



Executive Committee Meeting Conference Call January 22, 2021

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		Northwest	AJ Fawver	CC
East	Michael Howell		Southwest	John Osten	
Houston	Shad Comeaux		Southmost	Xavier Cervantes	
Midwest	Abra Nusser	CC	West	Kevin Smith	
North Central	Kendall Howard Staron Faucher	CC			
Standing Committee Chairs					
Professional Development Officer*	Richard Luedke	CC	Government Relations	Kelly Porter	
Planning Official Development Officer	Ann Bagley	CC	Advocacy Network Liaison	Craig Farmer	
Sections Representative*	Fred Lopez	CC	Membership	Matt Jones	
Conference Coordinator*	Angela Martinez	CC	Diversity and Inclusion	AJ Fawver Shai Roos	CC CC
Emerging Planning Leaders	Monica Rainey		University Rep	Sheri Smith	
Planning Awards	Claire Hempel	CC	Student Rep	Kristine Singleton	
Special Committee Chairs					
Communications Manager	Heather Nick	CC	Hurricane Harvey Task Force Chair	Kimberly Miller	
Chapter Historian	David Gattis	CC	Census 2020 Committee	Joey Crumley	
Certification Maintenance Officer	Barbara Holly				
Other Members					
Executive Administrator	Mike McAnelly	CC	Communications Tech	Kyle Kingma	CC
National Leadership					
APA Director Region III	Wendy Shabay		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		Economic Development Division Chair	Rebecca Leonard	
Sustainable Communities Division Chair	Matt Bucchin		Student Representatives Council Chair	Veronica Escalera-Ibarra	
Latinos and Planning Division Secretary	Marco Hinojosa				
Other Attendees					
			Karen Walz		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 1:17 pm CST.

B. President's Report: Chance Sparks, AICP:

1. APATX2021 Fort Worth Conference November 1-3, 2021 – Chance Sparks, AICP; Doug McDonald, AICP; Angela Martinez

- Hybrid Physical/Virtual Conference – Doug McDonald, AICP
- Hotel Contract Addendums – Mike McAnelly, FAICP (Attachment B1) ACTION ITEM
- Call for Sessions and Speakers – Angela Martinez
- Omni Conference Hotel and Overflow Hotels – Mike McAnelly, FAICP
- Multi-Chapter Event – Chance Sparks, AICP
- Sponsor/Exhibitor Support – Rob Rae, AICP
- Conference Budget and options – Angela Martinez
- Short Course for Planning Officials – Ann Bagley (Attachment B2)

Mike McAnelly provided an update on the conference in Fort Worth. The agreements with four hotels needed revision due to Covid; additionally, the conference will no longer be at the Convention Center, but instead the Omni Hotel. Discussion ensued regarding various concerns with a hybrid conference setup as well as whether the \$20,000 deposit would come out of the reserve accounts.

Gary Mitchell motioned to approve the Executive Committee signing the hotel contract addendums as presented and authorize Kim, Mike, and Angela to continue discussions with the hotels for more flexibility. The motion was seconded by Heather and passed unanimously.

Chance Sparks noted that we are looking for opportunities to cut registration costs.

Doug McDonald spoke about various platforms available for the hybrid conference. Options include Pheedloop, Whova, and Cvent. Cvent looks very promising, although more expensive. They have a conference app, Zoom accounts, call for sessions, and touchless check-in.

Ann Bagley spoke about her request to change up the Short Course to encourage more attendance in response to Covid and trends in commissioner attendance.

Chance moved to the Diversity and Inclusion Report (item C-9).

C. Committee Reports

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

- Minutes of Board of Directors Meeting, 9/25/2020

Christina Sebastian gave a summary of the Secretary's report and noted that no action is needed at this time as the 9/25/2020 Board Meeting will need the approval of the full Board of Directors..

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

- Financial Status Report
- FY2020-21 Budget

Gary Mitchell gave a summary of the Treasurer's report and noted that the Chapter is in good shape with conference success and increase in dues. The budget is proposed for amendment to bring back section grants from the previous austerity budget. Gary also mentioned that the Fort Worth conference is shown as a break-even conference.

Christina Sebastian made a motion to endorse* the amended budget as presented on the screen. The motion was seconded by Doug McDonald and approved unanimously. *The amended budget must go to the full Board of Directors for adoption.

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

Lee Battle gave a summary of the TML Representative report and the TML work/campaign. TML had asked all affiliates to sign on and allow use of our logo. The Chapter Legislative Committee discussed this and decided to opt out, as the Chapter is working hard to build their own standing for legislative work. Lee also pointed out that the Chapter represents more than just municipal employees.

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

Fred Lopez summarized the Section Directors Report and noted that the Sections have been creative in member outreach during Covid, from webinars to happy hours. They will be having a Directors get-together soon.

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

Richard Luedke summarized the Professional Development Officer report and noted that pass rates for November were 61% for traditional and 54% for candidates, for an average of 59%. They held a joint prep workshop at the conference with the other Chapter PDOs. Richard noted the deadlines to apply for the AICP exam have been extended and that the process for certification has been changed, including the order of essays and exam. He will reassess in-person training in the future as conditions change.

The agenda moved to agenda item C-10.

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

Heather Nick noted the Communications Committee is talking through conference promotion. Kyle Kingma shared that he'll be populating the Chapter website with information about the past and upcoming conferences and that they'll also be preparing for the upcoming legislative session.

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

Fred Lopez noted that there was no Membership Committee update.

8. Emerging Planning Leaders Mentoring

There was no Emerging Planning Leaders update at this time.

Chance moved to agenda item C-12.

9. Diversity and Inclusion: AJ Fawver, AICP (Attachments C-9 ACTION ITEM)

- Diversity & Inclusion Committee Action Plan Update

AJ Fawver gave a summary of the Diversity & Inclusion Action Plan, now called the EDI Action Plan (Equity, Diversity, and Inclusion). She also noted that there are six subcommittees, and additionally that she will be stepping down as Chair and Shai Roos will be stepping in. The Executive Committee commended AJ and the committee for their work, and welcomed Shai. Doug McDonald also mentioned that Heather Nick is Chairing the EDI committee for the Chapter Presidents Council.

Heather Nick motioned to approve the Equity, Diversity, and Inclusion Action Plan. The motion was seconded by Richard Luedke and passed unanimously.

Chance Sparks moved back to agenda item C-1.

10. CPC Grant Project: Conference Closed Captioning and Transcription

The CPRC Grant Project for captioning and transcription was not fully discussed as the Chapter needs to check with various people based on the passing of Lynn Jorgenson.

11. Legislative Advocacy Network: Karen Walz, FAICP and Craig Farmer, FAICP

- Letter from APA Texas (Attachment C11-1)
- APA Texas Brochure Introduction (Attachment C11-2)
- Strategy and Policy Priorities for Texas Legislative Session (Attachment C11-3)

Karen Walz gave a summary of the Legislative Advocacy Committee and noted that they are very pleased with the work of Salient Strategies. A brochure has been developed to help explain APATX to legislators. Additionally, the Committee set five priorities for 2021: Flexibility to Support Growth in Diverse Communities, Building Code Mandates, Subdivision Platting, Broadband Access, Resilience. Salient Strategies started an Airtable database to track bills and keep it current based on progress in the legislature.

Chance Sparks moved back to agenda item C-6.

12. Planning Awards: Claire Hempel, AICP

Claire Hempel gave a summary of the 2020 planning awards and noted that national has changed up their awards program significantly and requested feedback on possibly aligning with their program. They are still working on videos for the Planning Excellence awards, plus will have a single video for Planning Achievement awards. The President's award went to the conference committee for the virtual conference.

Looking forward to the 2021 awards, the call for awards might be Monday, March 1. They are looking for a partner jury and expect to have reviews done in June to notify winners for the conference in November, where the luncheon would be on a Wednesday.

As the Chapter recently added categories and readjusted timing so people could send the same application to National, with the new changes at the National level, including timing of applications, Claire recommends keeping our categories, at least for

this year, and consider adjusting our program moving forward. They will try to adjust alignment to match criteria where appropriate. The Executive Committee supported this approach.

13. Richard R. Lillie, FAICP Planning Excellence Recognition: Mike McAnelly, FAICP

Mike McAnelly noted that the Planning Excellence Recognition may need to be renamed to better distinguish it from the Planning Excellence Awards.

14. DSHS Plan4Health Texas Project Status Report: Mike McAnelly, FAICP

- Approve DSHS Proposal to extend and increase grant (C14 ACTION ITEM)

Mike McAnelly discussed that the DSHS is proposing to add a third fiscal year to the Plan4Health grant, for another \$50,000, extending to 9/23/2023. Melissa Oden is the project manager.

Christina Sebastian motioned to authorize the Executive Administrator to accept and sign the proposed grant extension and funding increase. The motion was seconded by Richard Luedke and passed unanimously.

D. Future Board of Directors and Executive Committee Meetings

- APA Texas Chapter Board of Directors Spring Virtual Meeting – April 2021
- APA Texas Chapter Conference and Short Course – FORT WORTH November 1-3, 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?)

E. APA National Planning Conferences:

- 2021 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

F. New/Other Business

Gary Mitchell noted that the Texas Downtown Association has their call for speakers out, and their conference is in Denton at the same time as ours in Fort Worth - may even be some crossover opportunity.

Christina Sebastian mentioned that the elections would be coming up soon.

Mike McAnelly also mentioned that the FAICP nominations process is starting up, and would be due in August.

G. Adjourn

Chance Sparks adjourned the Executive Committee meeting at 4:15 pm CST.

Minutes approved by the Executive Committee on September 24, 2021.

Secretary: Christina Sebastian