



## Executive Committee Meeting

January 25, 2019

Freese & Nichols

Dallas Mavericks Conference Room -  
33rd Floor

2711 N Haskell Ave, Suite 3300  
Dallas, Texas

# MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	X	Past President*	Kim Mickelson	CC
Treasurer*/Conference Coordinator	Angela Martinez	CC	TML Rep*/TML Affiliate	Christopher Looney	CC
Section Directors					
Central	Shannon Mattingly		Northwest	AJ Fawver	CC
East/Communications Tech	Kyle Kingma	CC	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	X	Government Relations	Kelly Porter	
PODO	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC
EPL	Monica Rainey	CC	University Rep	Ivonne Audirac	
Planning Awards	Claire Hempel	CC	Student Rep	Kelsey Poole	X
Other Members					
Communications Manager	Heather Nick	CC	CM Officer	Barbara Holly	CC
Chapter Historian	David Gattis		Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay	X			
Other Attendees					
Claudia McAnelly		X			
Kim Miller		CC			

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 8:46 am.

### A. President's Report: *Doug McDonald, AICP*

Doug discussed highlights in report:

- Chapter Achievement Award to be presented at NPC2019
- The State Legislative Summit was held in December in Austin, the first time APA National has held such a summit. Mike, Doug, and Chance attended.
- Doug has appointed Angela Martinez as Conference Coordinator.
- Diversity and Inclusion Survey: thanks to Shannon Van Zandt with Texas Z&M and AJ Fawver for their work. Over 630 responses. A report to be issued in future.
- New Membership committee - led by Heather Nick and Fred Lopez sending out welcome packet
- Great Places in Texas jury committee now includes partner organizations.
- NPC19 Reception in San Francisco, joining other APA Chapters.
- Consolidated Elections are starting up - let anyone on the committee know if you want to run. New Leadership Orientation and Onboarding at end of conference in Waco.
- Waco conference call for sessions will start soon. Special Municipal sponsorship options will be added at the Annual Platinum and Gold levels, which includes 4 and 2, respectively, commissioner registrations. Partnerships are building up with partnerships track planned for Waco conference. Local Chair: Clint Peters at City of Waco.
- Chapter Awards Program and Planning Excellence Recognition applications moving online.
- FAICP nomination applications are due October 10, 2019 - will be presented at NPC20 in Houston.

Mike provided information on the FAICP process and the NPC19 reception.

### B. APATX 2017-2022 Action Plan Progress Updates

Doug discussed goals from committee work at Galveston conference. Gary mentioned challenge of communicating what Emerging Planning Leaders group is and who can participate (anyone). Kim discussed Planning Matters, which has been incorporated as a separate organization. They want to work on tools for people to reach out to legislators - ie. draft letters, etc; they are monitoring climate change and flood related bills introduced at the Texas Legislature. Richard noted, regarding partnerships, Texas Municipal Clerks Association since City Secretaries often serve their P&Z boards or Councils that review planning applications and could be a good connection. Craig Farmer mentioned he'd like to be involved and Kim said that Alan Borquez was a good connection. Doug discussed that CPC now has Chapter reporting requirement with set standards - Texas meets all of the base chapter.

1. Leadership and Conference Activities
2. Recognition, Partnership, and Communication Activities
3. Membership Recruitment, Certification, and Education Activities
4. Advocacy and Policy Activities

### C. Secretary's Report: *Christina Sebastian, AICP*

Christina presented minutes for review; they will be voted on at next full Board meeting.

### D. Treasurer's Report: *Angela Martinez*

Angela thanked people for continuing to let her know when they spend over \$125. She noted that Midwest's account balance is quite high because of Focus North Texas. Section disbursements are to be made April 1, 2019. Mike noted that the Plan4Health account name needs to change, as it's really part of National Reserve. Doug confirmed the purpose of the National Reserve account - as a cushion in case we lose funds for NPC2020 in Houston and NPC2022 (which was at one point planned for San Antonio, but they shifted it to San Diego), and Kim confirmed it is to be a cushion. Gary mentioned that draft section bylaws say to include a financial report, based on guidance by the Treasurer.

### E. TML Representative's Report: *Christopher Looney, AICP*

Christopher reported on TML board meeting held December 7, where they adopted the 2019-2020 Legislative Program. He noted that TML staff reported that it may be a more moderate session than originally predicted. There is a possible effort to bar cities from funding lobbyists with taxpayer dollars, which could hurt TML. They have produced videos to help educate people on topics such as revenue caps which are available for us to use at our discretion.

### F. Section Director's Report: *Gary Mitchell, AICP*

Gary discussed the Section Directors' Report and highlights, including: many Sections are having community service events, the Central section is starting a student grant program, Houston and Midwest involved in Future Cities, AICP exam prep workshops, TSU accreditation, Focus North Texas, and West Section is holding partner events with USGBC.

Doug noted that UTA, Texas A&M, and Texas Southern were all reaccredited.

Doug also highlighted that the Central Section is creating a policy committee and wanted to see if anyone on Board is tied in yet - he is excited about it and encourages people to join.

Gary asked if Sections can or should ever be in an advocacy-like role, to provide comments on regional plans or efforts. Doug said Sections have in past. Kim confirmed it should be fine - National encourages advocacy. 501(c)3 rule is that you cannot spend too much money on advocacy (ie. 75% or more). Gary and Kim noted potential political/job risk of taking a position. Doug noted people have asked about National taking a position on the border wall.

#### G. Professional Development Officer's Report: *Richard Luedke, AICP*

Richard discussed the November pass rate, which was lower than usual - 56%; The AICP Candidate pass rate was 23% (2 of 9), though National AICP Candidate pass rate dipped a little as well. National overall pass rates were: 66% regular and 58% Candidate.

AICP workshops kick off next week - 5 planned; 23 registered for Houston workshop (a record); Feb 2: San Antonio; Feb 9: Austin; Feb 23: Lubbock; March 2: UTA. Many workshops are free this year, sponsored by firms and Sections. Richard encourages people to attend both his 4 hour workshop and Jennifer's 6-hour workshop.

A month left for AICP fee reimbursements; 3 available from AICP Commission and 3 from Chapter. He will request funding from Fellows after 6 reimbursements used up. The reimbursements are \$350 and are particularly for people who don't get reimbursement from employer.

Kim praised Richard for his efforts. Mike asked if PDO is still doing reimbursement to attend National conference - Richard said they are but he is not eligible since he received it last year.

#### H. APATX Business and Action Items

##### 1. Authorization of Amendment to Section Bylaws – *Gary Mitchell, AICP*

Gary discussed draft uniform bylaws, an interim version on which were approved by Board at last meeting. If approved today, individual Section boards would have to vote to approve and then send to their members for vote, which will be handled by an online vote.

A few concerns that have been addressed: not having people to run for positions, particularly Director-elect - worked in flexibility to allow current officer to keep serving; if Section can't appoint people for appointed positions, elected officers can handle responsibilities; Sections are allowed to appoint additional positions; concern for due-process for removal from office; elected positions don't need to be nominated by committee - can just say they want to run; how vacancies are handled - options including holding an election to fill position; and one section at end to add provisions specific to Section.

AJ thanked Gary for his work. Wendy and Doug expressed their appreciation that Article XI allows for any customizations all in one place. Gary noted they could be adopted as is for now and revise custom section next year.

**Angela Martinez motioned to approve the Section Bylaws as drafted. The motion was seconded by Richard Luedke and passed unanimously.**

##### 2. Development of PSO Legacy Project Best Practices – *Kelsey Poole*

Kelsey Poole discussed lessons learned with PSOs from last Legacy Project and a drafted Best Practices document. Doug, Mike, and Monica commented that it would be a helpful document.

Doug mentioned potential opportunity to partner with Creative Waco, Inc. and conference sponsors for the Legacy Project at the Waco conference. Doug noted that we don't need a formal vote, but we definitely support.

#### Skipped to item J.3: NPC20 National Planning Conference

Kim Mickelson reported on the NPC planning meeting that was held in Houston in November. They've identified folks in local host subcommittee; our responsibilities - mobile workshops, orientation tours, local events; working on theme and how to market at NPC19. Need to basically finalize local sessions and mobile workshops by August of 2019. Margaret Wallace Brown, Shad Comeaux, and Misty Staunton are local host committee chairs. Kim asked for ideas on themes and promotions. Mike asked if San Francisco committee will meet with Houston committee for debrief and Kim confirmed they would. Mike asked if Chapter could set up some sort of booth for APATX at NPC19, and Kim said there might be an opportunity to do so.

##### 3. Policy Update related to PAB School Grants – *Mike McAnelly, FAICP*

Mike McAnelly reported that the current policy is to award a \$500 grant once a year to PAB-accredited school Planning Student Organizations (PSO). The Chapter has recently provided a grant to UTSA to help them with accreditation. Unfortunately they were not accredited and must wait at least a year to resubmit. The current plan is to give them a grant for one-year, but the Board could consider changing the policy by, for example, opening the grant up to other universities that are starting programs, requiring membership of ACSP, which includes UNT and UTSA, or requiring PSOs to be registered with APA, which gets them on the PSO Council.

Discussion ensued - most Executive Committee members supported using PSO registration with APA.

Kelsey asked if \$500 is restricted in use for conference attendance or for any use and it was confirmed that it's for any use.

**A motion was made by Christina Sebastian to change policy to provide grants to PSO's that have PSO registration with APA. The motion was seconded by Chance Sparks and passed unanimously.**

#### 4. TML Affiliate Services – *Mike McAnelly, FAICP*

Mike McAnelly discussed options for TML Affiliate services. The Chapter could utilize TML knowledge and experience in selecting and negotiating with large convention centers in future and could use them for the 2021 conference RFP. Could also ask TML for assistance with conference app. TML uses "Trip Builder," but we could use other company. Doug asked about costs for these - Mike said we would be billed at \$37/hour. Doug noted the process is very smooth right now using APA for registration, and supported using TML for RFP process.

People recognized that paper still needs to be available in some form, as technology can fail.

Board direction is to pursue using TML for help with RFP and advice for app, along with our own research.

#### 5. APA National Conference Administration Fee Adjustment – *Mike McAnelly, FAICP*

Mike McAnelly discussed APA National fee structure revision that is set to increase for conference registration services, for the first time in many years.

Doug discussed the benefits of remaining with APA and pointed out the cost estimate of TML is close to APA cost, along with general benefits of using APA.

The direction of the Executive Committee is to stick with APA National for conference registration.

#### Skipped to item H.11: Evaluation of AICP Code of Ethics Discrimination Policy – *Heather Nick, AICP*

Heather Nick discussed APA National leadership recently created a knowledge-based task force that prepares white papers, one of which will specifically focus on code of ethics. National Task Force will be established for changes to code of ethics. Sylvia Vargas supported APATX submitting a letter for Code of Ethics change quickly before white paper is completed or task force is established. May want to identify someone to liaison with or serve on task force, which could be Heather.

Doug expressed his support for the letter and having Heather be liaison due to work she has already completed.

**A motion was made by Gary Mitchell to authorize submittal of letter (that will not need to go to Executive Committee) and to nominate Heather Nick as liaison for the follow-up task force. The motion was seconded by Richard Luedke and the motion passed unanimously.**

#### 6. Emerging Planning Leaders Budget Amendment Request for Programming – *Monica Rainey*

Monica Rainey discussed the two items EPL would like to provide at Waco - headshots (\$2,500) and 6th annual leadership Forum and having Jay Mathis (out of Waco) facilitate the forum, for a total of \$3,300. Doug discussed that these could be handled via sponsorships, if sponsors are found. Angela suggested instead of original proposal in agenda packet, there could be an increase in EPL activities in budget from \$1,500 to \$3,000, and could revisit the item at the August Executive Committee meeting if sponsorships have not been found. This would allow EPL to put deposits down on these items. Mike asked if these funds could be part of conference budget instead of EPL. Doug clarified that if we do that, we wouldn't need to amend the budget today because costs can be absorbed into the conference budget.

The Executive Committee agreed to incorporate these two programs into the conference budget and programming.

#### Skipped to H-10: Sponsorship Assistance for CityLab High School Summit Keynote Speaker – *Doug McDonald, AICP*

Doug McDonald discussed how APATX is working with CityLab High School, a new DISD magnet school focused on architecture, urban planning, environmental science, and community development. They are looking for a keynote speaker for their Summit and Mitch Silver was suggested.

**A motion was made by Richard Luedke to allocate \$2,000 for travel expenses for Mitch Silver to speak at the CityLab High School Summit. The motion was seconded by Gary Mitchell and passed unanimously.**

#### Skipped to J-4: Hurricane Harvey Task Force

Kim Miller reported that the Hurricane Harvey Task Force is meeting bi-weekly. They are planning a Forum to connect Sandy and Harvey workers, and to allow more people to participate, they are planning some webinars for the week of February 20 and March 20 with full forum event later in spring. NYC Planning Resilient Neighborhoods website is good kickstarter for conversation. Discussion was had about possibly recording some of these webinars and forum. Carol Barrett has been leading downtown Rockport team. The forum is to be held in the coastal bend area. Doug suggested reaching out to local MPO to see if maybe they'd be interested in helping record the sessions. They are seeking hoping to get AICP CM credits and are looking for volunteers for forum. Discussion was held about possible flood-related bills filed.

### 7. Budget Amendments related to Anticipated Travel Expenses – *Angela Martinez*

Angela Martinez pointed out that since we changed the EPL item H-6, and added the CityLab item H-10, we will be discussing something different from the proposal in the agenda. She discussed how the adopted budget is conservative, particularly the National Grant Income. Revised proposed changes are:

- **Increase dues rebate by \$9,000 (to \$79,500)**
- **Increase Officer's travel budget by \$2,500 (to \$8,000)**
- **Increase President's travel budget by \$500 (to \$5,500)**
- **Add Legislator travel budget for \$2,500 - must be approved by Executive Administrator along with either President or Treasurer (due to quickness of Legislative process)**
- **Add line item for Citylab Sponsorship of \$2,000**
- **Increasing student rep budget by \$500 (to \$1,000)**

**A motion was made by Christina Sebastian for the above changes. The motion was seconded by Gary Mitchell and passed unanimously.**

### 8. Reimbursement Request for Chapter President-Elect – *Doug McDonald, AICP*

Doug McDonald discussed how, due to Chance's employment change, his new employer does not have budget as expected for him to attend NPC19. As President-Elect, he would benefit from shadowing Doug at NPC before Doug steps down. Registration fees must be approved by EC.

**A motion was made by Gary Mitchell to reimburse Chance Sparks for registration fees for NPC19. The motion was seconded by Christopher Looney and passed unanimously.**

### 9. Travel Reimbursement Request for APA Region III Director – *Doug McDonald, AICP*

Doug McDonald reported that the CPC Grant for the NPC20 Houston promotional video will pay for part of the video production. Wendy Shabay will be part of video and will need to travel to Houston. Funds for travel (\$400) are available in the Miscellaneous Travel budget, but must be approved by the Executive Committee.

**Chance Sparks motioned to approve reimbursement for travel for APA Region III Director for travel for the NPC20 Houston promotional video. The motion was seconded by Richard Luedke and passed unanimously.**

### 10. Sponsorship Assistance for CityLab High School Summit Keynote Speaker – *Doug McDonald, AICP*

Discussed earlier.

### 11. Evaluation of AICP Code of Ethics Discrimination Policy – *Heather Nick, AICP*

Discussed earlier.

## 12. NPC19 Travel Authorization for ComTech - *Mike McAnelly, FAICP*

Doug McDonald discussed how the Executive Committee must approve preauthorization of travel funds for the Communications Tech. The City of Tyler is paying half of the costs for travel to NPC19. Funds are available in the budget.

**Chance Sparks motioned to approve travel reimbursement preauthorization of \$1,230.50, to be shared with City of Tyler for the Communications Tech. The motion was seconded by Christina Sebastian and passed unanimously.**

### I. Communications Tech Report: Kyle Kingma, AICP

Kyle Kingma discussed the Communications Tech Report in the agenda packet. Upcoming items of note include legislative updates, conference updates, and the Facebook group.

### J. Other Committee Updates

#### 1. APATX19 Texas Chapter Conference

Doug McDonald reported that Mike and Doug are actively working on the conference planning. The opening night reception will likely be at Indian Springs Park as the suspension bridge will not be available. Working with Creative Waco, Inc. for similar event as we had in Galveston on Thursday night, where we may be closing Austin Street. The contract is in place with the convention center and hotel. Call for Sessions to open Feb 15. Will be looking for volunteers for conference committee, and they do not have to be local. Clint Peters will be the local chair.

Richard asked about closing the other bridge. Doug reported that the sidewalk and road are separated by a barricade. We have the ballroom available in the convention center for inclement weather.

#### 2. 2019 Great Places in Texas Selection Committee

Doug McDonald reported that the 2019 Great Places will be selected February 1, but are to remain confidential till April.

#### 3. NPC20 National Planning Conference

Discussed earlier.

#### 4. Hurricane Harvey Task Force

Discussed earlier.

#### 5. APATX Officer Nomination Committee

Doug McDonald mentioned that the nominations kick off March 1.

### K. New/Other Business

Mike McAnelly informed the committee that Patrick Walsh and Bruce McClendon recently passed away. Discussion was had to possibly honor Bruce McClendon at the NPC19 Texas reception.

### L. Future Meetings

- APA Texas Board of Directors and Executive Committee – May 3, 2019 in El Paso
- APA Texas Executive Committee – August TBD in Central Texas
- APA Board of Directors and Executive Committee – November 6, 2019 in Waco
- New Chapter and Section Officer Orientation and Onboarding Training – November 8, 2019 in Waco
- APA Texas Chapter Conferences:
  - APA Texas Chapter – Waco – November 6-8, 2019
  - APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
  - 2019 San Francisco, Apr 13-16, 2019
  - 2020 HOUSTON, Apr 25-28, 2020

### M. Adjourn

Doug McDonald adjourned the Board meeting at 12:43 pm.