



## Board of Directors Meeting

**May 3, 2019**

Hotel Indigo

325 N Kansas St.

El Paso, TX 79901

# MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	X	Past President*	Kim Mickelson	X
Treasurer*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	CC
Section Directors					
Central	Martin Zimmerman	CC	Northwest	AJ Fawver	CC
East	Kyle Kingma	CC	Southwest	Rebecca Pacini	
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook	X	West	Fred Lopez	X
North Central	Kendall Howard	CC			
Standing Committee Chairs					
Professional Development Officer*	Richard Luedke	X	Planning Official Development Officer	Ann Bagley	
Government Relations	Kelly Porter		Advocacy Network Liaison	Craig Farmer	X
Emerging Planning Leaders	Monica Rainey	CC	University Rep	Ivonne Audirac	CC
Planning Awards	Claire Hempel		Student Rep	Kelsey Poole	
Membership	Fred Lopez	X	Diversity and Inclusion	AJ Fawver	
Conference Coordinator*	Angela Martinez		Hurricane Harvey Committee	Kim Miller	
Other Members					
Communications Manager	Heather Nick	X	Certification Maintenance Officer	Barbara Holly	
Chapter Historian	David Gattis	X	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay		Communications Tech	Kyle Kingma	CC
Other Attendees					
Kevin Smith, West Section Director-Elect					
Marcy Tuck, West Section Treasurer					

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 8:31 am MST.**

#### A. President's Remarks: Doug McDonald, AICP

Doug gave report about report in meeting packet:

- NPC19: they had great promotion for NCP20 in Houston and the Texas and Area 3 Reception was successful
- Delegate assembly:
  - Thanks to the Texas delegates: Lee Battle, Fred Lopez, Robert McHaney, Susan Watkins, Matt Bucchin, Gincy Thoppil, Martin Zimmermann, and Angela Self
  - Approved and passed three new policy guides for Housing, Equity, and Transportation
  
- The Chapter received national recognition, and Liberty County plan?:
- NATIONAL PLANNING ACHIEVEMENT AWARD FOR RESILIENCE PLANNING — SILVER: Liberty County/Texas Target Communities
- PLANNING ACCREDITATION BOARD OUTSTANDING SITE VISITOR AWARD: Fernando Costa, FAICP
- PROJECT POSTER WINNERS:
- MJ Biazar (Texas A&M) won first place in the Disaster Resilience and Climate Change Track for "The Texas Freedom Colonies Project"
- Jacki Kuzio (Texas A&M) won in the Planning for Inclusiveness and Social Justice Track for "Bridging the Transportation Divide."
  
- Chapter and Section bylaw amendments are currently up for vote and due May 22
- HB3314 and HB3315 - have added language to let cities opt in or opt out
  - Chance gave more info on the bills themselves and their status
- Consolidated election process is going on now - voting occurs this summer
- New leadership orientation on Friday, November 8 at end of Waco conference
- Applicants are now about to make payments over the internet for Chapter awards and planning excellence awards.

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

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

Doug summarized report in packet. Partner organizations include American Society of Landscape Architects, Urban Land Institute, AARP, A&M Texas Transportation Institute, Texas Public Health Association, Texas Historical Commission.

Richard discussed speaking with the Texas Clerks Association and they are receptive to partner. We will need to have a meeting between Doug and their leadership. Fred also discussed the idea to develop a list of planning directors, secretaries, and other people who lead planning efforts. Mike discussed challenge of reaching smaller cities, and mentioned that TML might be the best opportunity to reach them. Fred mentioned some areas don't have planning programs but may have some courses or certificates that we could partner with.

Kim mentioned that Planning Matters is its own organization now. Kim Mickelson and Christopher Looney mentioned that the ability to customize online tool to send letters to your representatives is very important.

#### C. Executive Committee Reports

##### 1. Secretary's Report: Christina Sebastian, AICP

Christina presented the minutes and mentioned some minor edits need to be made to the October minutes.

**Angela Martinez motioned to approve all three minutes as amended. The motion was seconded by Richard Luedke and passed unanimously.**

##### 2. Treasurer's Report: Angela Martinez

Angela summarized the Treasurer's report. The first Section disbursement was made April 10, 2019 and the second is to be made on or around October 1, 2019. Angela will be moving another \$5,000 from state account to State Chapter Reserve for a total of \$25,000. Grant requests have been sent out and are due soon. Mike discussed renaming or reusing the Plan4Health account for potential new health grant.

Skipped to item C.4 next

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

Christopher Looney shared that March 29 was the most recent TML Board meeting, mostly to discuss legislative update. Many of the bills have been left pending in committee, but that could change at any moment. The upcoming TML conference is

Oct 9-11 in San Antonio; APATX has submitted as an affiliate to have a session at the conference: Wendy Shabay's Amazon and economic development session held at the Galveston conference.

Gary asked if there might be a special legislative session - Chance said not yet, though expects they will have one if property tax and school finance reform do not have action. HB3167, about timeliness of development applications, will be a problem for cities. HB3314 has been added to 3167 but we will oppose that. Chance added that the reason 3167 exists is because processing efficiency can be really bad in some cities and maybe we can help work to help that. Gary mentioned the chair of the Houston planning commission wants to do a training session on platting 101. Craig added that we could educate members on plat approval and also an idea for a flyer for cities to have at their front counter explaining how this will be challenging for developers.

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

Gary gave summary of section director's report. AJ added that the Northwest Section is having their first regional conference this coming Friday.

Back to item C.3.

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

Richard discussed items in his report. They held 5 workshops between January and March, with the 6-hour Jennifer Cowley workshop at end and with record attendance - a total of 100 workshop attendees. They did not charge for the 4 hour workshops due to partnerships with Sections and some private firms. He expects to have the next round of workshops in July and August. They awarded a total of 7 fee reimbursements: 3 from AICP Commission, 3 from the Chapter, and another they hope to have Fellows sponsor. That uses them all up for the year, but AICP Commission scholarships other Chapters don't use may become available. The Texas Center for Municipal Ethics provided some sponsorships for planners at the 2017 conference and he is hoping to get one for the 2019 conference.

### D. APATX Business and Action Items

#### 1. Fiscal Year 2020 Budget and Policy Development for use of Conference Reserve Funds – Angela Martinez

Angela elaborated how the Conference Reserve Fund started in 2014 due to NPC20 being held in Houston and potential NPC22 in San Antonio (which was changed). The Chapter is unable to predict attendance at the 2020 APATX conference due to location (El Paso) and NPC20 being held in Houston. Now the Board needs to clarify if Reserve funds are for emergency backup (not to be used till after/during El Paso) or if they are for events/promoting NPC20. We have currently spent about \$2,300 on promotional items for NPC20 already. Angela pointed out our budget trickles down to Sections and funds our staff.

Doug added that the previous El Paso conference was especially challenging because it was rescheduled after a hurricane hit Galveston and we had to reschedule only three months out. Angela added that we typically budget about \$5-6,000 for the Chapter reception at the NPC, but will need more for NPC20 Texas Reception - \$10-15,000, possibly.

Kim elaborated on potential NPC20 expenses: National will chip in \$1,000 for promotional items and the local host committee could seek local sponsors. She does not see using a portion of the Reserve for NPC20 promotions but would like to sit down to discuss possible expenses and see what we can do to find funding.

Gary asked if the fund would continue after conferences as it seems like a good idea to have all the time.

Dave asked if the Educational fund is what is in brokerage account, and Mike said yes. Mike said National didn't like us having a high reserve amount, so the Chapter provided grants to universities and the remainder went to the brokerage account.

Mike added that conferences have been very successful the last 5-6 years. We bumped up estimated attendance from 450 to 700, but we plan to be conservative in planning for El Paso (back to 450). Texas Reception is typically with CPC Reunion. An idea was suggested to move the Texas Reception be the Welcome Reception, but we might lose partnership with CPC reunion, which is typically held afterwards at the same venue. The budget for Texas Reception at NPC19 was \$7,500 with \$2,500 from CPC and \$1,000 with other Chapters. Angela added that those numbers were higher due to being in San Francisco. Mike asked if we want to use some of the Reserves to enhance activities at National conference.

Doug added that Waco and El Paso are both providing incentive grants for us to come (\$10,000 and \$20,000, respectively).

Craig added that having Texas identity at NPC20 is important and we want to control our events. Kim said she'd expect that local sponsors could cover our expenses.

Richard pointed out that the Waco conference is at the end of the largest CM reporting period.

A suggestion was made to create a list of activities we might want to fund, and not touch reserve funds.

**Kim Mickelson made a motion that the Board take the policy position that funds for Reserve funds are for future Chapter needs based on conference performance through 19 and 20 conferences. The motion was seconded by Dave Gattis and passed unanimously.**

Mike and Kim are to make list of activities by June 12-14 meeting at NPC20 planning committee.

## 2. Consideration of Special Committee for 2020 Census – Doug McDonald, AICP

Doug discussed the proposal to form a special, nonpermanent committee for the 2020 Census. Of 6 national Census offices, 1 is in Dallas, so it's a good opportunity to partner. Heather pointed out it's also a good partnership opportunity for MPOs. Dave clarified that no funds are needed. Gary clarified if we need to establish membership makeup - Doug said it could be up to committee.

**A motion was made by Gary Mitchell to establish a special committee for the 2020 Census. The motion was seconded by Angela Martinez and passed unanimously.**

## 3. Department of State Health Services Public Health/Planning Grant Program – Mike McAnelly, FAICP

Mike reported on a potential partnership with Texas Public Health Association (TPHA) and Department of State Human Services (DSHS). They have asked APATX to submit a proposal in partnership with TPHA and have offered a \$100,000 grant over a two year period. The proposal is for 6 roundtables (3 each year), to produce a resource guide of existing materials that could be used for active living planning. This item to for APATX to enter into an agreement with DSHS. Mike spoke with Melissa Oden, former head of TPHA, who says they would like to partner with us. They have a separate grant for focus on rural communities and expect to be able to coordinate with us when that wraps up. The proposal is to have Melissa Oden serve as project manager, with 6 interns over the two-year period and a task force with members of TPHA and APATX.

**Kimberly Mickelson moved to approve to enter into a contract with DSHS for grant. The motion was seconded by Dave Gattis and passed unanimously.**

## 4. AICP Certification Maintenance Update – Doug McDonald, AICP

Doug summarized potential changes to mandatory CM credits:

- Add 1 hour credit for Equity
- Add 1 hour credit on targeted topic which will remain in place for 4 years (first is Climate Change)
- Change Law requirement to 1 hour
- Change Ethics requirement to 1 hour
- All mandatory credits must be 1 full hour long
- General membership will be solicited for feedback
- Timeline is to go into effect is 1/1/2021

Previous EC concern with lowering Ethics requirement, but Equity will help meet that.

CPC concern with targeted topic and how sessions will qualify and also with some areas not being able to use the phrase Climate Change due to political environment.

Dave pointed out NPC sessions are 1.25 hours, which doesn't meet current 1.5 hour requirement. Chance stated he hopes APA produces training on how to have Equity sessions, particularly in less diverse communities. Kim said National got flack for having 1.5 hour sessions at National that overlap with regular sessions. There was concern that there isn't a Texas expert for Equity, but APA Learn could help with that.

Gary asked if there would be a CM provided audit and if any sessions ever get denied. Doug responded that Chapters can be gatekeepers and have done some rejections. Audits may happen Chapter-by-Chapter but not sure if commonplace.

## E. Standing Committee Chair Reports

### 1. Planning Official Development Officer: Ann Bagley, FAICP

Ann was not able to be on the call. Doug said she has started work on short course and will be starting up the roadshow for regional workshops soon.

### 2. Emerging Planning Leaders: Monica Rainey

Monica reported idea from Jake Gutekunst of Central Section to host University Welcome Event the week before classes start, maybe after Planning program orientations to introduce people to APA Chapter. Starting plans for that for this August/Sept.

Would like to host University Welcome reception at conference on first day of conference. Alexis Garcia would like to create EPL conference program track.

Ivonne said she supported these ideas. Doug and Mike will touch base with Monica on conference activities soon. If EPL can help with any activities for NPC20 they would like to partner.

### 3. Planning Awards Chair: Claire Hempel, AICP

Claire was not able to be on call. The call for awards is now open.

### 4. Government Relations: Kelly Porter, AICP

Kelly was not able to be on call.

## 5. Advocacy Network Liaison: Craig Farmer, FAICP

Craig mentioned a few upcoming legislative events: North Central on April 5, UT Law School on April 26 about annexation; TML Region 12 on May 9 about annexation; BPI on May 22 about legislation. They are watching a few bills that are generally negative for cities. The last day of the legislative session is May 27.

## 6. Membership Chair: Fred Lopez, AICP

Fred reported that the Membership Committee is sending out letters to new members on resources, social media, and Chapter. They are currently finalizing the membership report which analyzes Chapter membership profile - location, year joined, student memberships, university profiles, plus more detailed information for Sections as well as specific information on commissioners.

## 7. Diversity and Inclusion Chair: AJ Fawver, AICP

AJ reported on the diversity and inclusion survey: 638 responded, with 586 completed survey. They have 18 volunteers on the committee, with the first group call scheduled for mid-May. Hoping to start marketing information based on results of survey. A session proposed for Waco on unconscious bias. Hoping to have some Division coordination, such as Women in Planning.

## 8. University Rep/Student Rep: Kelsey Poole/Ivonne Audirac

Kelsey was not able to be on call. Ivonne said that she had no report to make.

### F. Other Appointed Member Reports

#### 1. Communications Tech: Kyle Kingma, AICP

Kyle reported (his report didn't make it into packet) on these topics:

- Great Places in Texas announcement had over 13k video views and was shared over 154 times.
- There are some issues with the website being worked on.
- Coming up: promoting Waco conference and Planning Excellence nominations.

Mike discussed rebranding of Planning Excellence award. Dick Lilly, who has been ill. To recognize Dick Lilly for his contributions to the planning profession and APATX, we have rebranded the Planning Excellence award in honor of him as the Richard R. Lilly, FAICP Planning Excellence Recognition Program.

Doug also mentioned we will be transitioning to the APA National website platform, which is good because we have had a lot of issues with our website lately. The transition will take a while, but expect it will be better in the long run.

#### 2. Communications Manager: Heather Nick, AICP

Heather elaborated Florida recently wrapped up their transition to the APA National website platform (they were a pilot Chapter). They have a list of editors and admins to help with transition and would like to include Sections and other interested people. It should take about two-weeks to set up and then an hour training on how to use. The transition is expected to take about 6-7 months and also will allow us to charge for job postings and get reimbursed.

#### 3. Chapter Historian: Dave Gattis, FAICP

Dave said that we reported on the oral history project to College of Fellows and they were interested in it.

#### 4. Certification Maintenance Officer: Barbara Holly, AICP

Barbara was not able to be on the call. Richard has sent a list to Barbara of those who do not have required CMs. 19 did not make it by the grace period (April 30).

Mike and Craig mentioned that at the Fellows meeting in San Francisco, it was discussed that if a Fellow doesn't get CM credits in on time, they would need to get reinstated as AICP, but there is no process for reinstatement of FAICP. Though there is an option to go "inactive" but not if you wish to remain an active, practicing planner. There may be a need to establish a formal process for reinstatement of FAICP.

### G. Special Committee Updates

#### 1. AICP Fellows Chapter Nominating Committee – Craig Farmer, FAICP; Mike McAnelly, FAICP

Craig and Mike reported on the Fellows nomination process. The Chapter has over 250 possibilities. They would like to narrow the list to 6 people who have a good story to tell. Right now 15 people have expressed interest. They will be looking for mentors for final applicants to help them through the process. Dave added that there is a gender imbalance among Texas Fellows.

#### 2. APATX19 Texas Chapter Conference – Angela Martinez; Mike McAnelly, FAICP; Doug McDonald, AICP

Doug reported that we received good session submittals. Preconference workshops are scheduled for Wednesday: Working with the Media, Leadership Forum, Advocacy and Storytelling, Planning in Communities along US-Mexico Border, Equity

Guide, APA Sustainable Communities Division workshop, and Form-based Design Standards workshop with Randall Ardent (on Friday). Opening events Indian Springs Park and Hippodrome, both with street closures. Registration starts July 1.  
Skipped to G.5

### 3. NPC20 National Planning Conference – Kimberley Mickelson, JD, AICP

Kim reported that have been meeting with National Planning Committee. National takes care of much of the planning, though a local planning committee is established. They have created subcommittees, and mobile workshops are the big need at the moment; they have been asked to identify between 80-100 mobile workshop possibilities.

Doug mentioned that the Great Places video played at Houston booth at NPC20 and an edited version played at Closing Reception.

Volunteers are different from National student volunteers, but rather to help with local events and mobile workshops. They should not need to register for the conference but could just help with one session. Louis is working on Planners Guide to Houston, and are trying to find sponsors to help pay for printing.

**Discussion was held about Texas Chapter reception or having own opening reception. Anticipate having more Texas planners than usual. The Board prefers to continue having a Texas Reception at NPC20.**

### 4. Hurricane Harvey Task Force – Kimberly Miller, AICP

Kimberly wasn't able to be on the phone

### 5. APATX Officer Nomination Committee – Chance Sparks, AICP

Chance summarized that they do have two people running for each position at the Chapter level.

Doug adjourned for a break at 12:00 pm MST.

Doug restarted the meeting at 12:11 pm MST.

Returned back to item G.3

## H. New/Other Business

### 1. Border Track/Conference Proposals

Kim reported on the border issues track report in packet, which could continue at NPC22 in San Diego.

Marcy asked about how coordination with New Mexico has gone. Kim said they talked in San Fran and their conference is in Roswell in September 2020, which makes coordination challenging. Discussion was held about soliciting speakers from NM, and about AICP workshop being helpful to bring NM planners over.

### 2. AICP Discrimination Policy Update – Heather Nick, AICP

Heather reported regarding the Kansas Chapter sending a letter of support regarding possible change to code of ethics regarding discrimination. Texas sent a letter in February and Florida has also sent a letter. Only 21 states and DC have laws regarding discrimination on sexual orientation.

### 3. 2019 Texas Public Health Association Conference – Christina Sebastian, AICP, Mike McAnelly, FAICP

Item is actually for Texas ASLA conference. Mike and Christina reported on the conference. They have a similar style to ours, but some differences in setup. There was no lunch on Friday, but rather explicitly on your own.

### 4. 2021 and 2022 RFP for Conference Locations – TML Services – Mike McAnelly, FAICP

Mike reported that we have talked about using TML for conference selection. August and November meetings will be a good time to work on selection. Mike will be following up with TML on services. May want to look at North Texas and Central Texas for next two locations. Where do we stand on Valley/McAllen? Couldn't be 2021 but maybe the next year.

### 5. Texas Municipal League Conference– Conference APA Exhibit, Session, and 2020 Legislative Priorities - San Antonio, October 9-11, 2019

Doug reported TML conference is coming up. As Christopher mentioned, we will be sponsoring APA session. We will have a booth and we will need new swag and people to work the booth.

## I. Future Meetings

- APA Texas Executive Committee – August TBD in Central Texas

Intending to invite the full Board to meeting.

- 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
  - 2020 HOUSTON, Apr 25-28, 2020

Craig mentioned that there will be an effort to raise \$50,000 in perpetual fund for scholarships and such.

J. Adjourn

**Doug McDonald adjourned the Board meeting at 1:04 pm MST.**

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Minutes approved by Board of Directors November 6, 2019.

Secretary: Christina Sebastian