



Executive Committee Meeting

February 2, 2018

Freese and Nichols
 11200 Broadway Street
 Suite 2320
 Pearland, Texas

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	X	Past President*	Kim Mickelson	CC/X
Treasurer*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	
Section Directors					
Central	Shannon Mattingly		Northwest	AJ Fawver	CC
East	Kyle Kingma		Southwest	Rebecca Pacini	
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook		West	Fred Lopez	
North Central	Steven Duong				
Standing Committee Chairs					
PDO*	Richard Luedke	CC	Government Relations	Kelly Porter	CC
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC
EPL	Monica Rainey	CC	University Rep	Ivonne Audirac	
Planning Awards	Claire Hempel		Student Rep	Dhawal Kataria	
Other Members					
Communications Manager	Heather Nick	X	CMO	Barbara Holly	
Chapter Historian	David Gattis	CC	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay				
Other Attendees					
Claudia McAnelly		X			

X present in person

CC present via conference call

* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

Call to Order and Roll Call: Doug McDonald, AICP

Chapter President Doug McDonald called the meeting to order at 10:04 am.

A. President's Remarks: Doug McDonald, AICP

1. Welcome and Introduction
2. APATX17 Conference Highlights

Doug discussed a debriefing held in December with the Conference committee discussing survey results from Conference attendees. The survey showed that people loved the keynotes - Chet Garner and Gabe Klein.

Mike reported that about 250 attended TopGolf Thursday evening event but had guarantee for 400, and suggested that in the future we be conservative about minimum guarantees. Mike also noted that the sponsorship participation was about 2-3 times the usual amount.

3. 2017-2022 Strategic/Action Plan for APA Texas Chapter (ATTACHMENT A-1)

Doug noted that the Strategic Plan, adopted by Board in November 2017 is included in attachments.

4. Action Item: Chapter Conference Site Selection for 2019 (ATTACHMENT A-2)

Doug spoke about site visit to Waco. Doug, Mike McAnelly, Claudia McAnelly, Tamara Cook, Richard Luedke, and Sherri Sefko all attended. Waco is a unique place where the Conference has never been held before. Hotel blocks in downtown will not be enough, but we can find overflow rooms along I-35.

Richard noted that Dick Lilly started his career in Waco in the 1960s and could perhaps provide a reflection of the changes over time. Dave Gattis may have some footage of Dick talking about Waco already, but he isn't sure how much.

Angela Martinez moved to select Waco for site of 2019 Chapter Conference. Seconded by Christina Sebastian. The motion was approved unanimously.

5. Action Item: Chapter Conference Site Selection for 2020 (ATTACHMENT A-3)

Doug shared that Mike, Chance Sparks, and himself toured El Paso and Mike and Doug toured McAllen. He noted that when the EC voted on Galveston in the past, Section directors did not support it, and he wants an inclusive process with the rest of the Board. An informal poll had been taken online, with 60% for El Paso and 40% for McAllen overall. The Executive Committee voted 50/50, but the Section directors voted more for El Paso.

Discussion was held regarding the two locations. Gary Mitchell asked if we could have the second choice be an option for the 2021 Conference. Doug noted that the Board issues an RFP to ensure a fair and competitive process, though we can get a strong recommendation from Board for the second choice to be choice in next few years. A debrief can be provided to the second choice. Travel to both locations will be challenging due to distance and airports. The chapter is prepared for a possible hit due to National Conference being held in Houston in 2020. Both cities have a great story to tell.

Doug McDonald motioned to select El Paso for 2020 Chapter Conference for 2020. Gary Mitchell seconded motion. Gary Mitchell and Richard Luedke opposed; Doug McDonald, Chance Sparks, Christina Sebastian, Angela Martinez, and Kim Mickelson voted for El Paso.

6. PAB Reviews for UT Arlington and Texas A&M Planning Programs (ATTACHMENT A-4)

Doug discussed how both UT Arlington and Texas A&M are up for reaccreditation by PAB. UTA's site visit is Feb. 5 and A&M's is Mar. 5. Surveys have been sent to members in UTA area and will be sent to members in A&M area soon. Gary mentioned that Texas Southern is also up for reaccreditation, with a site visit in the end of February. Mike said the Chapter needs to be at the table for the process. The survey could also be used for TSU. San Marcos is also starting the accreditation process.

Mike mentioned that a memorial for David Pugh was suggested by Craig Farmer and Shannon Van Zandt and created a scholarship fund at A&M which could tie into upcoming A&M awards and PAB site visit

7. Status of 2018 Chapter Nominations for AICP Fellows – Mike McAnelly, FAICP

Mike discussed how a chapter nominating committee submitted five nominations for new fellows in October. Results are to be announced in early February. New fellows will be recognized at the National Conference and Texas Reception. Kim mentioned we should consider starting the nominating process a bit earlier in the future. Craig concurred but pointed out that criteria changes slightly over time.

8. National Planning Conference – Registration Open

- Texas Chapter Reception at NPC in NOLA April 23, 2018 – Lucy's Retired Surfers Bar and Restaurant – Mike McAnelly, FAICP

Doug mentioned that the reception is from 7-9 pm. Chapter Presidents Council dance party to be held after in the same location.

B. Secretary's Report: Christina Sebastian, AICP

1. Action Item: Approve Minutes for Executive Committee Summer Meeting, Friday, August 5, 2016 (ATTACHMENT B-1)
2. Action Item: Approve Minutes for Executive Committee Winter Meeting, Friday, February 2, 2017 (ATTACHMENT B-2)
3. Review Draft Minutes for Board of Directors Spring Meeting, Houston, Friday, June 2, 2017 (ATTACHMENT B-3)
4. Review Draft Minutes for Board of Directors Fall Meeting, Frisco, Wednesday, November 1, 2017 (ATTACHMENT B-4)

Christina deferred to Heather Nick, previous Secretary. Heather had incorporated notes provided by other Board members in advance of meeting.

Chance Sparks motioned to approve all 4 minutes as amended, seconded by Angela Martinez; the motion was approved unanimously.

C. Treasurer's Report: Angela Martinez, AICP

1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

Angela Martinez presented a summary of account balances and Section disbursements. She also mentioned that when writing checks to include a memo with the subject and Section name and to let her and Mike know if making charges over \$150.

Account Balances:

- Chapter Checking: \$ 89,169.18
- Chapter Savings: \$ 6,094.30
- Southmost \$ 1,943.16
- Northwest: \$ 2,453.33
- Southwest: \$ 7,518.09
- Houston: \$ 8,067.94
- West: \$ 6,321.32
- Central: \$ 8,841.75
- East: \$ 4,100.31
- Midwest: \$ 8,570.40
- North Central: \$ 10,786.82
- Plan 4 Health \$ 1,204.00
- State Chapter Reserve: \$ 15,000.05

Second disbursement to Sections for FY17 was made November 1, 2017 and the first disbursement for FY18 will be made April 1, 2018.

Mike mentioned that the Chapter also has a Chase investment account is generally unused and now up to about \$51,000 and could be used if ever needed.

2. Chapter budget preparation for FY2019 (ATTACHMENT C-2)

Angela discussed that Section grant requests will be due April 16, 2018. Sections should submit a budget even if not asking for a disbursement. FY2019 budget has been started. Each Section is different in size and geography so they won't all receive the same amount in disbursements. Doug mentioned that the Executive Committee will need to see that previous disbursements have been or will be spent and not just saved.

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

1. APA Texas will LEAD the planning movement in this state.
 - Section Director's Report – Gary Mitchell, AICP

Gary distributed the Section's Director Report. Central and North Central Sections did not file reports, but all others did.

- Appointment of New EPL Representative – Doug McDonald, AICP

Doug discussed new Emerging Planning Leaders Representative, Monica Rainey, a student finishing up at A&M this spring who will be starting at Kimley-Horn soon. Monica introduced herself and discussed work on the Mentorship Communities.

- Leadership Orientation Slides (ATTACHMENT D-1) – Doug McDonald, AICP

Doug discussed how he held a leadership orientation for Section and state leaders in January. Slides are available [online](#).

- Student and New Member Incentives to join APA (ATTACHMENT D-2) – Doug McDonald, AICP

Doug discussed the new APA incentives for students and new members. Membership is now free for any student at any university in any degree program, which allows people to learn about the field. Rates for the first two years for new members (non-students) is \$95/year. The AICP Candidate Pilot Program started in November which allows approved Candidates to take AICP test right after graduating before they have their experience. They become full AICP once they finish their required years of experience. About 400 people applied nationally.

- Future Cities Competition – APATX, Midwest, and North Central Sections Sponsorship – Doug McDonald, AICP

Doug discussed Future Cities Competition held at UTA in January, which APA has participated in over last few years. Tamara Cook, Director of Midwest Section, is now connected with the organization, helping with sponsorship. Colby Collins and Kendall Wendling served as judges this year for APA's special award. Doug served as a finals judge this year. The winner goes to the national competition. Planners can serve as mentors for teams as well as judging.

A 15 minute break was held for lunch

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

- Professional Development Officer's Report – Richard Luedke, AICP

Richard Luedke discussed that 44 people attended AICP training at the 2017 Conference. The Center for Municipal Ethics sponsored the John Clary Scholarship. Reduced exam fee scholarships for May 2018 were announced in December, ahead of exam deadline. All three applicants were awarded, and may have a fourth. Another round will be held for the November 2018 exam.

Richard discussed planned AICP workshops:

- Feb. 10: Houston at TSU
- Feb. 17: McAllen, sponsored by Southmost Section, with no registration fee
- Mar 3: San Antonio, sponsored by Southwest Section, with no registration fee
- Mar 24: Arlington at UTA with Jennifer Crowley
- Apr 7: Austin, location TBD

November 2017 AICP pass rate for the state was: 56%. Richard received a PDO scholarship for complimentary registration to National Conference. Richard then discussed participating in Webinar Series. The webinar must be live and 1.5 hours. The workshop previously held in Canton would be a great candidate except that it wouldn't fit requirements for the series, but perhaps could be recreated.

Mike mentioned the annual grants for PSOs are being sent out soon.

- Communications Coordinator Report – Heather Nick, AICP
 - Status of Chapter Communications Plan – Heather Nick, AICP

Heather Nick discussed results of RFP for Communications Coordinator (CC). There were 4 submittals and the evaluation committee (Angela, Wendy, Gary, and Heather) narrowed the submittals down to 2. Interviews are scheduled with those applicants next week. They were evaluated based on professional qualifications, experience and availability, understanding of projects scope, and competitive cost proposal. Responsibilities include updating website, social media management, more surveys, and producing quarterly and annual communication reports.

- Action Item: Consideration of Budget Amendment for Communications Technician – Mike McAnelly, FAICPAPA Texas will LEAD the planning movement in this state.

Heather discussed budget amendment for Communications Coordinator position. The part-time contract position is for 9 months initially, with option for renewal. Target cost for contract labor is \$20,000 plus reimbursement expenses per year (prorated). Discussion ensued regarding reimbursable expenses and what events the Board will want the CC to attend (ie. conferences and Board meetings) and need to increase sponsorship to help fund position. When renewal comes up we can reevaluate cost for position based on sponsorships. A special meeting will be held to discuss results of interview and addition of expense to budget. Mike will be supervisor of new position.

Heather mentioned that a job posting fee had previously been discussed by the Board and was not implemented due to technical issues, which might provide additional funding for the position.

Mike discussed that Chase provides option for payment through website that needs to be set up. This could be used for any fees that may need to be collected online.

- Heightened Security Measures for Chapter Website - Heather Nick, AICP

Mike discussed how many Board and Section officers have received phishing attempts that look very legitimate. It appears they are using information from the website to send an email to the Treasurer that looks like it's coming from the

President/Director. Heather has removed all email addresses off the website and will create forms to allow people to contact Board and Sections. Safety and security should probably be incorporated into officer training in the future.

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

- Plan4Health Grants – Mike McAnelly, FAICP
 - Plan4Health Austin and Plan4Health Tarrant County
 - Planners4Health APA Chapter Grant Project – Hazards Planning Toolkit for Small and Rural Communities – Canton and Van Zandt County
 - 2018 Texas Public Health Association Education Conference, Waco, March 5-7

Mike discussed how APA and American Public Health Association received a grant from the Centers for Disease Control. These grants were to be passed through to chapters to put in place programs that would partner with planners and health professionals. The first year, Texas received one, which was sent to the Travis County Health Department to Rundberg area for access to food and active transportation. The second year, Texas received funding for Healthy Tarrant County Coalition for improving access to nutrition in southeast area of Fort Worth. In the third year the program changed slightly which gave grants directly to chapters. APATX worked with the Texas Public Health Association in Van Zandt County and their tornado recovery. Created a toolkit for small and rural communities as well as an all-day roundtable. More funding was identified for Call to Action for APA members to join APHA and vice-versa. Doug and Mike will be attending the Texas Public Health Association conference this year in Waco and will have a session on planning at their conference.

- Hurricane Harvey Committee Update - Kim Mickelson, JD, AICP

Kim Mickelson shared that Hurricane Harvey Committee has started with about 15 people every week. Kimberly Miller with Allen Engineering is leading Committee. Texas Target Communities (TTC) and FEMA are partners. Looking to provide on-the-ground assistance to affected communities with Texas community planning teams and workshops. FEMA requires a state partner, which is TTC. The committee is putting together proposals for when the APA Foundation's RFQ is released (expected soon). Kim would like to have a Texas specific fundraiser to help pay expenses for on-the-ground assistance. APA does have a call out for proposals for CPAT (Community Planning Assistance Teams). Amanda and Rockport are applying for CPAT. Dr. John Cooper is holding a small and regional town workshop Feb 9 & 10 in Victoria. Lincoln Institute and Sonoran Institute are holding post-disaster and recovery workshop Feb 28 - Mar 1 and have agreed to allow 1-2 APATX members to attend (at cost), with idea to possibly replicate their workshop. [Hurricane Harvey page on website.](#)

- APA Planning Foundation RFP Grant for Hurricane Recovery Project – Mike McAnelly, FAICP

Mike, who serves on APA Foundation Board, discussed that the Foundation had received about \$25,000 specific to Hurricane efforts. An RFP should be coming out for chapters to fund recovery efforts, and Texas Chapter does expect to submit.

Kim Mickelson made a motion that the Board support applications going forward for Hurricane Recovery Projects, with a second by Gary Mitchell. Vote was unanimous in support.

- 2018 Texas Municipal League Annual Conference, Fort Worth, October 9-12

Chance discussed that a few additional APA sessions would be good to have at the upcoming TML conference. We had two at last year's conference. Doug asked if we provide CM credits for TML's webinars. Chance responded that we don't but can discuss it with TML. Kim asked if we need to find someone to help Barbara and Chance said TML may be able to provide assistance. Doug suggested Jenny Crosby may be a good fit if she's interested.

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

- TML Representative Report – Christopher Looney, AICP

Chris was unable to attend due to Council workshop

- 2018 State Issues Request from APA (ATTACHMENT D-3)

Doug discussed how APA Advocacy had asked us to identify critical state issues. Craig suggested sending a recent report previously put together with top 12 issues, etc.

- Progress report for Planning Matters--the Texas Planning Roundtable - Kim Mickelson, JD, AICP

Kim is working with about 12 people to start on Planning Matters, and should be having first meeting very soon.

5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state's character, climate and other assets.
 - Action Item: Proposal from Zoom Grants for Session and Award Submittal Software (ATTACHMENT D-4) – Doug McDonald, AICP

Doug McDonald discussed how ZoomGrants, an annual sponsor from 2017, is offering unlimited applications for various submittals such as session proposals and scholarship, award, and Great Places applications in exchange for an ongoing annual sponsor recognition. The web-based program allows the chapter to assign reviewers who can log-in and review, score, and comment on the submittals online in a very user-friendly format. If we paid cash for the service it would be about \$11,500. This would be an improvement from previous method of Dropbox and PDF forms.

Gary Mitchell motioned to approve ZoomGrants proposal. Motion was seconded by Angela Martinez and passed unanimously.

- Great Places in Texas Program – Doug McDonald, AICP

Doug McDonald discussed that the deadline for the Great Places in Texas Program is today. The review committee from last year has agreed to review applications again. At least 10-15 have been received so far; in 2017 we had over 20 submittals. We are speaking with Chet Garner about promoting the program and are looking for sponsors to partner with promotion. Ideas included Expedia, Texas Highways Magazine, and Southwest Airlines.

- Planning Awards Program – Clare Hempel, AICP (ATTACHMENT D-5)
 - Texas Chapter Planning Awards Revisions for 2018

Clare Hempel discussed wanting to revisit goals of the chapter awards program after meeting with Doug and Chance. We want to award good planning in Texas and be representative of all sizes of cities in Texas. Possible changes in future (may be implemented over multiple years) include: ZoomGrants submittals, Aligning award categories with National APA categories while keeping some of our own; Streamlining the awards banquet; Changing the timing of the awards process: open in beginning of May, due in mid-July, to allow winners to submit to National; Notify winners while Conference registration still open; Creating a more representative selection committee.

Doug mentioned that most Chapters exchange review of awards with another Chapter, either completely or partially. National APA announces awards in advance with a big promotion, which may help tell the story to people who don't attend awards banquet. They also provide a digital banner for awardees to place on their website.

- Emerging Planning Leaders Mentorship Program

Doug announced that the mentorship communities have recently been assigned.

- APATX18 Chapter Conference Update – Angela Martinez, Conference Co-Chair

Angela shared that the first Conference planning committee meeting is later today. Mike asked for suggestions on where to have Thursday event if not at the Pleasure Pier, which many have expressed interest in not doing. Ideas included Moody Gardens, Tallship Alissa, Seaport Museum, Offshore Oilrig Musuem, Train Museum, or a beach party

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

- APA Texas Boundary Adjustment Study – Doug McDonald, AICP (ATTACHMENT D-6)

Doug discussed the unevenness of our Sections by population and difficulties due to large geographic distances. The Board could consider a boundary adjustment, adding a Section, or perhaps permitting subsections. The Board discussed possible next steps including further GIS analysis (MPO/COG boundaries as well as travel time buffers) and sending out a survey to members in counties in question to see what their preferences are and what Sections/areas they identify with. Counties to include in survey/study: Brazos, Victoria, Orange, Jefferson, Bell, McLennan, Karnes (in the bylaws of two different Sections)

Number of members by Section:

- Central: 632
- North Central: 402
- Houston: 319
- Midwest: 308
- Southwest: 141
- Southmost: 83
- Northwest: 77
- East: 48
- West: 25

- Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP

Kim discussed that we may want to consider revamping or updating the Short Course, and possibly starting up regional workshops again. The Board discussed having them in El Paso, East Texas, and Amarillo/Lubbock/San Angelo. The

possibility of broadcasting the workshop via conference call was suggested, as well as recording for sharing later. The Board also suggested encouraging commissioners to network more. Kim also discussed updating a new guide.

E. Future Meetings: Doug McDonald, AICP

Doug discussed the following upcoming meetings and events:

1. APA Texas Board of Directors and Executive Committee
 - APA Texas Board of Directors and Executive Committee
 - Chapter Board Spring Meeting – Waco, TX - May 11, 2018
 - Executive Committee Summer Meeting – TBD - August 4, 2018
 - Chapter Board Fall Meeting, Galveston TX - October 17, 2018
 - APA Texas Chapter Conferences:
 - APA Texas Chapter – Gulf Coast/Galveston – October 17-19, 2018
 - APA Texas Chapter – Waco – October 16-18, 2019
 - APA Texas Chapter – El Paso or McAllen – October 7-9, 2020
 - National Planning Conference
 - 2018 New Orleans, Apr 21-24, 2018
 - 2019 San Francisco, Apr 13-16, 2019
 - 2020 HOUSTON, Apr 25-28, 2020
 - 2021 Boston
 - 2022 San Diego
 - 2023 Philadelphia

Gary Mitchell asked about local involvement for the upcoming National Conference in Houston. National APA does ask for help with selecting mobile workshops and the orientation bus tour of host community. The planners guide to the city is no longer required. National will be reaching out to us eventually. Mike suggested we may want to meet with the NOLA planners after this year's Conference to discuss their experience.

F. New Business

Christina asked if the Board could review the implementation status of the actions steps from the action plan. Mike said the matrix can be included in the agenda for future meetings.

G. Adjourn

Doug McDonald adjourned the meeting at 2:29 pm.