



American Planning Association

Texas Chapter

Making Great Communities Happen

(ATTACHMENT B-2) MINUTES

APA Texas Chapter Executive Committee Winter Meeting Friday, February 10, 2017, 10:00 a.m. to 3:00 p.m.

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

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

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 (absent)
TML Rep: Chance Sparks, AICP

Standing Committee Chairs Present:

TX Municipal League: Chance Sparks, AICP
Professional Development Officer (PDO): Richard Luedke, AICP

Other Appointed & Past Board Members Present:

Communications: Heather Nick, AICP
Planning Awards: Cameron Walker, AICP
Executive Administrator: Mike McAnelly, FAICP

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

1. Welcome and Introduction

Kim welcomed all who were present.

2. Summary of Last Night's Chapter and Section Reception for APA Leadership Retreat

Mike provided a report. APA Texas helped host the reception in San Antonio from 6-7 pm. Approximately 60 people attended. \$2,000 cost will be shared with APA National.

3. Status of the *Great Places in Texas* Program

Doug provided a report. The Chapter received 20 nominations. The task force will meet mid-February. Members discussed ways to highlight the Great Places designees. Chance suggested that we highlight Great Places via PowerPoint prior the Plenary Session official start time. Kim mentioned recognizing the new FAICP inductees. Members discussed official presentations to designated cities as well as Great Places presentation binders/folios.

4. Progress report for *Plan Texas--the Texas Planning Roundtable* -- Roundtable will begin work in 2017, and is tasked with assisting members in 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.

Kim said that this would likely start in March. Kelly Porter would assist with this effort.

5. Status of Chapter Membership Dues Increase Implementation

Kim drafted an email to go out in a newsletter. Kim asked if board members would like to review prior to releasing it in an upcoming newsletter. She plans to release to membership by March so that members may consider the financial impact as they start preparing their budgets. We will time this announcement with the Call for Sessions announcement.

6. John Clary Scholarship Status Report

Kim provided an update. She said they are still working on the specifics concerning the scholarship. The scholarship would provide \$200 towards conference attendance.

7. Strategic Financial Initiative Planning

Kim provided an update. They are looking at how other Chapters have implemented to determine best practices.

8. Upcoming 2017 APA Consolidated Elections

Mike provided an update. He said that the deadline for candidate submissions is March 15th. Ballots should go live in August. Kim said that the nominating committee will meet soon.

9. PAB Site Visit to UT Austin Planning Program, February 12-15, 2017

Mike provided an update.

Angela will be our representative along with other Section representatives.

10. Texas Chapter Reception at NPC in NYC, May 8, 2017 - STOUT

Kim provided a report stating that the reception would be held on May 8th at STOUT. The Chapter Presidents Council (CPC) is also assisting with event expenses. The Chapter is contributing \$4,000 towards the reception. Mike is seeking an additional \$500 sponsor. Kim stated that New York is expensive. Kim suggested that the Financial Committee submit sponsor recommendations. She also stated that the Chapter has to file Tax Exemption status with New York State prior to the event. Mike said that the Texas Chapter reception is from 7-9pm. Mike encouraged Chapter leadership to help support the event by wearing their Chapter shirts and help with greeting members.

B. Secretary's Report: Heather Nick, AICP 1. Review Draft Minutes for Board of Directors Fall Meeting, San Antonio, Wednesday, November 2, 2016 **(ATTACHMENT B-1)**

Heather stated that she would provide a report at the next meeting.

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)**

Angela mentioned that it would be helpful to have the last four digits and last four digits of Chapter debit cards so that she can deactivate outgoing officer's cards.

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

Kim mentioned that there wasn't an official report submitted; however, she has seen significant section activity over the last quarter.

E. 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: Kendell Wendling, AICP and Doug McDonald, AICP

Doug provided the report. Doug stated that they formed larger groups this year. There are 80 participants. State to State exchange program has stalled since their EPL has been unresponsive. Texas EPL is considering a Section to Section exchange instead.

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

- **Communications and Outreach:** *Heather Nick, AICP* • Implementation for Position for Communications – Next Steps
- **Professional Development Officer' Report:** *Richard Luedke, AICP*

Heather stated that she and Mike will meet with the communication consultant prospect next Friday, February 17th. Heather and Mike will also work on the website merchant account in order to allow for online purchases. Kim stated that she could provide advocacy content. Mike met with the APA National representative in charge on the National website redesign. The representative could help provide some guidance. Chance said that he could provide the annexation white paper. Kim mentioned adding some "Advocacy 101 How To" content.

Mike stated that an APA National task force was appointed to determine how Chapters could work together to combine with the national website or remain with our individual host. Mike serves as a task force member.

Richard provided a report regarding professional development. A January workshop was held in conjunction with Focus North Texas. Richard is holding a workshop in Houston in February. He is looking for presenters. A six-hour workshop is scheduled for March 25th in Arlington with Jennifer Evans-Crowley. Another workshop is scheduled for April 1st in Buda. Texas had 56% AICP pass rate in November. They will be incorporating new exam information into the workshops.

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

Kim provided an update concerning the partnerships. Our most successful partnership has been the Plan4Health grant. Mike provided an update on the Plan4Health grants. The Chapter is charged to implement a state-wide health effort. The Chapter received a \$70,000 for this effort. Kim mentioned that APA National was allocating \$40,000 for each Chapter to assist with this effort.

Cameron suggested that APA Texas consider partnerships with TxDOT and other transportation-related groups. Kim stated that we should explore those partnerships and that she and Cameron could discuss further.

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

Chance provided an update concerning legislative items. He said that the annexation items haven't been labeled as priority. The revenue caps item is of concern. He stated that this is significant to Planning departments because they are supported out of the general fund. Chance stated that there is bill that would preempt windfarms from locating near airports. Chance will be speaking at the Capitol concerning proposed legislation. Kim said that we have a good representation around the state of people that are willing to speak to their representatives.

Mike stated that Wendy had informed him that the APA Board approved a new legislative priorities. Wendy is getting a determination regarding sharing the legislative priority list.

Kim mentioned that she would like to see advocacy and legislative information continue to be submitted for posting on the website.

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 Planning
- Texas Chapter Planning Awards Revisions for 2017

Cameron provided an update concerning the planning awards program. Cameron suggested that some of the awards include prominent planner names as a way to commemorate their planning legacy. Doug and Kim stated that they agreed that this was a good idea.

Mike stated that the new APA National Awards criteria is posted on the website.

Board members agreed that the Chapter should add an implementation award. Mike suggested that we could include naming provisions and additional award considerations at the May meeting.

Chance cautioned the board on naming awards after living members.

The board discussed continuing section director training during the awards retreat. There was a discussion about timing as it relates to elections. Members also discussed incorporating the board retreat into this meeting.

Members discussed how and when the award pictures should be taken, editing the length of the award video segments – reducing the length of the segments, and helping control the timeline when adding more wards to the program.

Cameron mentioned Robert Lacroix band and the opportunity to have the band perform during the conference.

- **Chapter Conferences:** David Hoover, AICP • 2017 North Texas - Frisco Convention Center
- Conference Committee Progress
- Keynote Speaker Recommendations

Doug provided an update regarding the Frisco conference. Patrick Blasé and Mark Kurbansade are the conference co-chairs. Subcommittees have been formed.

- 2018 Galveston
- Conference Registration Fee Increase

Mike provided an update concerning the conference registration amounts and timeline. One-day registration is \$230.

Mike mentioned that the Chapter made about \$50,000 from the 2016 conference.

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**

Kim is working to identify someone to assist Anne with the Guide. Members discussed locations for Regional workshops.

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

The next Board meeting is tentatively set for May 19th. Members considered North Texas as a meeting location.

Executive Board meeting is scheduled for August 4th in Houston.

- **APA Texas Chapter Conferences:** • APA Texas North Texas at the Frisco Convention Center on November 1-3, 2017.

- **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

Meeting adjourned at 12:06 PM.