



American Planning Association
Texas Chapter

Making Great Communities Happen.

APA Texas Chapter Board of Directors Fall Meeting

Friday, September 25, 2020, 1:00 p.m. to 5:00 p.m.

Join Zoom Meeting

<https://zoom.us/j/92514500060?pwd=Qk1nR0w3YS9HNzVzdKJHUTIhZWxqZz09>

Meeting ID: 925 1450 0060

Passcode: 125270

AGENDA

The Board meeting will be a “Virtual” meeting using Zoom Meeting on-line streaming for audio and video contact. Please MUTE your audio when you are not speaking.

- 1:00 pm** **A. Call to Order and Roll Call:** *Chance Sparks, AICP*
- 1:05 pm** **B. President’s Report:** *Chance Sparks, AICP:*
1. **APA3C Cross-Chapter Collaborative, October 5-9 –** *Chance Sparks, AICP; Doug McDonald, AICP; Angela Martinez*
 - **Phedloop On-Line Conference Platform –** *Doug McDonald, AICP*
 - **Zoom Webinar Accounts –** *Doug McDonald, AICP*
 - **Multi-Chapter Event: Arkansas, Kansas, Louisiana, New Mexico, Oklahoma, Texas –** *Chance Sparks, AICP*
 - **Sponsor/Exhibitor Support –** *Rob Rae, AICP*
 - **Registration and Revenue/Expenditure Report –** *Mike McAnelly, FAICP*
- 1:30 pm** **C. Committee Reports**
1. **Secretary’s Report:** *Christina Sebastian, AICP (Attachment C-1)*
 - **Minutes of Executive Committee Spring Virtual Meeting , 4/17/20**
 - **Minutes of Waco Board of Directors Summer Meeting, 7/9/20**
 2. **Treasurer’s Report:** *Gary Mitchel, FAICP*
 - **Financial Status Report**
 - **Proposed FY2021 Budgfer for Approval (Attachment C-2 (ACTION ITEM))**
 3. **TML Representative’s Report:** *Lee Battle, AICP (Attachment C-3)*
 4. **Section Directors Representative’s Report:** *Fred Lopez, AICP (Attachment C-4)*
 5. **Professional Development Officer’s Report:** *Richard Luedke, AICP (Attachment C-5)*
 6. **Communications Report:** *Heather Nick, AICP and Kyle Kingma, AICP*
 7. **Membership Committee:** *Matt Jones, AICP and Fred Lopez, AICP*
 8. **Emerging Planning Leaders Mentoring:** *Monica Rainey, AICP*
 9. **Diversity and Inclusion:** *AJ Fawver, AICP (Attachments C-9a, C9b, C9c)*
 - **Diversity & Inclusion Committee Action Plan Update**
 - **Diversity & Including Committee Funding Request**
 - **CPC Grant Project: Conference Closed Captioning and Transcription**
- 1:45 pm**
- 2:15 pm**
- 2:30 pm**
- 2:45 pm**

Members of the Executive Committee of the APA Texas Chapter include the President, President-Elect, Past President, Secretary, Treasurer, Texas Municipal League (TML) Representative, Section Directors Representative, Professional Development Officer (PDO), and Conference Coordinator.

- 3:00 pm** **10. Advocacy Network:** *Karen Walz, FAICP and Craig Farmer, FAICP*
- **PlanTexas Legislative & Advocacy Summit – Results Report** September 9 -10, 2020
 - **Planners on Capitol Hill – Austin Action Plan**
 - **Strategy for Texas Legislative Session**
- 3:30 pm** **11. Planning Awards:** *Claire Hempel, AICP*
12. Richard R. Lillie, FAICP Planning Excellence Recognition: *Mike McAnelly, FAICP*
13. DSHS Plan4Health Texas Project Status Report: *Mike McAnelly, FAICP*
- 4:00 pm** **E. Future Board of Directors and Executive Committee Meetings**
- APA Texas Chapter Executive Committee Winter Virtual Meeting – January 2021
 - APA Texas Chapter Board of Directors Spring Virtual Meeting – April 2021
 - APA Texas Chapter Conference and Short Course – FORT WORTH October 2021
 - APA Texas Chapter Conference and Short Course – EL PASO October 2022
 - APA Texas Chapter Conference and Short Course – TO BE DETERMINED October 2023 {Amarillo, Bryan/College Station, Corpus Christi, or Houston?}
- F. APA National Planning Conferences:**
- 2021 BOSTON or VIRTUAL, May 1-4, 2021
 - 2022 SAN DIEGO, April 30-May 3, 2022
 - 2023 PHILADELPHIA, April 1-4, 2023
 - 2024 MINNEAPOLIS, April 13-16, 2024
 - 2025 DENVER, March 29-31, 2025
 - 2026 MIAMI, April 2026
- 4:30 pm** **G. New/Other Business**
- 5:00 pm** **G. Adjourn**



American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, September 25, 12:00 p.m. to 4:00 p.m.

Conference Call Virtual Meeting

Call-In No: (866) 499-7054

Passcode: 375 053 0425

GoToMeeting Link: <https://global.gotomeeting.com/join/834809101>

Agenda Item No. 9a

Agenda Topic: Diversity & Inclusion Committee Updates on 2020 Action Plan

Action Item: Yes No

Submitted by: AJ Fawver, Diversity & Inclusion (D&I) Committee Chair / Northwest Section Director

A. Background Information:

- The 2020 Diversity & Inclusion Action Plan was adopted by the Board of Directors in October of 2019.
- The Committee will soon be meeting to put together a plan for 2021-2022, to be brought forward for adoption in the spring.
- The Committee is currently working in six subcommittee groups, each one tackling one of the six conclusions in the 2019 report and carrying out the initiatives for each of the six areas outlined in the 2020 Action Plan.
- The Committee meets monthly and each subcommittee group meets monthly or more frequently, as needed.
- The last update from the committee was at the April 2020 meeting.

B. Details:

- The details of the committee's work on each of the initiatives in the 2020 Action Plan are outlined in the attachment.

C. Action Needed Today: None

D. Attachments: 1 – Itemized updates on 2020 Action Plan

APATX Diversity & Inclusion Committee 2020 Action Plan Updates

Below is a complete list of updates related to the 2020 Action Plan. Updates are in italics below each item.

General updates:

- Chair continues to work with APA on updating curriculum and education for training new managers and directors; more details to come in Oct/Nov.
- Chair and Communications Tech Kyle Kingma have discussed how to spread the word about the work of the overall committee, recruit members, share information, and educate. The pair are working on creating a webpage for the committee, a social media strategy, and a quarterly newsletter to be rolled out by the end of the year.
- A total of four sessions for the Cross-Chapter Collaborative Virtual Conference were put together by the Diversity & Inclusion committee and several key members:
 - Brainstorming Public Engagement – Diversity & Inclusion – speakers are Shai Roos, AICP; Angela Self, AICP; AJ Fawver, AICP, CNU-A, CPM; Fred Lopez, AICP, CTP, CNU-A.
 - Budgeting for Equity – speakers are Carnell Brame, Jr., AICP and Sandra Bowie, MPA.
 - Planning Across Generations – Advanced Planners’ Perspectives – speakers are Lata Krishnarao, AICP; Dave Gattis, FAICP; Kareem Heshmat; Shai Roos, AICP, and Shashikant Kalgaonkar.
 - Taking Action to Minimize Unconscious Bias – speakers are Shai Roos, AICP, and AJ Fawver, AICP, CNU-A, CPM.
- Chair continues to work with and update APA’s Equity, Diversity & Inclusion committee on Texas efforts and discuss future collaborations.
- Chair continues to work with APA on a future opportunity to execute the Plan4Equity forum that was canceled as part of the Houston conference.

Conclusion 1: “Hispanics are underrepresented among Texas planners.”

- Contact Texas universities with planning programs to learn more about the ethnicity of students in those programs, and where their students are landing post-graduation.
 - *A comprehensive list of colleges and universities with planning programs – and with other related programs – has been compiled by the subcommittee.*
 - *The subcommittee is currently reaching out and contacting each one on the list. Each volunteer has assignments for which they are responsible. Estimated completion of 5 months.*
- Using this data, determine if Hispanics are/are not underrepresented among Texas planning students.
 - *Data collection is underway by the subcommittee.*

- Identify volunteers from the Hispanic planning community willing to share their experiences and conduct interviews to learn more about this issue.
 - *Questions are being drafted and a list for potential interview subjects is under development by the subcommittee.*
- Identify Hispanic planners who are not currently APATX members and learn more about barriers to their membership.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*
- Look at Texas universities with higher enrollments of Hispanic students in their planning programs and help them understand the benefits of accreditation.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*
- Create framework for outreach to community colleges to share information about the field and inform students looking to make the next step in their career development.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*
- Coordinate with APA Ambassador program or other related groups to target high schools with higher Hispanic enrollments for informative sessions on the planning field.
 - *Committee chair is in contact with program leaders and they are currently working together to identify how to proceed.*
- Work with the Emerging Planning Leaders program to particularly encourage participation from Hispanic/Latino planners.
 - *Committee chair has made introductions to EPL Chair and discussions are underway.*
- Seek out partnerships with APA divisions like Women & Planning, Latinos & Planning, LGBTQ & Planning, Planning & the Black Community to leverage educational opportunities and resources.
 - *Committee chair has contacted leaders of all listed divisions (three attempts); only some responded.*
 - *Latinos in Planning Division responded promptly and initial meetings were held with chair and subcommittee leads to provide background and orientation for the division board. Subcommittee is well underway in working with them and have had several meetings.*
 - *This partnership has led to an identification of Latinos in Planning division members in Texas, who will be the initial group to cultivate volunteers and conduct interviews from.*

Conclusion 2: “Race, gender, and sexuality are influencing planning salary ranges, even when controlling for age, suggesting the possibility of discriminatory practices.”

- Complete a statewide salary survey for planners across Texas, compile data, and compose a report summarizing salary disparities to help drive future efforts.
 - *Subcommittee has drafted questions for this survey, to simplify and keep costs down for bringing in assistance.*

- *Reviewed questions from the 2018 APA salary survey, the 2018 APATX diversity & inclusion survey, and incorporated relevant questions.*
 - *Added new questions related to supervisor hiring priorities.*
 - *Discussed survey questions with Dr. Shannon Van Zandt and incorporated her recommendations.*
 - *Chair discussed options for survey to be integrated into next APA survey with APA staff.*
 - *Chair contacted consultant who performed last several APA surveys and discussed options, obtained estimate of cost.*
 - *Chair discussed options with APA for obtaining Texas-specific data from past APA salary surveys, and this effort is ongoing.*
- *Provide webinars and conference sessions on salary negotiation.*
 - *Subcommittee catalogued available and for-purchase APA salary negotiation webinars in a single location to review for initial idea development.*
 - *Subcommittee compiled digital resources for salary negotiation to act as a “library” of initial resources.*
 - *Members of subcommittee are currently researching employer initiatives to minimize pay gaps.*
- *Seek out partnerships with APA divisions like Women & Planning, Latinos & Planning, LGBTQ & Planning, Planning & the Black Community to leverage educational opportunities and resources.*
 - *Committee chair has contacted leaders of all listed divisions (three attempts); only some responded.*
 - *Women and Planning Division responded promptly and Chair has made initial introductions to the subcommittee; in the process of organizing a group meeting with chair, subcommittee, and division leadership to discuss ideas for collaboration.*
 - *Subcommittee members will be attending the salary negotiation session in the upcoming Cross-Chapter Collaborative conference.*

Conclusion 3: “Hispanics are achieving AICP certification at much lower rates than Non-Hispanics.”

- *Identify Hispanic planners around the state and interview them about any barriers or concerns surrounding AICP certification.*
 - *Subcommittee designed a series of interview questions to collect specific information on the perceptions of and barriers to AICP certification, particularly related to employer support, requirement of continuing education credits, and the differences between public and private sector approaches.*
- *Work with Texas PDO to increase participation in AICP prep events around the state, particularly in areas with Hispanic/Latino planners, and increase awareness of the new alternative path for AICP.*
 - *Chair has made introductions and subcommittee will be embarking on this as those discussions take shape. Initially, subcommittee lead has met with the PDO to discuss*

barriers and participation rates, geographic and financial limitations, virtual options, and scholarships.

- Prepare infographic highlighting advantages of AICP certification for communities and partner with groups like TCMA and TML regions to share this information with city leaders.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*
- Perform research of Texas cities to collect planning job descriptions, and policies related to AICP preparation and AICP certification for their planners to learn more about how compensation is addressed in this regard. In this effort, also collect information about whether these Texas cities pay for membership in APATX.
 - *Subcommittee has begun collecting and compiling public and private sector planning job descriptions; so far, private sector jobs have been silent on AICP as required or desired.*
- Interview planners without AICP to learn more about the perception of AICP in their peer groups.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*
- Reach out to APA to obtain data on who is applying for the test and who is passing it.
 - *Chair has discussed with APA, who will be providing information to us, including demographics, of test takers as soon as that is assembled (estimated time is 6 months).*
- Seek out partnerships with APA divisions like Women & Planning, Latinos & Planning, LGBTQ & Planning, Planning & the Black Community to leverage educational opportunities and resources.
 - *Committee chair has contacted leaders of all listed divisions (three attempts); only some responded.*
 - *Chair has connected subcommittee with the Latinos in Planning and Women & Planning divisions, and conversations are underway.*

Conclusion 4: “While still generally satisfied, African-Americans exhibit considerably less satisfaction with their level of inclusion in the workplace than do Whites.”

- Create additional sessions for APATX20 to begin having conversations about what it means to be an inclusive profession, where all planners feel they can show up as their authentic selves at work and feel valued.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*
- Identify African-American planners around the state and interview them about their experiences in the workplace and gather ideas and feedback.
 - *Subcommittee has generated a list of planners, drafted interview questions, and starting conducting interviews in July.*
- Partner with groups like TCMA, TEDC, ICMA, ULI, CNU, ICSC and TML regions to help city leaders understand how diversity and inclusion in their workplaces directly influences their effectiveness in planning for their communities in a way that is inclusive and reaches all parts of their citizenry.
 - *Work on this initiative by the subcommittee will begin in the next 4-6 months.*

- Host a series of discussion groups and one-on-one interviews to collect experiences and stories related to this issue in the workplace, to inform future efforts.
 - *Interviews are underway, discussion groups approach is currently under discussion and work will begin in the next 4-6 months.*
- Utilize takeaways from discussion groups and interviews to create inclusion training and resources that can be rolled out to local governments and planning firms.
 - *On hold as interviews and discussion groups are the first step.*
- Seek out partnerships with APA divisions like Women & Planning, Latinos & Planning, LGBTQ & Planning, Planning & the Black Community to leverage educational opportunities and resources.
 - *Committee chair has contacted leaders of all listed divisions (three attempts); only some responded.*

Conclusion 5: “A small number of older planners—those at or above retirement age—feel undervalued.”

- Partner with the APATX Mentorship Program to personally reach out to this subset of planners and ask them to share their experiences.
 - *Chair connected subcommittee to EPL Chair leading Mentorship Program.*
 - *Subcommittee is collaborating with EPL Chair to discuss how to make the program virtual with the highest likelihood of success. The D&I Committee will be helping to promote the program and to evaluate it at the end of the program year.*
- Coordinate a session that focuses on a panel of older planners sharing their insights with chapter members.
 - *Subcommittee organized session and it will be part of the upcoming Cross-Collaborative Virtual Conference.*
- Conduct listening sessions and interviews with these planners to learn more about their experiences and identify ways they can be better utilized and valued.
 - *Subcommittee is planning to structure three listening sessions/interviews and discussions are ongoing about format, themes/topics and how to select planners.*
- Collaborate with the APATX chapter to identify opportunities for integration of these perspectives, using tools like the post-conference survey and focus groups.
 - *Subcommittee has put together suggested questions to include in the post-conference survey to gauge how planners in this category (and all planners) feel about the virtual conference format, critiques on how to improve virtual formats, etc. Chair provided these questions to Chapter President in early September.*

Conclusion 6: “Mental and emotional disabilities—those disabilities influencing people’s behavior in the workplace—are not well understood or appreciated.”

- Identify a potential partner agency or group knowledgeable on the topic.

- *The subcommittee has put together an extensive list of agencies or groups and are in the process of compiling the contact information. Next, subcommittee and chair will work together to make contact.*
- Create a webinar series to educate and inform about these disabilities and how to nurture a more inclusive workplace while accommodating these appropriately.
 - *The subcommittee has brainstormed a list of topics and are working now to identify a topic to begin organizing the first webinar around.*
- Identify ways to make the APATX conference more inclusive of members with disabilities.
 - *The application for the CPC grant is the first step the committee has taken to do this, by providing real-time transcription of virtual sessions for planners who need that ability to complete their continuing education.*
 - *The initiative of manning a central location to talk to conference attendees about the conference in Houston will be tabled until the next in-person conference. The post-conference question suggestions provided to the chapter also touch on this issue.*
 - *The discussion of having committee members walk the conference location in Houston and identify possible areas for improvement in future conferences will also be tabled until the next in-person conference.*
- Design a workshop targeted at helping those with mental and emotional disabilities to advocate for themselves in the workplace.
 - *Interviews are underway, discussion groups approach is currently under discussion and work will begin in the next 4-6 months.*
- Pursue an informational campaign to be coordinated with APATX social media pages and website that aims to remove the stigma of discussing disabilities.
 - *The subcommittee has initially gathered some information and discussed questions to be answered in an initial effort. The group will continue these discussions to build on what information to share and how.*
- Reach out to the “Empowering Disabled Planners” working group to find ways to collaborate on this important issue.
 - *Chair has been in contact with APA, and learned that this group is not an official group at this time; however, contact information has been requested so that initial conversations can be conducted to discuss next steps.*



American Planning Association
Texas Chapter

Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, September 25, 12:00 p.m. to 4:00 p.m.

Conference Call Virtual Meeting

Call-In No: (866) 499-7054

Passcode: 375 053 0425

GoToMeeting Link: <https://global.gotomeeting.com/join/834809101>

Agenda Item No. 9b

Agenda Topic: Diversity & Inclusion Committee Request for Funding to Pursue a Chapter Membership Salary Survey

Action Item: Yes No

Submitted by: AJ Fawver, Diversity & Inclusion (D&I) Committee Chair / Northwest Section Director

A. Background Information:

- The 2020 Diversity & Inclusion Action Plan was adopted by the Board of Directors in October of 2019.
- Conclusion 2 of the 2019 report summarizing the initial member survey reads, *“Race, gender, and sexuality are influencing planning salary ranges, even when controlling for age, suggesting the possibility of discriminatory practices.”*
- One of the initiatives for 2020 related to this conclusion is, *“Complete a statewide salary survey for planners across Texas, compile data, and compose a report summarizing salary disparities to help drive future efforts.”*

B. Details:

- The pursuit of this initiative took two potential paths: 1) to collaborate with APA in their next salary survey effort and ensure access to the data collected from Texas members, or 2) for APATX to conduct the salary themselves.
- Committee Chair AJ Fawver has had several conversations with APA about the first approach utilizing a collaboration. After a few initial discussions, APA advised they would not be conducting another survey at this time due to COVID’s impact on operations and funding.
- However, there has been progress in obtaining data from previous APA salary surveys, which the subcommittee dedicated to Conclusion 2 has been reviewing and identifying takeaways on. AJ is also in discussions with APA about obtaining additional data they have discovered, dating back as far as the late 1970s, which would allow a baseline to be constructed for Texas planners. Some of this data, as it is organized and assembled, will require additional analysis that the subcommittee has committed to conducting.
- The company that performed APA’s most recent salary surveys, Readex Research, has also been consulting about their ability to perform this type of a survey specific to APATX. An initial estimate for this work was requested to understand the cost associated with the chapter pursuing its own, more tailored survey of members.
- The timeline we would collectively propose would be 15-16 weeks, from the start of the effort to the final report being provided.
- The initial estimate indicates a cost for this effort of \$4,900.
- Final products would include: a findings narrative, executive summary, slide deck, and a compilation of open-ended responses.

C. Action Needed Today: Approval/denial of funding, or guidance and feedback from the Board on how to proceed.

D. Attachments: 1 – Quote obtained by Committee Chair

Introduction and Overview

The APA Texas chapter plans to conduct a salary survey to support diversity and inclusion initiatives. The survey will closely mirror the national survey, with additional questions on specific demographics to monitor their effectiveness on gaining equity and inclusion for underrepresented groups.

This proposal outlines complete details of method, timing and costs for Readex Research to support APA Texas in the design, execution, analysis, and reporting of its 2020 Salary Survey. With modifications agreed to by both parties in writing, it defines the scope of work and terms of the engagement between Readex Research and APA Texas chapter.

Method/Contact Series

Three email contacts will be made with emailable sample members, spaced at 5-7 day intervals. Each personalized email will be addressed to a known individual, and associated with a unique ID. The email will appear to come from an APA authority, and will direct respondents to complete the survey on Readex Research's secure, access-controlled web site. Follow-up emails will be sent only to those not yet responding; the final email will name a deadline. As an incentive to participate, all those submitting completed surveys will be entered into a drawing for one of three \$100 VISA gift cards (to be fulfilled by APA).

** **IMPORTANT:** Readex will send up to three email invitations to the sample. As SPAM filters have become more aggressive, one of the factors that impacts our reputation with Email Service Providers (and thus response rates) is the number of emails we direct to people that go unopened. In addition, the odds one or more recipients will report Readex as a SPAMMER rises in conjunction with the number of times they receive an unwanted email.*

Sweepstakes/Incentive

Should you choose to offer a sweepstakes as an incentive to encourage response, you have two options:

- 1) **Have Readex Research fulfill the sweepstakes** with one or more \$50 or \$100 Visa Gift Cards. Fee is the cost of the card(s) plus a \$15 per card administrative fee. Only US citizens are eligible to win*.
- 2) **Fulfill the sweepstakes yourself.** If you choose this option you will need to fulfill all aspects of the sweepstakes. This includes developing a set of rules and providing Readex with a link to the rules hosted on a website of your choosing. You will also need to select a winner(s) and indemnify Readex in regard to the sweepstakes. Readex will not commence data collection without a) a signed indemnification form, and b) having access to the rules associated with your sweepstakes.

** You have the option of having Readex remove references to the sweepstakes on the site and in the emails directed to non-US citizens. The fee is \$300. Discuss with your Project Director if you are interested.*

Sample

The survey will include Texas based planning professionals, both members of APA, now numbering nearly 2600 individuals, and non-members of about 700.

IMPORTANT: To maximize response rates, and as a result of recent actions and requirements from Email Service Providers, the list you provide Readex should exclude opt-outs and any emails known to be undeliverable. When we receive the list, we will review and potentially eliminate email addresses that are determined to be:

- Poorly formed (no/invalid domain, no @ symbol, etc.)
- Role-based (admin@, sales@, postmaster@, etc.)
- A distribution group (@googlegroups.com, @yahoogroups.com, etc.)
- Temporary or publicly accessible (often used to bypass sign-up forms)
- Those without an MX record (indicating no email server exists at that domain)
- Historically undeliverable
- Duplicates
- Included in our opt-out database

In response to the ongoing concerns about data privacy, please provide us with only the minimum amount of data (fields) necessary. We will provide specific instructions as to what that will consist of.

Questionnaire

Data Privacy and Participant Consent: With limited exceptions, such as data being collected anonymously, our surveys need to follow consent protocol required by current regulations pertaining to data privacy such as GDPR and CCPA. The particulars will be determined, but plan on your questionnaire starting with a question which obtains consent to the collection and use of respondents' data.

The survey instrument will be realized as a multi-page site hosted on a secure access-controlled Readex server, supporting pause/resume. A minimum amount of survey programming is anticipated, to possibly include: limited numbers of questions which require an answer; limited open-ended numeric compensation questions which are validated; and limited conditional routing between pages based on simple structured inputs. More extensive and/or complex programming is billed at \$150/hour.

Plans are to expand the instrument to address the diversity/inclusion issues, while keeping repeated items similar to the national survey to allow comparisons if needed. The instrument will consist of up to 30 structured questions, a limited number of "other" and numeric fill-ins, and no items requiring response transcription and content coding. Content will be developed in iterative consultation with APA volunteers, building on the prior survey and the national APA survey. Readex will offer content recommendations, as well as provide suggestions regarding question wording, scaling, formatting, and order.

Data Capture and Table Development

Survey returns are immediately uploaded to the survey data base on submission. They are subsequently validated and scrubbed using batch processing routines; consistency and logic are also checked and enhanced where possible.

Reporting includes development of salary tables and an optional prose and graphics narrative summary of results, plus description of methodology (HTML). We will also provide Salary Tables on behalf of the income from salary and other cash compensation results. We anticipate that data cuts/selection variables (the rows shown in the left-most columns, below) might include the key demographics of interest to monitor for the diversity and inclusion emphasis of the project.

BASE SALARY							OTHER CASH COMPENSATION [Based on those in the same position in the 12 months prior to 7/1/2017]					
	base	10th percentile	25th percentile	50th percentile (median)	75th percentile	90th percentile	base	10th percentile	25th percentile	50th percentile (median)	75th percentile	90th percentile
Total	2641	\$50,000	\$80,300	\$78,000	\$102,000	\$130,000	2155	\$0	\$0	\$4,000	\$10,000	\$25,000
Industry Tenure												
20 or more	649	\$62,000	\$75,000	\$95,200	\$125,000	\$150,000	579	\$0	\$700	\$5,000	\$16,000	\$37,000
10 - 19	797	\$54,000	\$95,200	\$85,300	\$110,000	\$132,800	968	\$0	\$500	\$5,000	\$13,000	\$30,000
5 - 9	580	\$48,300	\$90,000	\$72,500	\$90,000	\$108,300	482	\$0	\$300	\$3,500	\$10,000	\$17,900
3 - 4	313	\$41,800	\$52,500	\$65,000	\$75,000	\$100,000	250	\$0	\$0	\$2,300	\$8,000	\$12,000
less than 3	277	\$42,000	\$48,000	\$57,000	\$66,000	\$92,800	175	\$0	\$0	\$1,400	\$5,000	\$9,000
Number of Individuals Supervised												
50 or more	134	\$90,000	\$88,500	\$120,000	\$150,000	\$206,000	109	\$0	\$3,000	\$15,000	\$37,500	\$70,000
10 - 49	474	\$80,000	\$76,000	\$97,200	\$123,000	\$150,500	391	\$0	\$1,000	\$7,000	\$20,000	\$35,000
5 - 9	348	\$55,000	\$70,000	\$90,000	\$110,300	\$139,300	289	\$0	\$2,000	\$7,000	\$18,000	\$34,500
1 - 4	625	\$47,900	\$80,000	\$77,000	\$99,800	\$120,000	515	\$0	\$800	\$4,500	\$10,000	\$20,000
at least 1	1578	\$52,500	\$98,000	\$89,000	\$115,000	\$140,000	1304	\$0	\$1,000	\$5,500	\$15,000	\$30,000
none	1058	\$48,300	\$55,000	\$87,000	\$92,000	\$100,000	848	\$0	\$0	\$2,200	\$8,000	\$12,000
Primary Work Location: Census Regions												
Northeast	420	\$5										
Midwest	935	\$4										
South	729	\$4										
West	546	\$5										
Primary Work Location: Census Divisions												
New England (CT, MA, ME, NH, RI, VT)	109	\$5										
Middle Atlantic (NJ, NY, PA)	311	\$5										
East North Central (IL, IN, MI, OH, WI)	649	\$4										
West North Central (IA, KS, MN, MO, NE, ND, SD)	286	\$5										
South Atlantic (DC, DE, FL, GA, MD, NC, PR, VA, SC, WV)	408	\$4										
East South Central (AL, KY, MS, TN)	101	\$4										
West South Central (AR, LA, OK, TX)	220	\$5										
Mountain (AZ, CO, ID, MT, NM, NV, UT, WY)	154	\$4										
Pacific (AK, CA, HI, OR, WA)	392	\$5										
Industry												
manufacturing	1858	\$50,000	\$81,000	\$78,000	\$100,000	\$128,000	1531	\$0	\$500	\$4,000	\$10,000	\$23,400
distribution	202	\$48,200	\$55,000	\$70,000	\$90,500	\$122,800	189	\$0	\$0	\$3,000	\$10,000	\$23,000
services	140	\$45,400	\$92,100	\$84,000	\$103,800	\$146,900	105	\$0	\$0	\$8,000	\$20,000	\$45,800
healthcare services	120	\$47,200	\$82,700	\$80,000	\$110,000	\$135,000	90	\$0	\$1,000	\$6,000	\$12,800	\$29,500
defense	59	\$47,000	\$80,000	\$77,000	\$104,000	\$130,000	49	\$0	\$0	\$0	\$3,300	\$8,000
government	38	\$51,800	\$65,000	\$83,500	\$107,800	\$143,900	33	\$0	\$0	\$0	\$900	\$10,000
Number of Employees												
50,000 or more	504	\$55,000	\$87,800	\$85,000	\$111,500	\$142,000	410	\$0	\$500	\$5,800	\$15,000	\$33,800
10,000 - 49,999	580	\$52,000	\$95,000	\$84,000	\$105,000	\$135,000	449	\$0	\$800	\$5,000	\$13,000	\$30,000
1,000 - 9,999	705	\$50,000	\$91,000	\$80,000	\$105,000	\$130,000	583	\$0	\$600	\$4,000	\$10,000	\$25,000
100 - 999	688	\$45,000	\$55,000	\$70,000	\$92,000	\$120,300	553	\$0	\$0	\$3,000	\$8,800	\$18,800
<100	178	\$45,800	\$55,000	\$70,000	\$88,600	\$115,500	154	\$0	\$0	\$2,200	\$8,100	\$20,000
Education												
graduate/doctorate degree	738	\$57,900	\$73,000	\$95,000	\$123,800	\$150,300	591	\$0	\$500	\$7,000	\$18,000	\$40,000
undergraduate degree	1313	\$50,000	\$81,800	\$78,000	\$99,300	\$122,700	1080	\$0	\$300	\$4,000	\$10,000	\$20,000
associates degree	238	\$48,900	\$54,000	\$65,000	\$82,000	\$103,200	203	\$0	\$0	\$2,500	\$8,000	\$14,800
tech/trade school	62	\$39,700	\$52,000	\$65,800	\$83,800	\$107,300	48	\$0	\$0	\$2,000	\$7,500	\$15,500
high school diploma/equivalent	288	\$42,000	\$50,100	\$65,000	\$81,800	\$100,800	249	\$0	\$0	\$3,000	\$7,500	\$12,000
Certifications Held												
ABQCE certification (at least one)	1133	\$57,000	\$70,000	\$88,800	\$110,000	\$140,000	980	\$0	\$1,000	\$5,000	\$15,000	\$30,000
ABC	72	\$58,100	\$85,300	\$90,000	\$110,500	\$137,800	58	\$0	\$0	\$4,800	\$14,400	\$25,100
DEF	724	\$57,100	\$70,000	\$87,800	\$108,800	\$135,000	617	\$0	\$1,000	\$5,000	\$13,000	\$25,200
GSI	549	\$92,500	\$75,000	\$97,500	\$120,000	\$146,100	459	\$0	\$1,500	\$7,700	\$16,500	\$35,000
JKL	7	-	-	-	-	-	4	-	-	-	-	-
MNO	11	\$30,200	\$31,700	\$48,800	\$78,000	\$132,000	9	-	-	-	-	-
OPR	45	\$72,800	\$102,500	\$122,000	\$143,500	\$192,800	36	\$0	\$5,000	\$14,000	\$38,800	\$98,700
STU	42	\$65,200	\$75,800	\$104,800	\$130,000	\$174,500	35	\$0	\$800	\$10,000	\$22,800	\$47,000

IMPORTANT: Anti-Trust/Safe Harbor: Readex follows Antitrust Safety Harbor Provisions as it pertains to the compensation data which is reported. Key provisions include the following:

1. Compensation statistics will be suppressed in cases where there are fewer than five reporting cases
2. Extreme percentiles (beyond quartiles, such as 10th or 90th percentiles) will be suppressed based on fewer than ten cases.
3. Minimums and Maximums for actual compensation answers will not be reported
4. The Mean (arithmetic average) will not be reported – but the Median (50th percentile) will (even if data is cleaned for outliers, Means are overly influenced by large values and thus can be misleading).

It will be important to be mindful of data suppression requirements when making choices about data cuts, and that process is likely to include the need to combine/collapse segments so as to ensure that a sufficient response threshold is met in order to be able to display results.

Timing

The table illustrates the approximate timing associated with various project mileposts, and the relationship between when we start and when [you are likely to see the final results / fieldwork is likely to begin / topline results are likely to be available]. Note that most are presented as “week of” and none account for holidays. Please use this as a rough guide rather than a precise instrument.

start project	questionnaire finalized & all materials procured	start data collection	finish data collection	provide topline results to customer	customer provides crosstab segments for data tables	final report provided to customer
wks required	4	1.5	3	1.5	2	3

Cost and Terms

Our base fee is a fixed-price of reflective of the project as described. Estimated shipping costs are billed at cost and not likely to exceed \$50. Incentive costs are described on page 1.

This proposal is valid for services requested and provided by December 31, 2020.

A 50% retainer, due upon receipt, will be billed when this proposal is accepted and work commences. A final invoice for the balance, due net 30 days, will be billed one month after the close of field work.

If survey results are provided to you in writeable electronic format, any changes made to the files must not misrepresent the data or attribute conclusions to Readex. In addition, Readex reserves the right to review any publication or other presentation of survey results which attributes interpretation or conclusions to Readex.

Contact lists provided to Readex to conduct this study will not be used for any other purpose nor shared with any other party.


Readex considers research results the property of its clients, and will not release them to any other party without permission.

Directly or indirectly identifiable information provided in an SPSS or Excel dataset may be used *only* for judicious follow-up research (not for sales and marketing purposes, updating databases, etc.).

Should APA Texas hire Readex to conduct this project, Readex shall perform the services described in this proposal. Works of authorship or similar deliverables that are to be created and provided to APA Texas as part of our services are "Contract Works". Upon full payment to Readex, all Contract Works shall be considered as a "work made for hire", and Readex will assign all copyright or other rights it has in Contract Works.

Readex base charges	\$4,900
Options and Adjustments	
additional sets of 14-point banner crosstabulations (2 sets currently accounted for)	\$400
re-running tables as a result of customer requesting changes	\$300+
Word-based Findings narrative	\$1,800
Executive Summary	\$750
PowerPoint deck	\$1,500
additional programming based on customer changing content after programming commences, or beyond what is accounted for in questionnaire section (not anticipated)	\$150 per hour
capturing responses to an open-ended question and reporting "as is" in Excel file (2 currently accounted for)	\$50
content coding of an open-ended question (none currently planned nor accounted for)	\$150+\$1 per item coded

IMPORTANT: This proposal defines the scope of work and terms of engagement between Readex and the customer. If a particular task, deliverable, feature, or activity is not described or listed in this proposal, assume it is *not* accounted for. Likewise, if any assertions are incorrect, please clarify with Readex before signing this agreement. **To accept this proposal, sign below, scan, and return to mzeman@readexresearch.com.**



 Mike Zeman

 Director of Custom Surveys

 Readex Research

 July 14, 2020

 APA Texas Chapter



American Planning Association
Texas Chapter
Making Great Communities Happen

APA Texas Chapter Executive Committee Summer Meeting

Friday, September 25, 12:00 p.m. to 4:00 p.m.

Conference Call Virtual Meeting

Call-In No: (866) 499-7054

Passcode: 375 053 0425

GoToMeeting Link: <https://global.gotomeeting.com/join/834809101>

Agenda Item No. 9c

Agenda Topic: Chapter President's Council grant award

Action Item: Yes No

Submitted by: AJ Fawver, Diversity & Inclusion (D&I) Committee Chair / Northwest Section Director

A. Background Information:

- The Chapter President's Council (CPC) of APA awards grants on an annual basis to chapters who submit applications which strengthen chapter performance and create model programs that could be adopted by other chapters.
- This year, special consideration was given to chapters furthering equity, diversity, & inclusion efforts.

B. Details:

- Chapter President Chance Sparks, Past President Doug McDonald, and I collaborated on the grant application, seeking an award of \$500.
- The application proposed the idea of providing live transcription for sessions at the upcoming state conference (now the Cross-Chapter Collaborative Virtual Conference), the idea for which came from Doug McDonald.
- The Diversity & Inclusion Committee discussed at length and felt the idea for the application was sound and would enhance the chapter's efforts, meeting the APA's criteria for special consideration.
- The grant application package was submitted in May of 2020.
- Notification that we had received the grant award was given in mid-August.
- Otter.ai will be the service utilized to achieve the live transcripts.
- This approach is now being integrated into the upcoming conference planning.

C. Action Needed Today: None. This is an informational report only.

D. Attachments: None.