



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	CC
Section Directors					
Central	Martin Zimmerman	CC	Northwest	AJ Fawver	CC
East	Michael Howell	CC	Southwest	John Osten	CC
Houston	Shad Comeaux	CC	Southmost	Xavier Cervantes	CC
Midwest	Abra Nusser	CC	West	Kevin Smith	CC
North Central	Kendall Howard	CC			
Standing Committee Chairs					
Professional Development Officer*	Richard Luedke	CC	Government Relations	Kelly Porter	CC
Planning Official Development Officer	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC
Sections Representative*	Fred Lopez	CC	Membership	Matt Jones	
Conference Coordinator*	Angela Martinez	CC	Diversity and Inclusion	AJ Fawver	CC
Emerging Planning Leaders	Monica Rainey		University Rep		
Planning Awards	Claire Hempel		Student Rep		
Special Committee Chairs					
Communications Manager	Heather Nick	CC	Hurricane Harvey Task Force Chair	Kimberly Miller	CC
Chapter Historian	David Gattis	CC	Census 2020 Committee	Joey Crumley	
Certification Maintenance Officer	Barbara Holly	CC			
Other Members					
Executive Administrator	Mike McAnelly	CC	Communications Tech	Kyle Kingma	CC
National Leadership					
APA Director Region III	Wendy Shabay	CC	Latinos and Planning Division Treasurer	Carlo Chunga Pizarro	
AICP Director Region III	Kim Mickelson	CC	Federal Planning Division Chair	Andrew Wright	
APA Foundation Board Treasurer	Mike McAnelly	CC	City Planning & Management Division Vice Chair	Alex Hoffman	
CPC Treasurer/Secretary	Doug McDonald	CC	Economic Development Division Chair	Rebecca Leonard	
Sustainable Communities Division Chair	Matt Bucchin	CC	Student Representatives Council Chair	Veronica Escalera-Ibarra	
Latinos and Planning Division Secretary	Marco Hinojosa				
Other Attendees					
Karen Walz		CC	Sherry Sefko		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 Section Representative.

MINUTES

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

Chapter President Chance Sparks called the meeting to order at 1:03 pm CST.

B. President's Report: Chance Sparks, AICP

• COVID-19 Impacts on APA and Texas Communities – Survey Results

Chance Sparks gave an update on the survey that was recently sent out to see how planners have been impacted by COVID-19 so far. Planners generally say they are unlikely to be able to travel through the end of September, therefore we need to be doing advance planning for contingency for the El Paso conference. No session submittals to date. Actions to date:

- Allowing people to submit digital sessions
- Award application deadline extended and fee waived
- Session deadline extended
- Legislative summit transitioning to digital
- APATX was already being fiscally conservative

• Appoint task force for planning a virtual APATX conference

Chance presented a proposal for planning a virtual APATX conference:

1. Authorization of establishment of task force for El Paso conference contingency plan
 - a. Task force members: Doug McDonald, Heather Nick, Christina Sebastian, and Kyle Kingma
2. Authorization of Executive Administrator to initiate conversations with El Paso to amend the 2020 conference as needed or reschedule to 2022.
3. Authorization of Executive Administrator to initiate discussion with Houston as a potential 2023 conference location, and report to the Board. This would leverage work already done by volunteers for NPC20.

The Board discussed the proposal and discussed additional ideas including virtual mobile workshops, outdoor receptions, combination of virtual and in person with group viewing by sections so people don't have to travel far, lower conference cost, facebook live mobile workshops, joint workshops with New Mexico and Mexico.

Fred Lopez made a motion to approve the three items requested. The motion was seconded by Richard Luedke and passed unanimously.

• APATX 2022 - 2023 Chapter Conference Site Visits – Angela Martinez and Heather Nick, AICP

Heather Nick discussed the conference site visits to Bryan/College Station, Amarillo, and Corpus Christi for 2022. They were very impressed with all, and wanted to program all of them for upcoming years. With COVID, they still want to keep these sites on the radar and reevaluate and possibly revisit how they might work post-COVID.

AJ confirmed that a bond election for Amarillo's conference center rehab was approved.

Martin asked if we would be following up with communities with our plan and Mike said he would be doing so.

• 2020 Great Places in Texas – Doug McDonald, AICP

Chance Sparks reviewed the Great Places in Texas program for 2020 - the plan to hold an announcement at the Legislative Summit didn't occur due to COVID, so working on another plan. Awardees were: Bishop Arts District (Dallas), Downtown Harlingen, Oak Street (Roanoke), Santa Fe Plaza and Market Trail (Temple), Southlake Town Square, and Travis Park (San Antonio).

• New Texas AICP Fellows: – Craig Farmer, FAICP (Attachment B-1)

Craig Farmer gave an update on the new Texas Fellows and discussed how we should honor them, since they missed their reception at NPC20. Congratulations were given. Chance pointed out how all 4 have been part of APATX Chapter leadership at one time:

- o Wendy Shabay, FAICP
- o Veronica Soto, FAICP
- o Gary Mitchell, FAICP
- o Jennifer Evans Cowley, FAICP

C. Executive Committee Reports

1. Secretary’s Report: Christina Sebastian, AICP (Attachment C-1)

- i. Minutes of Waco Board of Directors Meeting, 10/9/20
- ii. Minutes of Executive Committee Winter Virtual Meeting, 1/15/20

Kimberly Miller motioned to accept both sets of minutes. The motion was seconded by Martin Zimmerman and passed unanimously.

2. Treasurer’s Report: Gary Mitchell, FAICP (Attachment C-2)

- i. We notified APA before 5/1 that we wish to increase our chapter dues percentage to 35% and have it go into effect by 10/1

Gary Mitchell reported how National’s increase would result in about \$5,000 more a year for the Chapter; while we have been conservative, our balance is lower than we’d like it to be, though our Conference reserve and brokerage accounts are still intact; waiting on Section disbursements until we get National disbursement, which should be any day; next year’s budget will be planning a dues increase from 25% to 35%, to kick in October 1. Sections should be making their grant request starting now.

Moved to item C.3.

ii. Zoom account for Chapter and Sections

Skipped and returned to later: Mike discussed a possible Chapter Zoom account, as Sections have requested access to a Chapter account. Mike has talked to APA National, who currently say that Chapters will need to acquire them on their own, but Mike is hoping to coordinate with National more.

Back to item D.5.

3. TML Representative’s Report: Lee Battle, AICP (Attachment C-3)

- i. Should we do an exhibit booth at TML in Grapevine? TML is a week after our El Paso Conference. TML may cancel or experience very low attendance due to the aftermath of COVID-19.
- ii. What training session should we offer at TML?

Lee gave an update on TML and their discussion of changing their approach in light of the last legislative session to a grass roots approach, and looking to have members advocate to local legislators. TML hired Jennifer Seasons’s communications firm for messaging. TML is still planning for the Gaylord Grapevine conference but is also looking for alternatives.

The Chapter needs to decide if we want to have an exhibit booth at the TML conference, if it does occur. Unsure if we are able to commit resources at this time as the date is right after the El Paso conference and the cost is \$850 (though it is budgeted and legislative efforts have been identified as a top priority).

APA National delegate assembly will be held virtually May 21.

The Board discussed the exhibit booth and usual APATX session and determined we will stay in the loop and see what happens with the TML conference.

4. Section Directors Representative’s Report: Fred Lopez, AICP (Attachment C-4)

Fred discussed that they will be starting regular calls with Section Directors as well as a Section procedures manual.

5. Professional Development Officer’s Report: Richard Luedke, AICP (Attachment C-5)

Richard gave a summary from his report: scholarships and training are underway; some record attendance at workshops held in the last 3 months; thinking about how to have future trainings considering COVID; the May AICP testing window was delayed and will be two months long, which will give examinees an option to test in person or at home and proctored in some way; National is also looking for application changes for November.

Richard also discussed moving the regular fall workshop with Jennifer Cowley to earlier in the year to give attendees more time before their November exam.

Michael Howell made a motion to move the Jennifer Cowley workshop from the state Conference timeframe to August. The motion was seconded by Martin Zimmerman and passed unanimously.

6. Communications Report: Heather Nick, AICP and Kyle Kingma, AICP

Heather and Kyle discussed the transition to the new website hosted on the National website. The Conference website is also up. Some Sections have asked about using a Chapter email address as the from address for newsletters and they can work with Kyle on that. Abra asked if we could redirect txplanning.org to the new site and Kyle said that's the next step.

7. Membership Committee: Matt Jones, AICP and Fred Lopez, AICP

Fred gave an update on Membership Committee items. Started also working with Matt Bucchin also.

8. Emerging Planning Leaders Mentoring: Monica Rainey, AICP

Monica was not able to be on the call (though may not have received invite).

9. Diversity and Inclusion: AJ Fawver, AICP

AJ gave a summary of the Diversity and Inclusion report, Committee and subcommittee activities. Doug said they should consider applying for a CPC grant.

D. APATX Business and Action Items

1. Cancellation of NPC20 in Houston – Kim Mickelson, JD, AICP

2. NPC20@Home Virtual Conference

Kim Mickelson discussed how National is moving to an online conference, NPC20@Home, and were still able to include some Houston sessions. They are working on getting events cancelled and deposits back. Shad expressed appreciation to Chapter for their support during the conference planning.

3. APA Policy Delegate Virtual Assembly 5/21/20 – Lee Battle, AICP

Discussed during item C.3.

Moved to item D.7.

4. Reschedule Legislative Forum/Planners Day in Austin – Doug McDonald, AICP

- i. TexasPlans Legislative Advocacy Forum will be rescheduled to a later date and a Virtual Format to prepare for the upcoming Texas Legislature. Possibly 6/29/20

- ii. Legislative Day Scheduler: Doug McDonald, AICP

Doug McDonald discussed how the Legislative Forum had to be delayed and that there is some benefit because we don't yet have the legislative consultant on board, and they can help craft the program. The forum will be transitioning to a web-based structure and they are still working out fees and other details.

The Chapter is still planning to have a Forum next year during the last Monday and Tuesday of March 2021.

- iii. Legislative Advocacy Consultant services – Chance Sparks, AICP and Doug McDonald, AICP

Chance discussed how they have engaged Salient Strategies as the legislative consultant, and they are eager to get more involved.

Moved back to item C.2.ii.

5. Proposal to APA Texas for Advocacy Network – Karen Walz, FAICP and Craig Farmer, FAICP (Attachment D-1)

Karen Walz discussed a proposal put together by her and Craig Farmer to take a fresh approach towards advocacy and use resources effectively. The idea is to bring Planning Commissioners into legislative efforts. Craig then talked about an idea for small groups to get together and build consensus from there. Craig commented on the memo which is a recommendation for some sort of job description for a Legislative Liaison.

Discussion was held by the Board on topics including Planning Matters, the National Advocacy Network, the TML Representative position, communicating with Salient Strategies, advocacy in general, bringing others to meetings with representatives, and a working group to discuss the proposal more.

Craig Farmer motioned to authorize the Chapter President to designate a Legislative Committee, to begin working on redoing the two memos and the future of the Chapter legislative initiative, working closely with Salient Strategies, and be inclusive with people interested in legislation. The motion was seconded by Lee Battle and passed unanimously.

6. Planning Awards and Richard R. Lillie Planning Excellence – Mike McAnelly, FAICP (Attachment D-2)

Mike mentioned they extended the application deadline and waived the application fee for the program.

7. Hurricane Harvey/Sandy Dialogues Final Report – Kimberly Miller, AICP

Discussed earlier: Kimberly Miller discussed the Harvey/Sandy dialogue held in Rockport, with great participation and success. Moved back to D.4.

E. Future Meetings

1. APA Texas Chapter Executive Committee Virtual Meeting – Jul. 2020

Will likely also have an Executive Committee meeting the week of May 18.

2. APA Texas Chapter Board of Directors Virtual Meeting – October 7, 2020
3. APA Texas Chapter Conferences:
 - i. APA Texas Chapter – EL PASO – Oct. 7-9, 2020
 - ii. APA Texas Chapter – FORT WORTH – Oct. 12-15, 2021
4. TML Conference and Exhibits – Grapevine/Gaylord Texan – Oct. 14-17, 2020
5. Legislative Advocacy Forum/Planners Day in Austin – To Be Determined
6. APA National Planning Conferences:
 - i. 2021 BOSTON, May 1-4, 2021
 - ii. 2022 SAN DIEGO, April 30-May 3, 2022
 - iii. 2023 PHILADELPHIA, April 1-4, 2023
 - iv. 2024 MINNEAPOLIS, April 13-16, 2024
 - v. 2025 DENVER, March 29-31, 2025
 - vi. 2026 MIAMI, April 2026

F. New/Other Business

Christina asked if GoToMeeting is available to Sections. Mike will reach out to sections. With the current account can only have 25 participants and one event at a time. Chance mentioned they would look into a potential account upgrade. GoToWebinar has a 1,000 person limit. Chance is interested in hearing about a Zoom meeting with breakout session feature. Gary mentioned he's heard Google Meets works well for breakouts.

G. Adjourn

Chance Sparks adjourned the Board meeting at 4:23 pm CST.

Minutes approved by the Board of Directors on September 25, 2020.