



American Planning Association
Texas Chapter

Making Great Communities Happen

(ATTACHMENT B-1) MINUTES

APA Texas Chapter Executive Committee Summer Meeting Friday, August 5, 2016, 10:00 to 11:30 a.m.

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

Chapter President Kim Mickelson called the meeting to order at 10:04 am.

Chapter Officers Present:

President: Kimberly 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 (absent)

Standing Committee Chairs Present:

Emerging Planning Leaders: Kendall Wendling, AICP
Government Relations: Kim Mickelson, JD, AICP
Student Representative: Md Yousuf Reja "Reza"

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 (absent)
Conference Coordinator: David Hoover, AICP
Executive Administrator: Mike McAnelly, FAICP

National APA and AICP Elected Leaders:

APA Director at Large: Ann Bagley, FAICP (absent)
Immediate Past Chair, Divisions Council: David Gattis, FAICP

Kim moved item E.7. to the beginning of the agenda for discussion.

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

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

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

- Central Texas - Belton, TX, May 24, 2016
- Southmost Texas -San Juan, TX, August 5, 2016
- Northwest Texas – Midland, TX, August 26, 2016
- 2016 Annual Short Course – San Antonio, TX November 2-4, 2016

There were questions regarding the 2018 location. David Hoover discussed conference locations and uncertainty of meeting budget revenues. He stated that the Chapter needs approximately 400 conference participants to meet conference expenses. The proposal is to go to Frisco in 2017 and Galveston in 2018. Frisco was previously approved by the board.

There was concern about burning out members with repetitive conference locations. Wendy acknowledged that we need to make decisions with the health of the organization in mind.

Mike McAnelly asked about when we would have to act on the Galveston proposal.

Kim suggested sending out a Request for Proposals (RFP). She stated that a committee could review the submittals. Mike mentioned that RFP responders would likely respond in an expeditious fashion. She also suggested that we poll the membership concerning conference locations, attendance and raising fees.

Doug McDonald suggested that we reach out to EPL to help brainstorm on these challenges so that they may be addressed in the future. Kim suggested that we reach out to Section Directors to explore section member preferences. Members agreed that the board should send out an RFP first and then communicate with the membership to determine their preferences.

Doug asked if we could get a task force together to make a determination in the next 30 days. Doug volunteered to be on the task force.

Mike offered that we could get an RFP organized fairly quickly.

Wendy Shabay moved to put out a RFP and organize a location task force and use Section Directors to gain member input. The motion was seconded by Angela Martinez. The motion was unanimously approved.

- B. **Secretary's Report:** *Heather Nick, AICP*
1. Draft Minutes for Board of Directors Spring Meeting, San Antonio, Friday, April 29, 2016
Heather mentioned that the minutes will be available at next meeting.
- C. **Treasurer's Report:** *Angela Martinez, AICP*
1. Approval of revised Chapter budget for 2016-2017

Angela stated that sponsorship fees was raised by \$10,000. Registration fees are remaining at \$230,000. Sponsorship for grants remain the same. \$135,000 Tarrant County grant. Mike mentioned that we will receive an additional \$35,000 with seven percent allocated for administrative expenses associated with the grant. Angela updated the total to \$158,000 for the Plan4Health Tarrant County grant. Board meeting expenses were increased by \$500. Angela adjusted the National Conference Reserve to \$5,000. Last year's conference revenue was \$38,500. Conference, Conventions, and Meetings was adjusted to \$7,000 due to the expended increase in expenses associated with New York. The Executive Administrator travel was adjusted to \$2,000 to help with the New York travel expenses. Central request reduced to \$750. Houston reduced to \$750. Midwest reduced to \$750. North Central was reduced to \$750. East and Northwest did not make requests. Southmost reduced to \$750. Southwest was reduced to \$750. West requested \$5,000 and they were allocated \$750. Awards Committee expenses was adjusted to accommodate additional expenses associated with associated Section Director training.

Angela Martinez moved to approve the revised Chapter Budget as presented. The motion was seconded by David Hoover. The motion was unanimously approved.

- A. **President's Remarks:** *Kim Mickelson, JD, AICP*
1. Welcome and Introduction
 2. Chapter Dues
 3. Conference Registration Fee
 4. MJ Tucker added as signatory to West Texas Section Chase Bank account

David Hoover moved to pass a resolution adding MJ Tucker as a signatory to the West Section bank account. The motion was seconded by Angela Martinez. The motion was unanimously approved.

Doug returned to the meeting at 11:30pm.

Kim mentioned that National is requiring that we go to percentage-based Chapter dues structure by the end of next year. She discussed the current dues structure. The board discussed that a 25 percent increase would be fair. We have not increased our dues in 15 years. The

increase will not (unless we request to increase these separately) affect Chapter only members, faculty, lifetime, and other categories of membership. We should also communicate in advance to the membership. Members discussed raising the conference rate by \$50 as well.

David Hoover moved to approve a 25 percent dues structure as well as raise the conference rate by fifty dollars (\$50). The motion was seconded by Heather Nick. The motion was unanimously approved.

-----Kim left the call at 11:54 am.

- E. **Action Plan Progress Reports:** *The Action Plan includes the following five major categories:*
APA Texas will LEAD the planning movement in this state.

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

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

- Chapter Website Update Status Report

Heather Nick provided an update on the website development and newsletter. Our website provider has created an initial draft and Mike, Kyle, and Heather will conduct a conference call to identify additional elements that we expect to see on the website. The newsletter is drafted and we need to work out our credit card issues in order to release the newsletter via email. Doug recommended that we add a call for volunteers to help with Social Media.

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

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

- *Plan4Health Austin and Plan4Health Tarrant County*
- *Texas Public Health Association 2017 Conference*

Mike provided an update. 1st year: Austin's project is complete and is receiving rave reviews. 2nd year: Tarrant County is still under way. They are receiving additional grant funding. Tarrant County will be presenting a session at our upcoming conference. Kim will make a presentation at the Texas Public Health Conference in Fort Worth in March.

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

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

4. **Advocacy Program:** *Kim Mickelson, FAICP*

No update was provided.

APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.

5. Planning Awards Program: Cameron Walker, AICP

- Texas Chapter Award Nomination of Texas Department of Transportation

Cameron discussed the nomination for TxDOT. The Board requested that Cameron provide a summary of his nomination. He discussed the linkage to land use and transportation. Over the last three years TxDOT has increasingly focused transportation decisions in relation to land use. Cameron recommended that that Commissioners and State Representatives be invited and recognized.

Wendy Shabay moved to recognize the Texas Department of Transportation Award with the Texas Chapter Award. The motion was seconded by Heather Nick. The motion was unanimously approved.

6. Chapter Conferences: David Hoover, AICP

- 2016 San Antonio Hyatt Regency Riverwalk
- 2017 Frisco Convention Center Embassy Suites Hotel
- 2018 Location to Be Determined
- Conference Rotation

The Board meeting will be held from 10-3pm in San Antonio. Recommend to move Richard's item so that he can cover his items before he has to facilitate the AICP training.

G. New Business

No new business was discussed.

H. Adjourn

Doug adjourned the meeting at 12:21 pm.