



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	
East	Michael Howell	CC	Southwest	John Osten	CC
Houston	Shad Comeaux	CC	Southmost	Xavier Cervantes	CC
Midwest	Abra Nusser		West	Kevin Smith	
North Central	Kendall Howard	CC			
Standing Committee Chairs					
Professional Development Officer*	Richard Luedke	CC	Government Relations	Kelly Porter	
Planning Official Development Officer	Ann Bagley		Advocacy Network Liaison	Craig Farmer	CC
Sections Representative*	Fred Lopez		Membership	Matt Jones	CC
Conference Coordinator*	Angela Martinez		Diversity and Inclusion	AJ Fawver	
Emerging Planning Leaders	Monica Rainey		University Rep	Sheri Smith	CC
Planning Awards	Claire Hempel	CC	Student Rep	Kristine Singleton	
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		Latinos and Planning Division Treasurer	Carlo Chunga Pizarro	
AICP Director Region III	Kim Mickelson		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					
Sherri Sefko		CC	Rob Rae		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 1:09 pm CST.

B. President's Report: Chance Sparks, AICP

Chance Sparks gave an update, including a summary of the upcoming virtual conference.

1. APA3C Cross-Chapter Collaborative, October 5-9 – Chance Sparks, AICP; Doug McDonald, AICP; Angela Martinez
 - Pheedloop 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

Doug McDonald further summarized the conference details. Planning is going well, with over 220 speakers and almost 1,100 attendees. To accommodate virtual format, sessions are 45 minutes. Doug also noted that we received a CPC grant for Otter.ai to transcribe sessions.

- Sponsor/Exhibitor Support – Rob Rae, AICP

Rob Rae gave an update on sponsorship, which is going smoothly - over \$42,000, which will be distributed among the participating Chapters.

- Registration and Revenue/Expenditure Report – Mike McAnelly, FAICP

Mike McAnelly gave an update on registration and user counts.

2. New Student and Faculty Reps

Mike introduced the new student and faculty representatives, from Texas Southern University, Kristine Singleton and Sheri Smith, respectively.

C. Committee Reports

1. Secretary's Report: Christina Sebastian, AICP (Attachment C-1a, b and c)
 - Minutes of Board of Directors Spring Virtual Meeting, 4/17/2020
 - Minutes of Executive Committee Virtual Meeting, 5/29/2020
 - Minutes of Executive Committee Summer Virtual Meeting, 9/14/2020

Christina Sebastian introduced the minutes for consideration.

Doug McDonald moved to approve all three minutes, for April 17, 2020, May 29, 2020, and September 14, 2020. The motion was seconded by Lee Battle and approved unanimously.

2. Treasurer's Report: Gary Mitchell, FAICP

- Financial Status Report
- Proposed FY2021 Budget for Approval (Attachment C-2 (ACTION ITEM))

Gary Mitchell summarized the budget, which is conservative, including for Sections. If things go smoothly, more funding may be available for Sections and Professional Development. If things do not, Legislative Consultant funds could be cut. Gary also mentioned that the Fort Worth conference is unknown as far as in-person/virtual.

John Osten motioned to approve the budget as submitted. The motion was seconded by Kimberly Miller and was approved unanimously.

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

Lee Battle gave a summary of TML initiatives, including the TML legislative agenda.

Xavier Cervantes gave a recommendation to have a weekly meeting during the upcoming legislative session. It was noted this would be discussed more with the legislative consultant.

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

Fred Lopez had jury duty and was unable to be on the call, though the report is in the packet.

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

Richard Luedke gave a summary of the PDO report, and noted that the Chapter had a record AICP pass rate of 68% during the May exam, and it's also the first time the Chapter pass rate was higher than the National pass rate.

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

Heather Nick and Kyle Kingma gave a summary of the communications report.

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

Matt Jones gave a summary of the Membership Committee's work and noted that we are around 2,600 members, though we are seeing an impact from Covid.

8. Emerging Planning Leaders Mentoring: Monica Rainey, AICP

Monica Rainey was not able to be on the call.

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

AJ Fawver wasn't able to be on the call, so the action item will be returned to later. Doug McDonald gave a brief update about the Diversity and Inclusion Committee's work including the Hindsight Conference.

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

Craig Farmer discussed the work of the Advocacy Committee, including a survey, white papers, and a session on advocacy at conference. Groups will be meeting to prepare for the upcoming legislative session.

Chance Sparks mentioned the Texas Plans sessions are on the APATX website for people to view.

11. Planning Awards: Claire Hempel, AICP

Claire Hempel gave a summary of the awards and the successful jury exchange with the Colorado Chapter. This year there were 44 submittals and 22 awards. Announcements will start October 1. Award ceremony details are still being figured out.

Dave Gattis noted the Planning Legend award needs to be determined and Chance Sparks noted there are two other appointed awards to determine.

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

Mike McAnelly discussed how the call for applications for the Planning Excellence Recognition received about 33 applications and noted that we will likely wait on plaque due to Covid.

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

Mike McAnelly gave a summary on the Plan4Health Project and noted that we have another year to complete.

14. Additional item: Certification Maintenance Officer Report: Barbara Holly, AICP

Barbara Holly thanked Doug and noted that entering sessions for the conference went very smoothly and said it was going to be a great conference.

D. 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?)

E. APA National Planning Conferences:

1. 2021 BOSTON or VIRTUAL, May 1-4, 2021
2. 2022 SAN DIEGO, April 30-May 3, 2022
3. 2023 PHILADELPHIA, April 1-4, 2023
4. 2024 MINNEAPOLIS, April 13-16, 2024
5. 2025 DENVER, March 29-31, 2025
6. 2026 MIAMI, April 2026

F. New/Other Business

G. Adjourn

Chance Sparks adjourned the Board meeting at 2:55 pm CST.

Minutes approved by the Board of Directors on November 1, 2021.

Secretary: Christina Sebastian