



Board of Directors Meeting

November 6, 2019

Waco Convention Center, Texas South 118
100 Washington Avenue
Waco, TX 76701

MEETING MINUTES

Elected Officers					
President*	Doug McDonald	X	Secretary*	Christina Sebastian	X
President Elect*	Chance Sparks	X	Past President*	Kim Mickelson	
Treasurer*/Conference Coordinator*	Angela Martinez	X	TML Rep*/TML Affiliate	Christopher Looney	X
Section Directors					
Central (incoming)	Martin Zimmerman	X	Northwest	AJ Fawver	X
East	Kyle Kingma	X	Southwest	Rebecca Pacini	X
Houston/Sections Rep*	Gary Mitchell	X	Southmost	Xavier Cervantes	
Midwest	Tamara Cook	X	West	Fred Lopez	X
North Central (incoming)	Kendall Howard	X			
Standing Committee Chairs					
Professional Development Officer*	Richard Luedke	X	Government Relations	Kelly Porter	?X
Planning Official Development Officer	Ann Bagley	X	Advocacy Network Liaison	Craig Farmer	X
Emerging Planning Leaders	Monica Rainey	X	University Rep	Ivonne Audirac	X
Planning Awards	Claire Hempel		Student Rep	Kelsey Poole	X
Membership	Fred Lopez	X	Diversity and Inclusion	AJ Fawver	X
Census 2020 Committee	Joey Crumley	X	Hurricane Harvey Task Force Chair	Kimberly Miller	?X
Other Members					
Communications Manager	Heather Nick	X	Certification Maintenance Officer	Barbara Holly	X
Chapter Historian	David Gattis	X	Executive Administrator	Mike McAnelly	X
APA Director Region 3	Wendy Shabay	X	Communications Tech	Kyle Kingma	X
Other Attendees					
Deborah Lawlor, AICP President		X	Karen Walz		X
Kurt Christiansen, APA President		X			
Liz Lang, APA Director of Marketing		X	Veronica Escalera-Ibarra, Chair, APA Student Representatives Council		X
Susan Wood, Region V Director		X	Shad Comeaux, Incoming Houston Director		X
Lee Battle, Incoming TML Rep		X	Abra Nusser, Incoming Midwest Director		X

X present in person * Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, CC present via conference call 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 8:16 am.

A. President's Report: Doug McDonald, AICP

1. APATX19 Conference

Doug McDonald recognized Rob Rae for his work on sponsorship: the previous record was \$40-45,000 in Frisco - this year we have over \$80,000 in sponsorships; Christina Sebastian for graphics, Connie Cooper for mobile workshops; Clint Peters as local chair; Kelsey Poole for the Legacy Project; and Mike and Claudia McAnelly, and Sherry Sefko for all their work getting the conference running behind the scenes.

Have broken attendance record for conferences - have passed 1,000 which will continue to grow with on-site registration; previous record was 940 in Frisco in 2017.

Doug mentioned the Wednesday pre-conference workshops are a test and the partner track is new.

Skipped to A.3

2. APA Foundation Chapter Challenge

Doug McDonald discussed the Foundation challenge currently underway. The Texas Chapter goal is \$10,000. The \$1,000 raised during APA Giving Day goes towards the overall challenge. Donations can be made at give.planning.org/tx. The Chapter is currently in 2nd place behind Arkansas.

3. Annual Reporting to APA

Doug McDonald discussed that the Chapter Annual Report is due by the end of 2019, and he is working on it. Last year the Chapter met every criteria.

Back to A.2

B. National APA Visitors

Kurt Christiansen spoke about the APA Foundation and emphasized the small donations are very important, as grantors like to know what percentage of our members donate. Over the last three years, the Foundation has donated over \$90,000 in student scholarships; provided funds to Florida, Texas, and Puerto Rico for disasters; and for research.

Mr. Christiansen spoke about some initiatives APA is undertaking, including a new commitment to equity, diversity, and inclusion, recently publishing a social equity policy guide, and adopted a diversity and inclusion strategy. The APA slogan has changed very slightly to "creating great communities for all." APA has also changed the way it does strategic planning. This year's priority for foresight is artificial intelligence: computer learning based on past decisions - eg. a database of previous variances to help users get predictability of their proposed variance.

Deb Lawlor spoke about AICP Commission efforts. The new Candidate program, in its third year, has over 1,700 applicants enrolled, over 400 have passed the exam (~61% pass rate), and about 125 have rolled over into full AICP. The Candidate program will likely go beyond PAB accredited schools in its fifth year. Additionally, any AICP certified faculty member is being allowed to sit for the exam just for the cost of the exam, to see what the exam is like now. The Commission has also expanded credits for authoring - ie. writing for Planning magazine.

Ms. Lawlor shared about upcoming Certification Maintenance changes, including required credits changing to 1 CM instead of 1.5 CM. Anything over 1 CM goes to general credits. Ethics and law will still be required, but will be adding an equity requirement along with a targeted, changing, credit. The first targeted credit will likely be called Sustainability and Resilience, but will be determined in December 2019. The Commission will be preparing a toolkit to assist Chapters with the new requirements. The changes will probably roll out in 2022, and they are hoping to get everyone on the same reporting cycle at that time. Additionally the next FAICP cycle will be at Houston conference. The Commission is encouraging current FAICP to work on mentoring, with planners generally, but also those going through the FAICP process, because the process can be very intense.

Discussion ensued regarding these topics, including the process for AICP reinstatement. Ms. Lawlor pointed out that waivers are available and that they should contact AICP. The Commission especially doesn't want people to have their AICP lapse due to money issues.

C. Executive Committee Reports

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

Christina Sebastian presented four sets of minutes for the following meetings:

- Board of Directors meeting May 3, 2019.
- Executive Committee meeting August 23, 2019.
- Executive Committee conference call September 9, 2019.
- An Executive Committee item was approved via email on October 10, 2019.

Christina mentioned the footer for the October 10, 2019, minutes needs to be updated.

A motion was made by Martin Zimmerman to approve all four minutes, as amended. The motion was seconded by Dave Gattis and passed unanimously.

2. Treasurer's Report: *Angela Martinez*

Angela Martinez announced that Section grant requests were deposited this past Sunday, and the first disbursement for FY2020 will be made April 1, 2020. Gary Mitchell is the incoming treasurer. Christina Sebastian, Gary Mitchell, and Chance Sparks will be working on getting signers on section accounts. Mike McAnelly mentioned they will be doing an audit.

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

Christopher Looney reported on the TML conference in San Antonio, which was a good opportunity to remind city officials what planning does. Wendy facilitated a session at TML: "What Does Amazon Have to do with Planning?" Mike and Claudia ran the APATX exhibit and did a great job. Christopher also attended Business Meeting, where cities can propose initiatives for TML. Lee Battle will be the next TML Rep.

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

Gary Mitchell recognized outgoing Directors for all their great work and reporting. Reporting is helpful to justify Section grant requests. Gary recognized the Central Section's policy committee and service activities and the Northwest Section for doing a great job for such a spread out area.

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

Richard Luedke's report lists the pass rates for the past 10 years. This year has seen very successful workshops, with a total of 199 attendees for the year, an increase from 139 in 2018. A total of 15 scholarships were issued this year: National gives set amount to each Chapter, the Chapter provides another 3, Texas Fellows provide 1, and the remaining come from Chapters that did not use their scholarships.

The National PDOs recently had a conference call, where they discussed how AICP is working to enhance the process for applying for the exam including more guidance for essays. Richard recognized Ann Bagley for her assistance to applicants with their essays.

Abra Nusser asked about the previous AICP Prep workbook. Richard stated that the paper version is still very good, though they are moving more towards APA Learn. The Chapter Presidents Council is working on updating the guide which hopefully will be released in spring 2020.

D. APATX Business and Action Items

1. Executive Administrator Contract Renewal - *Doug McDonald, AICP*

Mike McAnelly left the room at 9:45 am.

Doug McDonald discussed how the proposal for this contract is to extend it to December 31, 2022, which should be his last year. The Chapter will need to transition to a new Executive Administrator (EA) during the last 6 months of the extended contract. Mike's salary has been the same since the beginning. This is a proposed increase of \$3,000 per year. The position was intended to be a part-time position, but it's a full-time position, and Claudia McAnelly also provides significant help. Salary will likely need to increase as time goes on as Chapter activities grow. Mike could leave earlier but would help with transition.

Wendy recommended starting the hiring process for a new EA early so the transition can start early because there is so much Mike does that the Chapter doesn't know about. She also noted that the salary amount is much lower for the work he's doing.

Kim suggested budgeting for a salary for the transition person.

Gary Mitchell made a motion to renew the contract as specified in the agenda, with acknowledgement that the budget will need to be amended (separately). The motion was seconded by Rebecca Pacini and passed unanimously.

Mike returned to his room at 9:57 pm.

2. Ratification of the FY20 Chapter Budget – *Angela Martinez*

Angela Martinez discussed how AJ Fawver, Shannon Van Zandt, and Fred Lopez were approved for travel funds for their presentation at the NY conference by the Executive Committee in September (increasing Misc. Travel to \$5,000). Additionally, the Executive Administrator amount needs to change to \$45,000 based on the previous item. To accommodate these changes, the budget for Sponsorships will increase to \$51,000. For FY2020 budget.

A motion was made by Kelly Porter to approve changing the FY2020 budget by increasing Sponsorships to \$51,000, Miscellaneous Travel to \$5,000, and Executive Administrator to \$45,000. The motion was seconded by Richard Luedke and passed unanimously.

3. 2021 and 2022 Conference Locations – *Angela Martinez and Mike McAnelly, FAICP*

Mike McAnelly discussed the RFPs issued for the 2021 and 2022 conference locations. Chapter has an informal policy to rotate locations between north Texas, central Texas, and coastal communities.

Doug McDonald discussed how 2021 was suggested to rotate back to North Texas because of regular rotation and also because attendance is typically high. Proposals were received from the DFW communities of Arlington, Allen, Denton, Irving, and Fort Worth. He pointed out that walkable communities are great, provide an opportunity to show off great planning stories, and limit the need for bus shuttles. Denton, Irving, and Fort Worth have provided incentives. A lot of bussing would be needed for Denton due to hotel sizes and locations.

Abra mentioned the AV cost in Irving will likely be high, and that walkability is fairly low, but DART is within walking distance. Denton hotels are near a truck stop and the Convention Center is not within walking distance of downtown.

Doug said Fort Worth submitted a great proposal - it's not during TML, has great room rates, many hotel options, provided waiver, and incentive grant. The conference was last there in 2012. Fort Worth has some great planning stories.

Craig said Irving is a great location, but Fort Worth is also great and more competitive. Kelly Porter pointed out most of our planners work in suburban locations and there would be value to going to those locations still.

Kelly Porter made a motion to go with Fort Worth in 2021. The motion was seconded by Kimberly Mickelson.

Tamara Cook said she appreciates Denton for diversity and to see unique things. Christopher seconded that. Doug suggested that the Chapter could establish a policy that the conference rotates to a smaller community after a set number of years.

The motion passed unanimously.

Doug mentioned that the 2022 submittals are very diverse: Lubbock, Amarillo, College Station, Corpus Christi, El Paso, Kalahari (Round Rock), and Irving. An issue with College Station is that they can't commit to dates until the A&M football schedule is announced, so we might not know until a year out. Doug advised that the full board be part of the final decision.

AJ Fawver discussed that both Lubbock and Amarillo have interesting planning stories and are great locations to promote planning relationships with these areas.

Kelly Porter asked if we had previously discussed going to West Texas in the past; in 2017, we said to give special consideration to Amarillo in 2021.

Tamara asked about joining up with other Chapters on the conference; Doug responded that it could happen, but there are concerns that Texas could overshadow the planners from other Chapters.

Abra Nusser asked if any proposals were particularly impressive; Doug said College Station, Amarillo, and Corpus Christi were solid. Mike mentioned Corpus Christi could allow benefits with the Omni hotel since it would also be the main hotel for Fort Worth in 2021.

Chance Sparks suggested Corpus Christi, College Station, and Amarillo as a short list - allow Conference Coordinator, President, and Executive Administrator.

A motion was made by Kelly Porter to have the Conference Coordinator, President, and Executive Administrator tour and research the short list of Corpus Christi, College Station, and Amarillo. The motion was seconded by AJ Fawver. Rebecca expressed concern about College Station because it is not walkable and asked about considering Lubbock.

Kelly Porter amended his motion to give special consideration to Corpus Christi and Amarillo, and keep College Station on in case the first two do not work out. The motion was reseconded by AJ Fawver and passed unanimously.

4. APATX Member Dues Increase for Legislative Assistance - *Doug McDonald, AICP*

APATX issued a Request for Information for legislative assistance. The request included a broad wishlist, so the costs came back high. To cover the legislative assistance, the Chapter is considering a potential increase in dues. The Chapter's current level of legislative work is overwhelming for volunteers. The last membership survey showed an interest in having the Chapter pay for legislative assistance and possibly increase fees to do so.

Chance Sparks discussed how member volunteers often have issues, as many employers do not allow them to take positions. He also discussed that if the dues were to be increased, it would be better to do it just once rather than continue to request approval for incremental increases over time.

Doug discussed how any increase would have to be approved by Chapter membership. The effective date would be October 1, 2020 and we would need to start the process soon. We could lower the amount we increase the dues based on feedback from membership.

Craig Farmer expressed his support for paying for legislative assistance.

Christopher Looney asked about a possible bill to prohibit tax-payer dollars being used for lobbying. Chance said we could write the contract to provide an exit route if that happens. Craig suggested that actual funding could come from sponsorships instead of membership fees.

Rebecca Pacini asked if National is planning to raise dues. Doug responded that we haven't heard yet, but we can adjust our amount based on any changes made at National. We may lose some folks whose employers don't pay fees. The Chapter Presidents Council has been discussing that if people see better value for their membership they might return after they leave.

Christina Sebastian motioned to propose up to a 40% increase based on lobbying firm discussions and a membership survey with an implementation date of October 1, 2020. The motion was seconded by Christopher Looney and passed unanimously.

5. Action by Section Directors to Elect Section Representative - *Doug McDonald, AICP*

Gary Michell discussed how we are proposing to change the Section Representative to be an immediate Past-Director, since the current Directors are generally busy running their own Sections and a Past-Director has the recent experience as a Director.

Gary Mitchell nominated Fred Lopez as Section Representative. The motion was seconded by AJ Fawver and passed unanimously among the current Section Directors.

6. APATX Action Plan Update – *Karen Walz, FAICP*

Karen Walz discussed the retreat held in August and the updated APATX Action Plan. Tamara Cook asked about a small typo on pages 4 and 15: Action Item 4I should be "ground" instead of "group."

Tamara Cook made a motion to approve the Action Plan. The motion was seconded by Fred Lopez and passed unanimously.

E. Special Committee Updates

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

Craig Farmer discussed that the committee has six nominees and noted the FAICP mentors did a great job assisting the applicants. He said applicants should hear in February and that they couldn't have done it without Mike McAnelly's help.

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

Shad gave an update on NPC20. About 60 mobile workshops sessions have been submitted and National is working through them. Additional activities and events were recently submitted. Due to budget constraints, they have removed the welcome reception on Saturday night, but the Committee is working through options.

Wendy asked about the annual Texas Reception. Doug responded that the Chapter is still planning to have the reception. Mike stated they are looking at the Rice Hotel and the aquarium. They are also looking for a location for the Foundation donors reception.

3. 2020 Census Committee – *Joey Crumley, AICP*

Joey Crumley summarized the Census Committee report. They have contacted heads of Texas Association of Counties, Texas Association of Regional Councils, and TML. He noted they would like to translate a one page information sheet, as most publications already translated are in languages where most people also speak English. Doug asked for Board members to send comments to Doug and he will get potential interested people in touch with Joey.

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

Kim Miller gave some highlights from the APA Foundation grant for the Hurricane Sandy and Harvey recovery webinars. Two have been held and are available online. The first was a conversation between New York and Houston and the second between New Jersey and Coastal Bend. The final event will be in January in Corpus FEMA Region 6.

5. Chapter Planning Awards Committee - *Claire Hempel, AICP*

This item was skipped.

6. Diversity & Inclusion Committee – *AJ Fawver, AICP*

AJ Fawver passed out a draft action plan for the Diversity & Inclusion Committee. Ideas include collaborating on an equity symposium at NPC20, making a bank of questions for all Chapters to use, a National-level survey. They will be presenting at the Hindsight Conference in NYC and at a session on Friday. Future work will be research and relationship-intensive. Kudos were given to the Committee, especially because Texas is leading on this topic.

7. Membership Committee – *Fred Lopez, AICP*

Fred Lopez reported that the Committee will continue to send out new membership letters and new AICP letters. Next year they will be targeting approach and reaching out to commissioners and students. Ann Bagley mentioned she would like to work with them on commissioners.

F. New/Other Business

1. Department of State Health Services Public Health/Planning Grant– *Mike McAnelly, FAICP*

This item was skipped.

2. Communications Tech Annual Report – *Kyle Kingma, AICP*

Kyle Kingma gave a summary of his report and noted much of it will be put in the Chapter annual report.

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

Kyle discussed the website migration to the National website, which is basically in place. Website permissions will be provided to Sections. Heather mentioned job fees will be collected through National. CM-provider dashboard will be part of this and will automatically feed to the event calendar.

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

Doug said to save the date for this upcoming event.

5. Recognition of Outgoing Officers and Group Photo – *Doug McDonald, AICP*

Doug thanked outgoing officers for their service.

G. Future Meetings

- New Chapter and Section Officer Orientation and Onboarding Training – November 8, 2019 in Waco
- APATX Executive Committee – January 31, 2020 in Central Texas
- APATX Board of Directors – Spring in 2021 Conference Location
- 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
 - 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

H. Adjourn

Doug McDonald adjourned the Board of Directors meeting at 12:23 pm.

Minutes approved by the Board of Directors on April 17, 2020.
Secretary: Christina Sebastian