



MEETING MINUTES

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

A. Call to Order and Roll Call: Chance Sparks, AICP

Chapter President Chance Sparks called the meeting to order at 10:07 am.

B. President's Remarks: Chance Sparks, AICP

Chance summarized about Chance, Heather, Angela, and Mike's visit to Amarillo as a potential conference site, with AJ joining them there. Convention center may be under construction during the conference. Separately, Chance mentioned that the five largest chapters are having monthly conference calls.

C. Executive Committee Reports

1. Secretary's Report: Christina Sebastian, AICP (Deferred to March Board Meeting)

Nothing to report.

2. Treasurer's Report: Gary Mitchell, AICP

Nothing to report.

3. TML Representative's Report: Lee Battle, AICP

- State Legislative Summit that Lee Battle attended in Virginia

Lee Battle was not able to be on call at this time. Mike mentioned Lee attended the legislative summit in Virginia.

4. Section Representative's Report: Fred Lopez, AICP (Deferred to March Board Meeting)

Nothing to report. Mike mentioned they need to discuss who will be chairing Membership Committee with Fred as Section Rep.

Doug mentioned that the Southmost section didn't have anyone attend new officers training, so it would be good to partner with them. He also mentioned Cristina Garcia, Director-Elect, just changed positions.

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

Richard reported that the November pass rate came to 59%, and National's was 62%, which is the smallest gap in quite some time. Richard has quite a few workshops lined up throughout the state: San Antonio, Austin, Houston, Northwest Section (maybe Lubbock), McAllen, and Arlington. Scholarships will be available through April 1 - 3 AICP and 3 Chapter Fellows scholarships.

D. APATX Business and Action Items

1. Legislative day scheduler, and associated budget amendment: Doug McDonald, AICP (See Attch)

Doug discussed challenges of scheduling last Planners' Day by himself and the benefits of using a scheduler and app to organize meetings with Legislature and Planners' Day event. The company is the same as the one used for the National Policy and Advocacy Conference. Christina Sebastian and Kim Mickelson supported the idea.

A motion was made by Gary Mitchell and seconded by Doug McDonald to enter into a contract with Constituent Voice and to modify the budget to increase the Planners Day Scheduling Service expense line from \$7,000 to \$10,000 and to increase the Sponsorship line by \$3,000. The motion passed unanimously.

2. Legislative assistance services – Chance Sparks AICP and Doug McDonald, AICP (See Attch)

Chance discussed how the Chapter has issued an RFI for legislative assistance. Five responses were received. Chance would like the ability to interview the top two firms and also reach out to the third firm. The additional fees would be covered by a potential dues increase, if approved. Doug noted that the dues increase was authorized at the last Board meeting by up to 35%. However, it is expected that National is planning to increase their fees by 5%, which would impact the need to raise Chapter fees. If we do increase, we need to let National know by May 1, and it would go into effect October 1. Discussion was held about confusion with National's dues increase percentage and rollout date.

Doug McDonald motioned to authorize the Executive Administrator and President to negotiate with three top firms and to develop a scope and cost consistent with the anticipated dues increase. The motion was seconded by Heather Nick and passed unanimously.

3. NPC20 Subcommittee report on preparations for NPC20 in Houston – Kim Mickelson, JD, AICP

Kim Mickelson gave an update on NPC20. Registration most recently was at 770. Many mobile workshops are full and they are discussing possibly duplicating those. Still discussing a possible opening reception. Things are coming together well. They will need volunteers.

4. APATX 2020 Chapter Conference in El Paso – Mike McAnelly, FAICP

Mike gave an update on APATX20. Angela and Mike will be taking a trip to El Paso next weekend to meet with convention center, hotels, and social event possibilities, including the zoo. They are telling him that Paso Del Norte hotel will be complete in October in time for the conference.

Kyle is currently designing the website, so it doesn't have much information on there now. They recently purchased the APATX20.com and APATX21.com URLs. Christina asked about the logo - Fred should be meeting with Mike and Angela when they are in town.

They are considering changing up the schedule to accommodate travel needs, and have the awards presentation on Friday evening at the Plaza Theatre. Heather asked if moving the time of awards would affect the room block. Mike said we would need to increase the room block for Friday night (currently at 50 nights).

Doug mentioned the call for sessions should go out in mid-February.

5. Hurricane Harvey/Sandy Dialogues Forum in Rockport on Feb. 21 – Kimberly Miller, AICP

Mike discussed the APA Foundation grant for seminars. The Rockport seminar is scheduled for Feb 21. The General Land Office will be participating as keynote speakers. Mitch Silver was invited from NYC.

6. Upcoming Legislative Conference/Planners Day in Austin – Doug McDonald, AICP (See Attch)

Doug discussed the draft schedule for TexasPlans Legislative Summit. We will be in the Legislative Conference Room at the state Capitol for training, thanks to representative Romero, which will also allow for us to place Great Places banners. Chet Garner will be present for the Great Places reception. We won't know Legislature meeting times until about two weeks in advance, so folks should plan for the full day.

7. DSHS Plan4Health Project Pilot Workshop in Tyler – Mike McAnelly, FAICP

Mike McAnelly reported on the Plan4Health Pilot - the Chapter received a two year grant and hired two student interns. They are having a kickoff meeting this month. The goal is to have a regional workshop on planning for healthy communities and provide a template for putting on a regional workshop. There would be a total of three workshops put on as part of the grant.

8. Regional Workshops for Planning Officials in 2020 – Mike McAnelly, FAICP

Mike discussed that dates for regional workshops for planning officials are in the works.

E. Future Meetings

1. APATX Board of Directors and Legislative Conference – Austin – Mar. 30-31, 2020

The next Board meeting will be held Sunday, March 29.

2. APA Texas Chapter Conferences:

- APA Texas Chapter – El Paso – Oct. 7-9, 2020
- APA Texas Chapter – Fort Worth – Oct. ~~25-27~~ 27-29, 2021

Doug confirmed with Mike if these dates were confirmed, and Mike said they were, except that another group is leaving the space on Wednesday afternoon, which could affect exhibitor set up. Other rooms would be available at the Omni hotel if needed. Gary confirmed if the dates would be October 27-29, and Mike confirmed that is correct (agenda was incorrect).

3. National Planning Conferences:

- 2020 HOUSTON, Apr 25-28, 2020
- 2021 BOSTON, 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

Doug said Miami Beach was selected for the 2026 conference.

F. New/Other Business

Christina asked about an updated roster with new officers and Mike said he will send soon.

Craig asked about the FAICP announcement and shared that new Fellows wouldn't be announced in March and expressed a desire to write a letter expressing concern that it would be too late for new Fellows to plan for their families to attend NPC20. Gary mentioned he received a letter that they are aiming for end of February, right before early registration ends, but Craig still felt it was a bit late.

Doug asked about an update on the website transition. Kyle said jobs are now on the new website. Next step is to clean up hyperlinks. Discussion was held about various updates and need to clarify that the Chapter has a new page.

G. Adjourn

Chance Sparks adjourned the Executive Committee meeting at 11:22 am.

Minutes approved by the Board of Directors on April 17, 2020.

Secretary: Christina Sebastian