



American Planning Association
Texas Chapter

Making Great Communities Happen

MINUTES

APA Texas Chapter Board of Directors Meeting Wednesday, November 2, 2016, 10:00 a.m. to 3:00 p.m. Hyatt Regency Riverwalk Hotel, San Antonio, Texas

Call to Order and Roll Call*: *Kim Mickelson, JD, AICP*
Called to order at 10:10

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:

Central: Sofia Nelson, CNU-A
East: Angela Choy, AICP
Midwest: Jeff Whitacre, P.E., AICP
North Central: Chelsea Cooper
Northwest: Jon James, AICP
Southmost: Xavier Cervantes, AICP (arrived at 10:59)
West: Christian Nill, AICP

Standing Committee Chairs Present:

TX Municipal League: Chance Sparks, AICP
Professional Development Officer (PDO): Richard Luedke, AICP
Planning Official Development Officer: Ann Bagley, FAICP (arrived at 11:13am)
Emerging Planning Leaders: Kendall Wendling, AICP
Government Relations: Kelly Porter, AICP
University Student Rep TAMU: Vrushali Sathaye

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 (Exited at 2:45pm)
Conference Coordinator:	David Hoover, AICP
Executive Administrator:	Mike McAnelly, FAICP
Past Executive Administrator:	Dick Lillie, FAICP

National APA and AICP Elected Leaders:

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:	Shibiya Sabu
UTSA Student:	Juan Solis
City of Amarillo:	AJ Fawver, AICP
Past Executive Director:	Dick Lillie, FAICP
APA President:	Carol Rhea, FAICP
AICP Commission President:	Valerie J. Hubbard, FAICP
AICP Commissioner, Region III:	Silvia Vargus, AICP
Director of Research and Advisory Services:	David Rouse, FAICP
APA State Government Affairs Associate:	Jeffrey Bates
Author and "Advocacy Guru":	Stephanie Vance

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

1. Welcome and Introduction

Kim welcomed the group and invited members to select a ribbon for their name tag.

2. Recognize APA Leadership.

Kim welcomed APA leadership and guests.

3. Conference Highlights.

Mike provided a summary of the conference highlights. Including the following:

- *750 registered members*
- *60 registered speakers*
- *Total registered exceeded 800*
- *25 exhibit spaces*
- *Art Exhibit space*
- *Legacy Project – UTSA Downtown Campus is the location – charrette-style process – Frio*
 - *Student volunteer will document the process.*
- *Four mobile workshops*

- *Social events include:*
 - *Briscoe Museum of Western Art (brand new venue) 7-10pm*
 - *Tower of the Americas*
 - *Band*
 - *3-D movie (Sights and Scenes of San Antonio)*

- *Lunch and Keynote*
 - *Bill Fulton – Kinder Institute – expanding to Sunbelt*
 - *Mayor will be here in the morning for Opening Session*

Conference swag includes:

- *Folios*
- *I love Planning pins*
- *APA Texas pins*
- *Flash drives*

Conference financial status - \$250,000 approx. revenue / Cost is \$200,000

4. Establish the *Great Places in Texas* Program (ATTACHMENT A-1) ACTION ITEM

Kim introduced the item. The Executive Committee approved going forward with the Great Places in Texas Program at its August meeting. Immediately afterward, Doug McDonald, AICP, CNU-A agreed to take on the task of identifying a diverse group of people to take on the task of getting this ready for unveiling at the conference.

Doug summarized the task force work and application process.

Lori Feild-Schwarz, AICP of North Texas, agreed to chair the committee, which included AJ Fawver, AICP, CNU-A representing West Texas, Amanda Torres, representing South Texas, Chris Copple, AICP, representing Central Texas, Larissa Philpot, representing East Texas.

The group met several times to develop a work program, website, logo, promotional video, and application for the Great Places in Texas Program. Applications will be due on January 31, 2017 for the inaugural class. The intent of this deadline is to submit state award winners to the national program. The Task Force is also working with partners such as the Texas Municipal League (TML) and Scenic City to help promote the Texas winners.

The group discussed the opportunity to promote planning advocacy through the program. Doug mentioned that it would not conflict with the “Community of the Year Award”.

Wendy Shabay moved to launch the Great Places in Texas Program. The motion was seconded by Richard Luedke and passed.

5. Create *Plan Texas--the Texas Planning Roundtable* (ATTACHMENT A-2) ACTION ITEM -- Roundtable will begin work in late 2016, and is tasked with assisting members advocating for planning. Their work will include preparing talking points, white papers, information for legislative issues, and other related activities. An initial diverse interest group has agreed to step up and lead this group and it's expected the group will add members as their mission and tasks are further developed.

The Board confirmed the concept of a Texas Planning Roundtable at the spring board meeting. The concept is designed loosely after California's Planning Roundtable, which is a "think tank" type of entity with approximately 30 members. Several people agreed to be a part of this group at its initial stages, and would like to move this forward for further development. The initial members are to meet tentatively via conference call before the end of the year. The initial report will be presented at the January.

Cameron Walker moved to launch the Plan Texas Program. The motion was seconded by Jeff Whitacre and passed unanimously.

6. Chapter Membership Dues Increase Recommendation and Consideration of Approval (ATTACHMENT A-3) ACTION ITEM

APA National evaluated standardizing Chapter membership dues for several years, and encouraged chapters to adopt a percentage-based dues rate (e.g., 25% of national dues). At the Seattle Conference in April 2015, the Chapter President's Council voted to require all chapters to adopt a percentage-based system, to be implemented by the end of 2017. The executive committee discussed this at the August meeting and recommended adopting a 25% rate, effective on action by the Board.

Kim mentioned that the Chapter currently receives approximately \$62,640 for chapter dues at the current level, based on a calculation of 1392 members. Increasing to a 25% based dues structure will increase revenues to approximately \$91,242.50, an increase of approximately \$28,600. Obviously higher percentages will lead to a higher budget increase to the Chapter.

This does not affect our Chapter-only members.

David Hoover moved to approve the proposed dues increase to a percentage based at 25% rate and delay the effective date until October 1, 2017. The motion was seconded by Jon James and passed unanimously.

7. John Clary Scholarship (ATTACHMENT A-4) ACTION ITEM

John Clary was a career public servant, city manager, and state employee at TDHCA. He was passionately involved with TCMA and TML and started, while at TDHCA, the regional workshops that involved TML and APA. He was awarded the Chapter President's Award in 1998. He passed away in December of 2015, and that award was displayed at his service.

The Texas Center for Municipal Ethics has established a scholarship in John's memory to provide \$500 to defray the costs of attending the TML conference. The Center would like to do the same to establish one or more scholarships to enable leaders in the profession to attend the TXAPA conference (or possibly a national conference).

Chance Sparks moved to establish a Clary Scholarship Committee to develop final criteria and standards and begin awarding scholarship(s) for the 2017 APATX Conference. The motion was seconded by Cameron Walker and passed unanimously.

8. Strategic Financial Initiative Planning
Kim discussed the purpose of establishing a committee.

David Hoover moved to establish a committee to evaluate Strategic Financial Initiative Planning. The motion was seconded by Kelly Porter and passed unanimously.

9. Chapter Executive Administrator Contract Renewal (ATTACHMENT A-5) ACTION ITEM
Kim introduced the contract renewal item and suggested the board consider a longer contract term. The board discussed the ability to provide bonuses, various equipment, and travel allowance.

David Hoover moved to renew the Executive Administrator Contract and extend the contract term to three years Dec – Nov 2019. The motion was seconded by Barbara Holly and passed unanimously.

David Hoover moved to provide a bonus in cash or other forms of compensation (e.g. equipment) up to \$5,000 for this fiscal year. The motion was seconded by Barbara Holly and passed unanimously.

Wendy mentioned the National Retreat will be in San Antonio next year (February 8-10th). Local APA representatives would host a reception.

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

1. Approve Minutes for Board of Directors Spring Meeting, San Antonio, Friday, April 29, 2016 (ATTACHMENT B-1)

Wendy moved to approve the minutes as presented. The motion was seconded by Doug and passed unanimously. Cameron abstained.

2. Approve Minutes for Executive Committee Summer Meeting, Friday, August 5, 2016 (ATTACHMENT B-2)

David moved to approve the minutes as presented. The motion was seconded by Doug and passed unanimously. Cameron abstained.

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

1. Financial Status Report for Chapter Accounts (**ATTACHMENT C-1**)
2. Chapter budget for 2016-2017 (**ATTACHMENT C-2**)

This item is a summary of account balances and section disbursements.

Angela requested that when writing checks to Board Members for reimbursement, please list what the reimbursement is for in the memo section of the check.

Angela asked that Sections contact her or Mike when making large purchases on the VISA Debit Card. Chase Bank notifies Mike and the Chapter Treasurer every time a transaction over \$100 is made and it is important that the Chapter know it is not fraud and as well as prevent subsequent holds on Section debit cards.

Section disbursements will be distributed Friday, November 4, 2016. The disbursement was delayed due to ensuring the success of the conference.

As of 10/31/16 the balance of the APA Texas business account (7875) is \$184,213.17 and savings account (5845) is \$5,768.08 (\$0.42 interest). Angela stated that this has been a steady year for the Chapter. Revenues and expenditures have generally been on target with the budget.

Angela summarized the Section balance reports.

Angela provided a summary of the 2016-2017 Chapter budget.

She stated that the FY 2017 Section Disbursement Requests were all reduced and some denied. The fiscal year (FY) 2017 (October 2016 to September 2017) Chapter Budget was approved on 07/13/16. Any modifications to the budget will need to be discussed and voted on to revise the FY2017 Chapter Budget.

All Section grant requests were reduced or denied due to the increase in Chapter expenses for the FY2017. There were a couple sections that did not request a disbursement. Sections should begin looking for sponsorships for their local events. Many sections have been very successful and have become self-sustaining. This is our goal for all sections. Below are the FY2017 Section Grants. The first disbursement will be in April 2017 and the second disbursement will be made the Friday of the State Conference.

Cameron sought clarification concerning Section Bank Account activity. Angela's report simply identifies bank account activity and not Section activities.

LUNCH

Kim called the meeting back to order at 12:20 pm. Wendy introduced our guests, APA President, Carol Rhea, FAICP and AICP President, Valerie Hubbard, FAICP.

Carol Rhea, FAICP stated the importance of leadership within our organization...the desire for intentional leadership. She mentioned efforts regarding action plans, engaging members, and three new task forces which they are proposing become standing committees. The task forces include:

- *National Planning Conference Task Force (chaired by Steve Preston) - which directs activities (e.g. sessions, key note speakers, post-conference access to sessions).*
- *Leadership Development Task Force – charged with helping planners become better leaders within their jobs and communities.*
- *Education Task Force (chaired by Whit Blanton) – charged with all education-related efforts outside of the national conference.*

She mentioned free membership to students (all schools- not just accredited) with five free divisions. Carol stated that there would be a \$10 annual National dues increase which will provide access to all Planning Advisory Service (PAS) reports. She also hinted at the relaunch of the foundation. Ann and Mike are involved.

Carol stated that APA is focused on growing partnerships to expand our reach (e.g. Global Planners Network, Lincoln Planning Institute and HUD).

Carol ended her report by mentioning other board initiatives including the new career center, Communications Officer, Image Library which includes download and upload functionality, Website redesign, Advocacy, and Ambassadors.

Valerie mentioned updated bylaws for APA and AICP which will be available in January. New content and reading list for the updated exam which will be available prior to May 2017. She mentioned the newly approved AICP Candidate Program which helps create a clear path for AICP candidates. The program is only available for students in PAB accredited schools. They are also working on AICP marketing to be rolled out early next year. She encouraged the board to consider CPAT Opportunities and FAICP nominations.

Valerie mentioned that there was a change to the procedures for the Code of Ethics in April 2016. The change clarifies different ways members may be disciplined.

Ann Bagley, FAICP, encouraged members to seek involvement at a national level.

D. Sections Representative's Report: Joshua Owens, AICP

1. Section Directors Reports (**ATTACHMENT D-1**)

2. Appoint new Sections Rep – elected by Section Directors

Josh Owens wasn't present. Jeff Whitacre, provided a summary of the Midwest Section activities. Xavier Cervantes provided a summary the Southmost Section activities. Chris Nill, AICP provided a summary the West Section activities. Angela Choy, AICP provided a summary the East Section activities.

Xavier moved to appoint Josh Owens as Sections Representative. The motion was seconded by Jeff Whitacre and passed unanimously.

E. Planning Student Organizations Representative's Report

1. Report on PSO Activities

Vrushali Sathaye introduced student, Shibiya Sabu to provide an update of student activities. A handout was distributed.

Juan summarized UTSA student activities. Their media coordinator was in attendance. They have held socials. They are currently seeking accreditation status. He mentioned the efforts related to the Legacy Project for the Frio Street – complete street effort.

Vrushali Sathaye presented UT Arlington's report. Career Services, events and association activities. Approximately 20 students have registered for the APA Texas Conference. They are planning for a downtown Arlington Tour for the students.

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

1. APA Texas will LEAD the planning movement in this state.

- **Emerging Planning Leaders:** *Doug McDonald, AICP*
- **EPL Chairperson's Report (ATTACHMENT F-1)**
- **Leadership Forum – Wednesday, 3:30 to 5:00 pm**

Kendall provided an update on TxEPL programs and initiatives.

New TxEPL directors:

- *Programs Director: Chelsea St. Louis (City of Dallas)*
- *Mentorship Director: Chelsea Irby (Freese and Nichols, Austin)*
- *Communications Director: Mikey Goralnik (Design Workshop, Austin)*

The TxEPL is going with a new direction for the pilot exchange program idea. They are currently working with the APA Colorado Chapter to organize an exchange during the 2017 Texas and Colorado chapter conferences.

Mike mentioned that 81 members signed-up to attend the EPL Forum. Doug reminded everyone to sign-up by the deadline (November 4th).

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

- **Communications and Outreach:** *Heather Nick, AICP*

- Chapter Website Update Status Report
- Consider Position for Communications – Next Steps

Heather introduced the item and summarized efforts to complete the website redesign. She thanked Mike, Kim, and specifically Doug and Kyle Kingma for their efforts.

Kim mentioned the importance of hiring a firm to assistance the Chapter with our communications and outreach.

*Kim proposed to put together a team to develop a proposal to address communications. **Doug moved to develop a proposal. The motion was seconded by Cameron and passed unanimously.***

- **Professional Development Officer’ Report: Richard Luedke, AICP**
- AICP Exam Preparatory Work Shop
- AICP Exam Fee Grants
- AICP Certification Maintenance Coordinator – Barbara Holly, AICP
- Ethics Session Thursday 10:15 am – Val Hubbard, Craig Farmer and Chance Sparks

Richard presented the Professional Development Report. The Texas pass rate went up in May 2016. Heavy congestion associated with the vehicular accident prevented half of the attendees from attending the Buda AICP Workshop. Richard mentioned evaluating workshop dates against other events and holidays. Jennifer Evans-Cowley was unable to facilitate the Conference Workshop due to a prior commitment which will prevent her from attending next year as well.

Richard mentioned that they sent out materials electronically rather printing the workbooks. Students will use their mobile devices.

Seven members requested AICP grant fee support. Our budgeted grant could not offer all seven members grant support. Richard was able to obtain donations from FAICP members to ensure that all seven members were able to receive grant funding support.

Richard mentioned the major update pending for the AICP exam. The new exam will be effective May 2017 Exam. The reading list will be reduced. Another grant request will be available in December.

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

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

- *Plan4Health Austin and Plan4Health Tarrant County*
- *Planners4Health APA Chapter Grant Application Status*
- *Texas Public Health Association 2017 Conference*

The Texas Chapter has a large role to play at the Texas Public Health Association 2017 Conference. TPHA has asked if our membership would like to submit for an award.

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

- **TML Representative:** *Chance Sparks, AICP*
- **Advocacy Program:** *Kim Mickelson, AICP (ATTACHMENT F-2)*
- **Consider policy about who decides policy decisions**
- **Rick Cowan of the anti-heavy truck coalition** has asked that the board consider a resolution in support of their organization's goals to oppose legislation that would allow heavier/longer/bigger trucks.

APA presented at TML. They expect to add additional sessions.

Chance stated that we can expect to see the following issues during the legislative session:

- *Annexation*
- *Fair Housing*
- *Preempting Cities*
- *Short-term rentals*
- *Revenue caps*

Chance has met with TML staff and will continue to be active during this legislative session. Members discussed a "Planners Day at the Hill".

Kim discussed the Advocacy Program. She stated that with the adoption of a stronger advocacy program in the 2015-17 Action Plan, we need consider how advocacy positions are approved.

Cameron moved to develop a policy committee to develop a policy on how advocacy positions are approved. The motion was seconded by Xavier and passed unanimously.

- **Rick Cowan of the anti-heavy truck coalition** has asked that the board consider a resolution in support of their organization's goals to oppose legislation that would allow heavier/longer/bigger trucks.

Cameron moved to take no action and defer to the executive committee. The motion was seconded by Barbara and passed unanimously.

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

- **Planning Awards Program:** Cameron Walker, AICP
- Awards Committee Retreat
- Texas Chapter Award Nomination of Texas Department of Transportation
- **Chapter Conferences:** *David Hoover, AICP*
- 2016 San Antonio Conference Status Report
- 2017 North Texas - Frisco Convention Center Appointment of Conference Co-Chairs
- 2018 Proposals Received for Conference Location (ATTACHMENT) ACTION ITEM
- Conference Registration Fee Increase Recommendation and Consideration of Approval (ATTACHMENT) ACTION ITEM

Cameron provided a report concerning award activities. He stated that the Chapter received 23 submittals. The Chapter will present our first Elected Official Award to the Plano Mayor. Silver recognition will be presented to Plano.

Cameron mentioned the committee to evaluate Awards Program. Cameron summarized discussion related to the TxDOT nomination which recognizes them for their planning and funding efforts which has increasingly acknowledges transportation and land use.

David summarized planning activities associated with future meetings. The next conference will be held in Frisco. He mentioned the idea to appoint a conference co-chair. We will not go to Baseball field for the main event. They are exploring other options.

David explained how we plan for conference dates.

2018 – McAllen, Galveston, Houston, Corpus Christi, and South Padre

*Best options were Galveston and Houston
The catering was better for the Galveston RFP.*

There was discussion among the members regarding location selection. The board discussed concern over location and host committee exhaustion. Members shared concern over the financial impact of location choices.

Should we establish criteria selection? Could we survey our members?

The board would like to try new things in Galveston...change it up, explore new venues, mobile workshops, etc.

Cameron moved to hold the conference in Galveston in 2018. The motion was seconded by Angela Martinez and passed. Jeff Whitacre, Xavier, Angela Choy, and Chris Nill opposed.

Members considered raising the conference rate by \$50 for each tier with exception of student.

Kelly moved to defer rate increase to the Executive Board. The motion was seconded by Jon and passed unanimously.

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

- **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
- 44th Annual Short Course – San Antonio, TX November 2-4, 2016
- **Future Meetings:** *Kim Mickelson, JD, AICP*
- **APA Texas Board of Directors and Executive Committee**
- Chapter Board Fall Meeting, Wednesday, November 2, 2016
- Executive Committee Winter Conference Call Meeting, Friday, January __, 2017
- **APA Texas Chapter Conferences:**
- APA Texas San Antonio Conference, November 2-4, 2016
- **National Planning Conference**

2017 New York, May 6-9

2018 New Orleans, Apr 21-24

2019 San Francisco, Apr 13-16

2020 HOUSTON, Apr 25-28

2021 Boston

2022 San Diego

2023 Philadelphia

- **New Business**
- **Adjourn**

Adjourned at 3:21pm.