Attendees were directed to use the App and also log CM credits. Members enjoyed using the App. National reallocated funds that they would have used on printing costs towards other conference expenses. The board discussed moving towards digital program and/or App and then charging for a printed program. Five AICP members were recognized as fellows at the Arizona conference.

3. Other Items

D. **Secretary's Report**: *Heather Nick, AICP*

1. Approval of Minutes for Oct 7, 2015 Fall Board Meeting, Galveston (**Attch D-1**)

The Treasurer's Report should be updated to remove the typographic error and include the North Central Section balance which was "2,984.99".

The Section report should reference the "I-45" realignment rather than "I-35".

Cameron Walker moved to approve the minutes with changes. The motion was seconded by Richard Luedke and passed.

2. Approval of Minutes for Feb 5, 2016 Exec Comm Meeting, Houston (**Attch D-2**)

Angela Martinez moved to approve the Minutes as written. The motion was seconded by Cameron Walker and the motion passed without discussion.

E. **Treasurer's Report**: *Angela Martinez, AICP*

1. Status of Bank Accounts for APA Texas Chapter and Sections (**Attachment E-1**)

Angela presented the report. She mentioned that members seeking reimbursements must fill out the

approved form. She reminded Chapter and Section members that they are not allowed to perform ATM withdrawals using their purchasing cards.

Angela reported the Chapter balance is \$13,085.31 with \$5,76.08 in savings. The Section account balances as of 4/26/16:

Section	Balance	Section	Balance
Southmost	\$4,830.91	Central	\$11,939.52
Northwest	\$2,438.09	East	\$3,82.81
Southwest	\$7,696.85	Midwest	\$6,431.79
Houston	\$11,334.54	North Central	\$7,428.91
West	\$7,323.24		

April 12th disbursement was made. Two-week disbursement requests are due by May 9th. Angela will send a reminder the week before the due date.

She thanked the Sections that were able to submit their requests.

Kim mentioned that there was discussion concerning a conference call with Section Directors to go over training items.

2. 2015-2016 Budget and Financial Status Report (**Attachment E-2**)

Angela explained that due to pending disbursement requests that this item is not available.

3. Section Budget Requests (**Attachment E-3**)

Angela explained that due to pending disbursement requests that this item is not available and no action is required at this time.

4. Preparation of 2016-17 Budget (**Attachment E-4**)

Angela explained that due to pending disbursement requests that this item is not available and no action is required at this time.

F. **Sections Representative's Report: Joshua Owens, AICP (Attachment F-1)**

1. Section Directors Activities Reports

Josh was not present to present report.

Jeff provided an update on the Midwest section activities.

Carol Barrett Ethics training will be held on May 5th.

Jon provided an update on activities. Considering Planning Commissioner training.

Cameron mentioned that they are hosting a HUD and Livability Conference.

Kelly thanked everyone for their financial support to film the Big Six event.

The video is posted online. Kim suggested to post to Facebook. Doug offered to post during the meeting.

Chelsea provided an update on section activities. Donation was made to the Garland Relief Fund related to the tornado.

Doug mentioned Jeff's work regarding obtaining sponsorships.

2. Sections Guide – *Doug McDonald, AICP*

Doug provided a brief presentation regarding the Sections Guide that outlines the minimum expectations for Sections. The Guide is available on the website. The guide needs to be updated as various items change. It is a very helpful tool. Doug mentioned the importance of quarterly reporting. Doug discussed the importance of Sections using the Chapter website.

3. Section Budget Requests - *Angela Martinez, AICP*

Angela explained that due to pending disbursement requests that this item is not available and no action is required at this time.

4. Best Practices for Section Directors – *Joshua, Kim, Doug and Mike*

Doug stated that they were going to conduct a Section Director training during the Awards Retreat. He mentioned that they asked all the Section Directors (or Director-Elects) to attend this training in Leakey.

G. **Action Plan Progress Reports:** Focus on Implementation Steps for carrying out the Action Plan. *The Chapter Action Plan for 2016-2017 is contained in **Attachment G-1.***

Kim stated that the Chapter is excelling in this category - even above National. Doug mentioned that Texas is setting the example. Richard stated that there is an increased interest from young planners in the AICP credential. Wendy stated that the EPL efforts are most likely contributing to the increased interest. Cameron acknowledged members that have helped revive and make this effort successful. Mike stated that he thought it would be beneficial to offer a leadership training session at the conference. Cameron stated concern about focusing leadership on the “little fifteen before they get to the Big Six”. Wendy stated that we need to offer sessions that are inspirational and “big picture”. Members discussed promoting planning, inspirational session, and political navigation. Mike mentioned an idea where senior/experienced planners provide their experiences with the younger generations. This will also allow them to share their experiences and wisdom. Kim and Mike discussed making the theme for the planning conference “Texas Planning Movement”. Mike thought the Round Table or committee could be a great opportunity to speak to planning issues. David mentioned that this could be problematic in Texas. Members may be hindered from their organizations when attempting to vocalize. Ann stated that it could be past or current directors that participate in this group. Kim stated that we should pursue the endeavor. She also stated that we should recognize importance of helping planning officials, citizens, etc. understand what good planning looks like which ties back to our mission statement.

Action step: Consider sessions to address mentorship and leadership.

BUFFET LUNCH – Pecan Room Foyer

APA Texas will LEAD the planning movement in this state.

1. **Professional Development/Certification Maintenance/AICP Exam Prep and Scholarships:** *Richard Luedke, AICP and Barbara Holly, AICP*

Jennifer will not be able to instruct the AICP Exam Workshop during our November conference. Richard has identified other candidates to provide the training. They are willing to waive their normal \$2,000 fee in lieu of covering airfare, rental car, and Wednesday hotel stay.

*Richard provided the registration numbers from past years:
2011 = 78, 2012 = 68, 2013 = 50, 2014 = 69, 2015 = 41*

AICP Exam Reimbursement – received seven. Richard reached out to FAICP members to sponsor the student exam fee. Members asked if those members could or would want to be recognized. The student could possibly write a letter to the sponsor.

New sections C and D of Ethics effective April 1, 2016. They were distributed within Interact and includes a simplified process.

Jim Peters as appointed the interim Ethics Officer.

A major update is anticipated for the May 17th testing window.

AICP is considering a more accelerated process to allow them to seek certification sooner.

Barbara Holly, AICP discussed the failure to log their CM credits. 113 members received a notice concerning their potential lapse. They have extended to CM logging to the end of May. Some members expressed their frustration with trying to log hours. There was general agreement that there has been difficulties associated with logging credits. Barbara recommended that the Chapter share the frustration and issues with APA Executive Director, James Drinan.

Kelly asked if there was an amnesty program. Richard mentioned a pilot amnesty program 2010-2012 reporting period. Kim asked Wendy if they could bring this issue to National.

Richard mentioned our participation in the webcasts series.

Richard stated that Trevor Dick, AICP, John Houseal, AICP, and Devin Lavigne, AICP, would be the available to instruct the Fall 2016 AICP Exam Workshop.

2. **Emerging Planning Leaders Committee:** *Kendall Wendling, AICP (Attachment G-1)*

Doug provided the report on Kendall's behalf. He presented the various upcoming events associated with the EPL program.

3. **Mentoring Program Report:** *Doug McDonald, AICP (Attachment G-2)*

Doug detailed how the team compiled mentoring groups. The changes they made to the program last year have made it more successful.

4. **Student and Faculty Reps:** *Vrushali Sathaye and Shannon VanZandt, PdD, AICP*

Vrushali expressed appreciation to the Chapter because of their willingness to involve students. She discussed her proposed plan to prepare for the conference. Mike mentioned that the Chapter will open registration July 1st. Kelly mentioned the Legacy Project. He asked if there was a proposed plan regarding the project and if University of Texas at San Antonio (UTSA) and Texas State would be involved. Michael Taylor mentioned a discussion concerning visioning boards.

5. **Chapter Historian Report:** *Dave Gattis, FAICP*

No report provided.

6. **Planning Awards Program:** *Cameron Walker, AICP (Attachment G-3)*

Cameron discussed the Awards Program. He stated that the nomination fee covers the Awards Committee retreat. If the committee is unable to have full attendance, Mike has offered to join the committee when needed.

Cameron mentioned forming a committee to discuss the present listing of awards and consider new categories. Kelly, Doug, Chance, and Ann volunteered to serve on the committee. Wendy expressed concern regarding the length of the ceremony. The board discussed minor changes to the ceremony that would help expedite the process of distributing the awards and taking photos.

Cameron recommended that the committee present their recommendations at the next Executive Meeting

Motion by David Hoover, second John

APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.

1. **Communications and Outreach:** *Heather Nick, AICP*

- *Develop a Communications Plan*

Heather provided details related to the proposed website refresh. Highlights of the update:

- *Mobile-responsive design*
- *Online community forums*
- *Ability to send newsletters from the site*
- *Custom reports*

- Updated security features

Wendy mentioned that we should coordinate with National to determine how Chapter's interface with National website. Wendy will email National representatives to confirm.

David Hoover moved to allocate \$6,000 for the redevelopment of the website. The motion was seconded by Craig Farmer and the motion passed.

-----**Recess for Tour.**

Hotel Walk-Through Tour of Conference Meeting Space

Kim called meeting back to order at 1:05pm. Barbara Holly, AICP joined at 1:05pm.

APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.

1. **Partnership Activity:** Kim Mickelson, JD, AICP & Wendy Shabay, AICP

- Plan4Health Austin and Plan4Health Tarrant County
Mike mentioned that they anticipate to finish March/April. The Chapter has become a close partner with Texas Public Health Association (TPHA) and Melissa Oden. APA Texas Chapter plans to partner with TPHA for their upcoming conference in Fort Worth.
- Scenic Cities Program, Texas
They want to promote the program to more cities.

APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.

1. **TML Representative:** Chance Sparks, AICP

Chance provided information regarding the Annexation conference being held in Austin on May 12th and 13th. Attendees will also see some information regarding the Texas Municipal League (TML) annexation study. TML anticipates creating a kit on how to talk to your local representatives concerning this issue.

2. **Advocacy Program:** Craig Farmer, FAICP and Kim Mickelson, AICP

Craig mentioned that there may be a group (not driven by the APA Texas Chapter) that is coordinating efforts to announce planning-related items to various groups possibly through a GroupMe-type of application.

Kim mentioned that National has appointed an Advocacy representative position.

APA Texas will INSPIRE building great communities that meet the needs of Texans and

benefit from our state's character, climate and other assets.

1. **Chapter Conferences:** *David Hoover, AICP*

- 2016 San Antonio Hyatt Regency Riverwalk
David presented an update concerning the conference and provided a brief discussion on the Legacy Project.

The call for session proposals will go out within a week. There will be a 30-day deadline.

- 2017 Location Frisco Embassy Suites and Frisco Convention Center

David confirmed that the conference will be held in Frisco. We are considering options for the Thursday night event. David stated that the conference will be held November 1-3.

- 2018 Location To Be Determined

David stated that we should consider holding the conference in Fort Worth. The Board continued the discussion under the conference rotation agenda item.

- Conference Rotation and NPC Locations

David proposed the following conference rotation: 2018 Coast, 2019 Fort Worth, 2020 Central Texas, and 2021 North Central. Wendy stated that we should consider going to the coast in 2018. The Board discussed strategies to encourage attendance for a McAllen or other coastal locations. Consider different speakers, partner with public health and other groups.

APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.

1. **Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities** – *Kim Mickelson, JD, AICP, and Ann Bagley, FAICP*

- 2016 Regional Workshops for Appointed and Elected Officials
- June 24, 2016 - CTCOG, Belton, Texas
- August 5, 2016 – Southmost Section
- 2016 Short Course in San Antonio

Mike provided a report on the upcoming workshops. Mike proposed holding a workshop in Lubbock. Jon mentioned that Midland might be the central location. Ann suggested that we target junior planners in addition to elected officials and TML members. We will continue to work with Jon on a workshop. Kim suggested that we announce other opportunities during the conference.

Kim has hired a student from Texas A&M to help update the Guide. She is proposing to unveil during the conference. Craig volunteered to help.

Future Meetings: *Kim Mickelson, JD, AICP*

1. APA Texas Board of Directors and Executive Committee

- Executive Committee Summer Conference Call Meeting, Friday, July 22, 2016

The call will be scheduled from 10-12pm.

- Board of Directors Fall Meeting, San Antonio, Wednesday, November 2, 2016

2. National Planning Conference

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 DIEGO

- I. New Business:** *Kim announced that Heather is graduating next Friday with her MPA. Mike mentioned the reception being held at 5:30 with the San Antonio Section in the hotel. He stated anyone interested in dinner at Rosario's is welcome to attend.*

Wendy mentioned the Karen B. Smith Chapter Award. She would like to encourage a nomination. National Board members cannot submit the nomination; however, we could assist with the nomination. It is due in December. Mike recalled that the last time Texas received the award Karen Wall was president. The Chapter has the past award submittals.

- J. Adjourn:** *There being no further business to come before the Board, President Mickelson thanked all who were there in person or by conference call and adjourned the meeting at 3:37 pm.*