



**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 Affiliate: Chance Sparks, AICP

**Standing Committee Chairs Present:**

Advocacy Network Liaison: Craig Farmer, FAICP (absent)  
Professional Development Officer (PDO): Richard Luedke, AICP  
Planning Official Development Officer: Ann Bagley, FAICP  
Emerging Planning Leaders: Kendall Wendling, AICP  
University Student Representative: Vrushali Sathaye

**Other Appointed & Past Board Members Present:**

Communications: Heather Nick, AICP  
Government Relations: Kelly Porter, AICP  
State Historian: David Gattis, FAICP  
Planning Awards: Cameron Walker, AICP  
Certification Maintenance Officer (CMO): Barbara Holly, AICP  
Executive Administrator: Mike McAnelly, FAICP

**National APA and AICP Elected Leaders:**

Immediate Past Chair, Divisions Council: David Gattis, FAICP  
APA Board Director Elected from Region III: Wendy Shabay, AICP  
APA Board Director Elected At Large: Kara W. Drane, AICP

**Guests:**

Planning Student Organizations Representative: Dhawal Kataria  
University Faculty Representative: Ivonne Audirac  
APA President: Cynthia Bowen, AICP, LEED AP  
AICP President: Glen Larson, AICP  
City of Garland: Kira Wauwie, AICP  
City of Garland: Nabiha Ahmed

**Section Board Members:**

Central: Shannon Mattingly, AICP  
Houston: Gary Mitchell, AICP  
Midwest: Tamara Cook, AICP  
Midwest: Abra Nusser, AICP  
North Central: Steven Duong, AICP  
North Central: Charles Lee, AICP

West: Eduardo Garcia  
NorthWest Texas: AJ Fawver, AICP  
NorthWest Texas: Jon James, AICP  
East Texas: Kyle Kingma, AICP

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

*9:23 Call to Order*

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

1. Welcome and introductions

a. National leadership attendees

*Kim mentioned that several representatives would be attending.*

b. Election results for Chapter and Section Officers/selection of Sections Representative

*Mike stated that the election process went smoothly. He said that a section has to call a special election and will complete using Survey Monkey.*

2. APATX17 Conference updates (national attendees, sponsors, keynote, registration, sessions, mobile workshops, social events – *Doug McDonald, AICP and Mike McAnelly, FAICP*)

*Doug recognized the local conference committee. He recognized the significant sponsorships that were obtained for the conference. He summarized the keynote, registration, sessions, mobile workshops, and social events.*

*Mike stated that the conference attendance is at 735 and expect more registrations throughout conference.*

*Mike stated that there would be a drawing for a Top Golf prize.*

3. Planning Matters, Inc.

*Kim provided update on creation of Planning Matters and distributed Planning Matters multi-purpose (laptop, bumper stickers, etc.). She encouraged members to pick-up additional stickers to distribute and display within their communities.*

4. Texas Planners for Texas Communities -- Harvey Recovery Task Force

*Kim asks that if members were interested in this effort let her know. Kim mentioned that Kimberly Miller from Fort Worth was going to lead the fundraising effort.*

5. APA Foundation Fundraising for disaster recovery

*Kim highlighted the fundraising effort and reminded members to donate online. She stated that not all monies are dedicated to Texas recovery.*

6. Strategic Financial Initiative -- *Kelly Porter, AICP* **(ATTACHMENT A-1)**

*Members discussed potential actions the board could take to raise revenue and find cost savings in order to fund chapter initiatives. Specific items needing funding are the chapter reserve fund for the National Planning Conference in 2020, communications programming, and other items. A suite of potential actions was developed to move the chapter forward in its budgeting goals.*

7. State of APATX highlights

*Kim mentioned that we would start providing an annual report to the membership. She stated that the Texas Chapter is already performing all if not most of the minimum requirements established for all the Chapters.*

8. Scholarship Donations and Recipients

There were 2 John Clary recipients: one from El Paso and another from Houston.

9. Reports from Past-President and President-Elect: *Wendy Shabay, AICP and Chance Sparks, AICP*

*Wendy provided updates regarding APA National activities including the following:*

- *Free membership to students*
- *AICP candidate program*
- *Healthy Communities PAS report just released*
- *Houston 2020 NPC and new conference committee that APA has set up*

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

*Heather stated that there were five sets of minutes to consider. She also stated that meeting call-in and GoToMeeting information would be removed from meeting minutes to help minimize unauthorized use of our accounts.*

*Motion by Angela, Second Cameron, to defer review and consideration of meetings for the Jan/Feb meeting.*

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

1. Financial Status Report for Chapter and Sections Accounts **(ATTACHMENT C-1)**
2. Adopted Chapter Budget for 2017-2018 **(ATTACHMENT C-2)**
3. Section Grant Requests
4. Establishment of TX Planners for TX Communities Fund – *Kim Mickelson, JD, AICP*

*As of 05/31/17 the balance of the Texas APA business account (7875) is \$33,002.33 and savings account (5845) is \$6093.08 (\$0.53 interest). This has been a steady year for the chapter and revenues and expenditures have generally been on target with the budget.*

*As of 05/31/17 the balance of each section account prior to disbursements are:*

- *Southmost - 7035*                    \$ 3,865.65 – *Monthly section meetings*
- *Northwest - 7050*                    \$ 2,481.33 – *Section meeting*
- *Southwest - 7043*                    \$ 7,893.47 – *No activity*
- *Houston - 6995*                        \$ 10,802.53 – *No activity*
- *West - 7027*                            \$ 7,066.28 – *No activity*
- *Central - 7019*                        \$ 12,720.51 – *No activity*
- *East - 7001*                            \$ 4,128.31 – *No activity*

- *Midwest - 7217*                      \$ 8,570.40 – *Section meeting*
- *North Central - 7209*                \$ 14,682.56 – *No activity (2 deposits totaling \$800 for sponsorships)*
- *Plan4Health - 3226*                  \$ 46,200.00 –
- *P4H Tarrant County - 2876*        \$ 6,140.05 – *Final invoice paid 03/31/2017*

*The 1<sup>st</sup> FY2017 Chapter Disbursement was made on April 10, 2017.*

*The 2<sup>nd</sup> FY2017 Chapter Disbursement will be made on or around September 30, 2017.*

*The fiscal year (FY) 2018 (October 2017 to September 2018) Chapter Budget was approved on August 25th, 2017.*

*Section Grant Requests were due 05/15/2017. Section grant request approvals are as follows:*

- *Central \$ 750.00*
- *East Did not wish to request grants for FY2018*
- *Houston \$ 750.00*
- *Midwest \$ 750.00*
- *North Central Did not wish to request grants for FY2018*
- *Northwest Did not wish to request grants for FY2018*
- *Southmost \$ 2,500.00*
- *Southwest Did not wish to request grants for FY2018*
- *West \$ 1,500.00*

*The Chapter’s goal is to have each Section self-sustaining. With some Sections are more active than others, some Sections have fewer members, some Sections have a greater geographical area to cover so the Executive Board cannot use a solid paint brush to spread across the state. The Executive Committee made the final approval of the Section Grant Request on August 25th, 2017. The 1st disbursement of the FY2018 grant will be transferred on April 01, 2018. The 2nd disbursement of the FY2018 grant will be transferred the day after State Conference ends.*

*Following Hurricane Harvey, Kim sent out a request for volunteers for a Harvey Task Force, and several have spoken up. In addition to the APA Foundation fund raising efforts, the proceeds of which are likely to get spread across several states, we will be working on a fund raising effort for Texas planners and projects specifically.*

**D. Sections Representative’s Report:** *Joshua Owens, AICP*

1. **Section Directors Reports (ATTACHMENT D-1)**
2. **Appoint new Sections Representative for 2018 – selected by Section Directors**

*Section Directors in attendance provided their reports. Doug summarized other Section activities.*

*There was not a quorum of incoming Section Directors, so no election was made. Doug stated the Section Directors could elect their Representative at a later date through SurveyMonkey.*

*Motion Wendy, Second Angela, to establish Task Force to analyze sections and geography. Motion passed.*

**E. Planning Student Organizations Representative’s Report:** *Dhawal Kataria, President, UT-Arlington Student Planning Association*

## Report on PSO Activities (ATTACHMENT E-1)

*Dhawal summarized Student Planning Association activities including activities, partnerships, and the Legacy Project.*

### F. **University Faculty Representative Report** – *Ivonne Audirac, UT Arlington*

*Ivonne provided a summary of activities.*

*Kim mentioned that student engagement is a priority at the national level.*

*Kim called a break called at 11:30*

*Called back to order at 11:50*

### G. **Action Plan Update/Strategic Development Plan:** *Doug McDonald, AICP, President-Elect*

1. Update on Action Plan 2015-17
2. Report on Strategic Development Plan 2017-2020
3. Action to Adopt

*Karen Waltz provided highlights of the Action Plan. The new plan is now a five year plan. The Chapter's goals are connected with the National goals. An online survey was sent to the Chapter's members. Most respondents were not Chapter leadership. These members generally stated they were not aware of Chapter activities. The Action Plan is adopted prior to a new president's term to help guide activities throughout their term. The vision statement did not change. There are six goals. There were new items associated with leading National Planning Month. Communication and Outreach goals included creating and implementing Communications Plan. There are additional action steps to serve the membership.*

*Doug stressed the importance of reading the survey results. He stated that the key theme seemed to be disseminating information to the membership. Advocacy and transparency were significant elements within the survey. The membership provided very helpful feedback concerning the Chapter conference and conference locations. Almost 200 members participated in the survey.*

*Kim stated that a five year plan should be helpful.*

*Dave Gattis motioned to approve the Action Plan, Wendy seconded the motion. Motion was approved.*

### **Box Lunch Served**

*Cynthia Bowen addressed the Chapter Board and expressed her excitement to attend the legendary Texas conference. She expressed the importance of sharing best practices. She invited everyone to come by introduce themselves throughout the conference.*

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

#### **1. LEAD**

- a. EPL Report – *Kendall Wendling, AICP (ATTACHMENT H-1)*
  1. Leadership Forum

*Kendall provided a summary of EPL events. Kendall is actively looking for a replacement as she has served for a number of years. She stated that this is the fourth year of the Mentorship Program. She encouraged members to reapply or apply by Friday. She mentioned the 4<sup>th</sup> Annual Leadership Forum that will be held on Thursday. She stated that members from the national leadership would be in attendance.*

- b. Harvey Task Force, coordination with other initiatives for recovery – *Kim Mickelson, J.D., AICP*

*Kim mentioned that APA is coordinating with FEMA.*

- c. Chapter Nominating Committee Report for 2018 Class of AICP Fellows – *Craig Farmer, FAICP*

*Mike stated that the nominating committee sent out a notification to all eligible AICP members to solicit interest. The committee identified an initial list of 15 eligible candidates. They narrowed the list down to five eligible candidates. National will notify the Chapter of results in January. The new fellows will be recognized at the National Conference in 2018.*

- d. ECO El Paso Conference report/West Section update – *Doug McDonald, AICP*

*The Chapter sponsored ECO El Paso and Chapter President-Elect Doug McDonald attended the conference and spoke. The conference was highly attended and the organizers were very appreciative of having APA's support. While in El Paso, Doug also had an opportunity to meet with West Section members and member Fred Lopez agreed to help re-establish the Section leadership.*

- e. Planners4Health Round Table, Van Zandt County – *Mike McAnelly, FAICP*

*Dr. Melissa Oden provided an overview of the cohort partnership that helped provide a toolkit developed for Van Zandt County. A roundtable associated with the recovery process was held in Canton last week. She mentioned that THPA conference will be held in March.*

- f. Regional workshops for 2018 – *Mike McAnelly, FAICP*

*Mike mentioned that the Chapter will be issuing a call to determine interest in hosting a regional workshops. He stated that they would hold one a quarter.*

## **2. COMMUNICATE AND ENGAGE**

- a. Communications Technician – *Heather Nick, AICP (ATTACHMENT H-2)*

*Heather motioned to form a subcommittee including (Heather, Angela, and Mike) to develop a job description and compensation proposal to be submitted for the January/February meeting. Motion passed.*

*Gary suggested that interested parties should submit a proposal based on the available information (Action Plan, Communications Plan, etc.) with associated compensation.*

- b. Update on member survey results – *Doug McDonald, AICP*

*Chapter President-Elect Doug McDonald presented a summary of the member survey results. Big themes which are reflected in the Chapter's proposed Action plan are communication, advocacy, transparency, and the Chapter Conference. The survey was completed by approximately 10% of the Chapter membership.*

- c. Professional Development Officer (PDO) report - *Richard Luedke, AICP*
  - 1) AICP Exam Preparation Workshops
  - 2) AICP Exam Fee grants
  - 3) John Clary Scholarships

*Richard provided a summary on AICP testing rates, workshops, grants, and scholarships. The May 2017 AICP pass rate was 59% for Texas and 65% for National. Six workshops were held this year including San Antonio, Garland, Houston, Arlington, Buda and Frisco. Two students were awarded the John Clary scholarship. He shared details of the AICP Candidate Pilot Program which begins on November 2017.*

- d. AICP CM Coordinator report: *Barbara Holly, AICP*

*Barbara stated that we have more tracks and sessions than ever. She commended Kim for adding disaster sessions/track at the last minute in the wake of Harvey.*

- e. Short Course, Commissioners' Training, Guide to Urban Planning in Texas Communities -- *Ann Bagley, FAICP*

*Ann stated new elements within the Short Course. She encouraged young planners and new professionals to attend the Short Course.*

### **3. PARTNER**

- a. Planners4Health project update: *Mike McAnelly, FAICP*

*Mike summarized the history of the grant program. The third year, we requested a \$45,000 grant and received a \$70,000 grant.*

- b. Additional opportunities in post-disaster planning
  - 1) Texas Municipal League (TML) Conference Report
  - 2) Texas Public Health Association (TPHA) Conference March \_\_, 2018

*Chance mentioned that APA had two sessions during the 2017 TML conference. The Chapter may have an opportunity to conduct three sessions during TML next year.*

#### 4. ADVOCATE

- a. TML Rep report: *Chance Sparks, AICP* (ATTACHMENT H-3)

*Chance gave an update on the legislative session.*

*Chance has been talking to TML about how we provide services. TML provides conference administrative support to affiliates. He stated that we may consider affiliate services offered by TML.*

*Ann made a motion to authorize Chance to engage and collect data from TML concerning their affiliate services. Doug seconded the motion. The motion passed.*

- b. Advocacy items:

- 1) conference sessions

*Several sessions on advocacy are available at the conference, including one with Jason Jordan and Kara Drane, AICP, from National.*

- 2) Border issues lab at A&M

*Kim stated that she was working with Mitch Wright, AIA, AICP, and Dr. Cecilia Giusti to create a lab to discuss border planning issues. She asked the members to let her know if they were interested.*

- 3) Upcoming joint conference opportunities – Asking Kim

*Discussions are ongoing with Louisiana, Arkansas, New Mexico and Oklahoma for possible joint conference opportunities in upcoming years. A border conference with NM, AZ, and CA is also under discussion. These may be separate or rolled in to our annual conference. Impacts of the NOLA and Houston national conferences need to be evaluated, and these joint conference opportunities may provide good alternatives for those years.*

#### 5. INSPIRE

- a. Planning Awards Program Report
- b. Great Places in America 2017 Awards
- c. Great Places in Texas 2018 Open for Nominations

*Cameron provided a summary concerning the awards and the awards committee participation. He shared an example of what to expect regarding the typical award piece.*

*Doug discussed the Great Places program and mentioned that the nominations opened today. Kim strongly encouraged every section to make a Great Places application.*

#### 6. SERVE

- a. Membership involvement, mentoring, communication
- b. Upcoming Chapter Conferences: *Doug McDonald, AICP* and *Mike McAnelly, FAICP*
  - 1) 2018 Gulf Coast Conference
  - 2) 2019 and 2020 Conference RFQ results (ATTACHMENT H-4)
- c. Discussion on TML assistance
- d. Chapter Historian's Report: *Dave Gattis, AICP*

*Doug stated that the Gulf Coast would emphasize Houston. Mike asked the Board if they wanted to*



*explore other options rather than the Pier event. Angela and Michelle are co-chairing the Gulf Coast Conference Committee.*

*Doug stated that the survey indicated that decisions concerning conference locations were not representative of the membership. He summarized the RFPs submitted (San Antonio and Waco).*

*Heather mentioned that the Board might consider factoring in “Great Places” designated cities in conference selection process.*

*Wendy motioned to explore holding the 2019 conference in Waco. Heather seconded the motion. Motion passed.*

*Doug asked the Board to recommend two locations for the 2020 conference.*

*Kelly motioned to explore El Paso and McAllen the 2020 conference and give Amarillo special consideration in 2021 conference procurement. Dave seconded the motion. Motion passed.*

**7. Recognition of Board Members: Kim Mickelson, JD, AICP**

*Kim thanked the board for their hard work and dedication over the last two years. She distributed certificates and a desk gift to board members.*

**8. Future Meetings: Kim Mickelson, JD, AICP**

• **APA Texas Board of Directors and Executive Committee (Dates TBD)**

- Executive Committee Winter Conference Call Meeting, Friday, Jan. 19, 2018
- Chapter Board Spring Meeting, Friday, May 18, 2018
- Executive Committee Summer Meeting, August 17, 2018

• **APA Texas Chapter Conferences:**

- APA Texas Galveston Conference, October 17 -19, 2018

• **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

**b. New Business**

**c. Adjourn**

*Heather motioned to adjourn the meeting. Doug seconded the motion. Motion passed.*

*Adjourn at 2:42 pm.*