



Executive Committee Meeting

August 23, 2019

San Marcos Activity Center

501 E Hopkins Street

San Marcos, TX 78666

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	X	Past President*	Kim Mickelson	CC
Treasurer*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	
Section Directors					
Central	Martin Zimmerman	CC	Northwest	AJ Fawver	
East	Kyle Kingma	X	Southwest	Rebecca Pacini	
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook	X	West	Fred Lopez	CC
North Central	Drew Brawner				
Standing Committee Chairs					
Professional Development Officer*	Richard Luedke	X	Government Relations	Kelly Porter	
Planning Official Development Officer	Ann Bagley		Advocacy Network Liaison	Craig Farmer	
Emerging Planning Leaders	Monica Rainey		University Rep	Ivonne Audirac	
Planning Awards	Claire Hempel		Student Rep	Samantha Bradley	CC
Membership	Fred Lopez		Diversity and Inclusion	AJ Fawver	
Census 2020 Committee	Joey Crumley	X	Hurricane Harvey Task Force Chair	Kimberly Miller	CC
Other Members					
Communications Manager	Heather Nick	X	Certification Maintenance Officer	Barbara Holly	CC
Chapter Historian	David Gattis	X	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay		Communications Tech	Kyle Kingma	X
Other Attendees					
Claudia McAnelly		X	Matt Bucchin, APA Sustainable Communities Division Chair		X
Abra Nusser		CC	Karen Walz		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

Doug McDonald called the meeting to order at 9:05 am

A. President’s Report: Doug McDonald, AICP

Doug summarized the report:

- Membership survey: East Section won participation award. More to be discussed at retreat in afternoon.
- Legislative Update was a success, with assistance from APA National. Presentation available [online](#).
 - Tamara noted that the legislative update was great and that we should do those more often
- 2019-2020 sponsors are breaking records, due to great work by Rob Rae - it should be at least over \$70,000. This work helps take the load off Mike and helps to support Section grants. New Municipal sponsorships are also proving successful.

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

- Chapter and Section bylaw updates
 - Gary asked if there are any tools to have more open meetings for Sections - ie. so people can call in; we hope to share tools during training in November
- NPC20 update
- APA National has reported that they will finally be changing sign-up method for commissioners to be an online process (currently has to be faxed in)
- May need a partnership role on the Board
- Now in contact with Texas Municipal Clerks Association (City Secretaries’ Association)
- Tamara mentioned another possible partner: Association of Rural Communities in Texas

C. Executive Committee Reports

1. Secretary’s Report: Christina Sebastian, AICP

No action made on Board minutes.

Chance Sparks motioned to approve the Executive Committee minutes for July 12, 2019. The motion was seconded by Gary Mitchell and passed unanimously.

2. Treasurer’s Report: Angela Martinez

Skipped to C.3

Angela mentioned that the mileage rate for APATX reimbursement is the non-profit 501(c)3 rate of \$0.14 per mile. Tamara asked if we can reimburse gas receipts; that could be okay if Section has it budgeted. Richard suggested adding a note on reimbursement sheet.

Second Section disbursement is typically done day before fall Board meeting (Nov 5, 2019), but with conference pushed back, it could be done Oct 1 at start of the fiscal year if that is better. After discussion, it was determined the second disbursements will be made Oct 1, 2019.

Angela discussed Reserve budget. Do we take this year’s \$5,000 reserve and put it into expenses for Houston? Opening Reception could be made more special with additional funds, but will discuss more later in the meeting.

Mike reminded folks about email security throughout APA - don’t transfer money without double-checking with person requesting funds.

To C.4

3. TML Representative’s Report: Christopher Looney, AICP

Christopher was not able to be on the call.

Chance discussed that TML is evaluating things after the last legislative session. Mike mentioned APATX will be exhibiting at the TML conference in San Antonio in September. Looking for assistance if anyone is available.

Back to C.2

4. Section Director’s Report: Gary Mitchell, AICP

Gary highlighted that Sections are doing great at communications lately.

Fred mentioned conference committee has started meeting for El Paso conference.

Tamara added that Midwest will be doing Focus North Texas in 2020, again as a partnership with North Central.

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

Richard reported May exam pass rates are slightly lower - 46% for regular (also lower for National; 46 took it) - 53% for AICP Candidates (19 took exam). Workshops are scheduled for late summer ahead of November exam: DFW (22 on July 27 at UTA, Midwest covered expenses), Austin (14 on Aug 3, Freese and Nichols and Central covered expenses), and Houston (22 on Aug 17 at Texas Southern, Houston Section sponsored) - all great successes. The Waco conference falls within the November testing window, so it's great to have these early.

D. APATX Business and Action Items

1. 2020 Fiscal Year Chapter Budget Recommendations – Angela Martinez

Angela reported on Section grant requests. We have higher income due to dues increase. She discussed major changes:

- Increase in sponsorships, Planners Day advocacy scheduler (very complicated for volunteer to do who is also meeting with legislature) - APA national has professional scheduler to help, Houston 2020 related expenses, Planner's Day as a 2-day event, graphics assistance, additional travel expenses, award costs (plaques, videos, etc)

The budget is very conservative - it was not that long ago that Section grant requests were very difficult as membership and conference attendance were down.

Grant requests were all awarded at (at least) full amount except North Central, which is a self-sustaining Section.

Tamara clarified if graphics assistance was to hire someone else - Doug reported it is for software costs.

Dave asked how often we do an audit. Mike said one needs to happen. He will get a quote - we have \$7,000 available, but recommended an additional \$5,000 for accounting, by changing sponsorships to \$45,000. Angela mentioned challenge in balancing what expenses apply to what fiscal year, what costs are conference versus Chapter expenses (ie. computer purchases, office supplies). Suggested renaming Board Retreat line item to Chapter Action Plan.

The Executive Committee discussed \$5,000 that is typically put in Chapter Reserve for Houston 2020 Related Expenses (separate from Chapter Reception, which is also budgeted to increase due to expected higher attendance of Texas planners). Due to successful sponsorships, we are doing well.

Tamara asked about Future City sponsorship. Clarified it's within Conferences line-item and changed name to Conference and Sponsorships.

A motion was made by Gary Mitchell to recommend approving the budget (including Section grant requests) as amended (increasing Sponsorships to \$45,000, increasing Accounting cost to \$12,000, changing the name of TML Conference line item to Conferences and Sponsorships/TML Conference and Future Cities, cost of Adobe Creative Cloud to Graphics Assistance) for ratification by the full Board. The motion was seconded by Richard Luedke and passed unanimously.

A motion was made by Christina Sebastian to change the Section grant disbursement date to the first day of fiscal year from here on forward. The motion was seconded by Gary Mitchell and passed unanimously.

2. 2021 and 2022 RFP for Conference Locations – Mike McAnelly, FAICP

Mike discussed draft RFP for 2021 and 2022 conference locations. 2021 should be in North or Central Texas, with 2022 located anywhere. Due October 14 so that they are available at November Board meeting.

Questions from multiple people about McAllen. Doug explained that focus on North or Central Texas is to get it back to a major city after two years of unpredictable attendance (2019 and 2020) and then can go somewhere smaller the following year.

Tamara asked why we don't do years further out - Doug said it has to do with needed deposits and cash flow issues.

Christina Sebastian motioned to approve issuance of the RFP by Mike McAnelly. The motion was seconded by Chance Sparks and passed unanimously.

E. Special Committee Updates

1. AICP Fellows Chapter Nominating Committee – Mike McAnelly, FAICP

Mike summarized the Fellow nomination process. This year's nominees are: Wendall Davis, Patrick Howard, Kim Mickelson, Gary Mitchell, Veronica Gonzalez-Soto, Wendy Shabay, and Ann Zadeh. The application is a very involved process; will be announced at NPC20.

Skipped to E.4

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

Doug gave registration summary for APATX19 - early registration was very strong. The opening reception should be able to be on the Suspension Bridge due to delays in starting upcoming construction project.

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

Kim discussed the report in the packet on NPC20. Attendance is expected to be lower due to some state bans on using public funds for travel to states with discrimination policies/laws. The local committee is unhappy with logo. Discussion was held on how to promote NPC20 at Waco, Opening Reception ideas, and Texas Chapter reception locations. Doug encouraged working closely with the Local Host Committee on choosing location and to let them provide a list of options.

4. Hurricane Harvey Task Force – Kimberly Miller, AICP

Kimberly reported on upcoming Harvey/Sandy webinar. Carol Barrett will speak as will Diane Prost, and FEMA/NJ speaker. September 6.

Back to item E.2

5. 2020 Census Committee – Joey Crumley, AICP

Joey shared details from the report: Complete Count Committees are forming earlier in the process this Census, but there is still quite a bit of work to do at the local, regional, and national levels. They are sharing information on APATX website. More multilingual documents expected from Census. Concern about participation not just due to citizenship question but also distrust in government. Looking for participants on the west side of state. They don't want to do big push too early - that needs to start in March or February. Fred said the West Section would love to participate. Kim suggest Mitch Wright re: border issues. Tamara agreed that working with the Texas Association of Regional Councils (TARC) would be a great idea. Dave asked about how the online survey will work; people will get a postcard in the mail with instructions, and will still be mailing form. Heather recommended Michael Howell from Tyler MPO. Mike suggested the committee could use the Chapter's conference call and GoToMeeting accounts.

6. Chapter Planning Awards Committee - Claire Hempel, AICP

Claire was unable to attend meeting. APA Ohio judged awards for Texas this year (and Texas planners judged awards for APAOH).

F. New/Other Business

1. Discussion of Potential Chapter Dues Increase for Legislative Assistance – Doug McDonald, AICP and Chance Sparks, AICP

Doug summarized the issues with the 2019 legislative session and the potential need for legislative assistance next session, since we are doing it solely with volunteers.. About 1/3 of Chapters have paid legislative staff. Before 2015 we had a flat membership fee - change in 2016 to percentage-based rate (25%), which allowed for hiring Communications Tech. The Chapter would need to plan for when this might take effect to allow employers to budget. APAFL does this for ~\$45/year, though may be able to get lower level of service for less cost.

Chance and Kim talked about how this would be a good thing. Abra suggested RFP could include digital tools to provide better access to legislative session. Heather discussed how member survey had strong responses on legislative session. Tamara said we should cut out lower percentages if we know they won't cover what we need. Chance suggested we do a Request For Information. Doug said if we do increase dues, we do it once, not come back again in a couple years. Gary asked about reaching out on if fees would vary based on activity. Kim mentioned we also increased the fees for conference during last dues increase, which was bad timing. Tamara said we should include Abra's suggestion regarding online tools in RFI. Matt Bucchin pointed out that motivation for additional fees often comes after a tragedy and we should communicate WHY we are doing it. With continual bill proposals regarding ban for public funds on lobbying we need to make sure we communicate that we'd be okay paying for this legislative assistance.

2. Update on New APATX Website – Heather Nick, AICP and Kyle Kingma, AICP

Heather discussed that we are getting new website to be hosted by APA National which should be much more user-friendly. Chapter will not be charged for job posting fees, at least at this time. Migration should be fairly seamless and not overly-noticeable to users. The new website is expected to be in place by Nov 1. The login will be same as APA National login for all users. They are making sure job posting structures are properly in place (three levels available). Kyle will be primary on migration with Heather for QC. Will need to coordinate with Sections. Can include information as part of on-boarding in Waco.

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

Skipped due to time

4. Texas Municipal League Conference– Conference APA Exhibit and Session - San Antonio, October 9-11, 2019 – Christopher Looney, AICP

Skipped due to time

5. APA Texas State Legislative Symposium – March 30-31, 2020 – Doug McDonald, AICP and Chance Sparks, AICP

Doug summarized plans to expand Planners Day to two-day event with day of training before meeting with legislature. Need to plan now to coordinate with Capitol.

6. NPC20 Texas Reception Location – Mike McAnelly, FAICP and Chance Sparks, AICP

Skipped due to time

7. Development of Chapter Succession Plan – Doug McDonald, AICP, Kelsey Poole

Doug said this is an elective of CPC performance criteria - this is the only one that APATX did not have. No Chapters have one yet. We hope to build in with retreat and make an assignment for Past-President. The idea is to document all the important things the Chapter does. Samantha reported on PSO succession plan - wanting to form a small committee to document PSO needs.

8. Diversity and Inclusion Survey Report Summary – Shannon Van Zandt, AICP (Report at 1:00pm)

Will be covered in the afternoon.

G. Future Meetings

1. APATX Board of Directors & Executive Committee – November 6, 2019 in Waco
2. New Chapter and Section Officer Orientation and Onboarding Training – November 8, 2019 in Waco
3. APATX Executive Committee – January 31, 2020 in Central Texas
4. APATX Board of Directors & Executive Committee – Spring in 2021 Conference Location
5. APA Texas Chapter Conferences:
 - i. APA Texas Chapter – Waco – November 6-8, 2019
 - ii. APA Texas Chapter – El Paso – October 7-9, 2020
6. National Planning Conference
 - i. 2020 HOUSTON, Apr 25-28, 2020
 - ii. 2021 BOSTON, May 1-4, 2021
 - iii. 2022 SAN DIEGO, April 30-May 3, 2022
 - iv. 2023 PHILADELPHIA, April 1-4, 2023
 - v. 2024 MINNEAPOLIS, April 13-16, 2024
 - vi. 2025 DENVER, March 29-31, 2025

H. Adjourn

Doug McDonald adjourned the meeting at 12:48 pm.

Minutes approved by Board of Directors November 6, 2019.

Secretary: Christina Sebastian