



# Executive Committee Meeting Conference Call September 24, 2021

## MEETING MINUTES

Elected Officers					
President*	Chance Sparks	CC	Secretary*	Christina Sebastian	CC
President Elect*	Heather Nick	CC	Past President*	Doug McDonald	
Treasurer*	Gary Mitchell	CC	TML Rep*/TML Affiliate	Lee Battle	CC
Section Directors					
Central	Martin Zimmerman		Northwest	AJ Fawver	
East	Michael Howell		Southwest	John Osten	
Houston	Shad Comeaux		Southmost	Xavier Cervantes	
Midwest	Abra Nusser	CC	West	Kevin Smith	
North Central	Kendall Howard				
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	
Conference Coordinator*	Angela Martinez	CC	Diversity and Inclusion	Shai Roos	CC
Emerging Planning Leaders	Monica Rainey		University Rep	Sheri Smith	CC
Planning Awards	Claire Hempel		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	
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		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					
Connie Cooper		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 12:05 pm CST.**

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

#### 1. Consolidated Election Results – Heather Nick, AICP

Heather Nick discussed the consolidated election results for the Chapter and Sections. Section directors received results for their Section and will be sent out via email Chapter-wide soon.

#### 2. On-Boarding Training for New Chapter and Section Officers – Heather Nick, AICP

After some discussion, training for new officers was tentatively planned for 2-3 pm the Monday of the conference.

#### 3. Action Plan Update for 2022 – 2023 – Heather Nick, AICP and Karen Walz, FAICP

Karen Walz gave an update on the Action Plan Update, including recent survey results. Some minor updates were suggested by the Executive Committee.

#### 4. 2022 AICP Fellows Nominations by APA Texas Chapter – Craig Farmer, FAICP and Connie Cooper, FAICP

Mike McAnelly and Craig Farmer provided a summary of the AICP Fellows process and potential nominees.

### C. Executive Committee Reports

#### 1. Secretary's Report: Meeting Minutes -- Christina Sebastian, AICP Attachment C-1

**Gary Mitchell moved to approve the Executive Committee minutes from January 22, April 23, and June 16, 2021. The action was seconded by Richard Luedke and passed unanimously.**

#### 2. Treasurer's Report: Financial Status and Budget -- Gary Mitchell, AICP Attachment C-2

Gary Mitchell summarized the Treasurer's report, noting that new Section grant requests are expected to occur in January or February. Gary presented the preliminary draft budget for FY2022, which can be approved at the November Board meeting.

Richard Luedke suggested removing the CPC study guide sales income, as the guide is now hosted on APA Learn.

Gary asked if we would have legislative staff meetings next year since the Texas Legislature will not be in session. It is being left in the budget, pending discussion with Saliient Strategies.

Gary suggested increasing conference expenses using the existing surplus, particularly because the fiscal year straddles two conferences, so it won't all go to the Fort Worth conference nor all to El Paso.

**Christina Sebastian motioned to endorse the preliminary budget with the adjustments discussed, for further approval by the full Board in November. The motion was seconded by Angela Martinez and passed unanimously.**

#### 3. TML Representative's Report -- Lee Battle, AICP

Lee Battle noted the TML Conference is coming up and no action is needed at this time.

#### 4. Section Representative's Report -- Fred Lopez, AICP Attachment C-4

Fred Lopez was not able to be on the call.

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

Richard Luedke gave a summary of the AICP training that has occurred, noting that training attendance is typically higher in the spring and that a total of 12 scholarships were provided.

#### 6. Planning Officials Development Officer (PODO) – Ann Bagley, FAICP

Ann Bagley was not able to be on the call.

#### 7. AICP Certification Maintenance Officer – Barbara Holly, AICP

Barbara Holly had to leave the call before this item.

#### 8. Emerging Planning Leaders – pending appointment

There was no Emerging Planning Leaders report while the appointment is pending.

## D. Standing Committee Reports

### 1. Conference Coordinator Report – Angela Martinez, Heather Nick and Mike McAnelly

- 2021 Fort Worth APAC3\*21 Hybrid Multi-Chapter Conference
  - Sponsors and Exhibitors
  - Cvent Conference Platform
  - Program Schedule
  - Conference Registration
  - Hotels
  - Social Activities
  - Food & Beverage Menus and Cost Reduction Options
  - Covid Health & Safety Protocol

Mike McAnelly gave a summary of various components of the upcoming conference. The complexities of having a hybrid conference have increased audio and visual costs. In addition, food and beverage costs, including fees, are also very expensive this year. The organizers asked for feedback on potential cost-saving measures for the conference. A number of ideas were discussed including moving the time of the awards reception, box lunches, and advanced-recording of virtual sessions.

- 2022 El Paso (TBD)
- 2023 Bryan-College Station (TBD)

### 2. Planning Awards – Claire Hempel, AICP

Claire Hempel was not able to be on the call.

### 3. Government Relations – Kelly Porter, AICP

Kelly Porter was not able to be on the call.

### 4. Advocacy Network Committee – Karen Walz, FAICP and Craig Farmer, FAICP

- Salient Strategies Legislative Consultant – Karen Walz, FAICP and Chance Sparks, AICP

Karen Walz gave an update, highlighting the helpful work of Salient Strategies during the past legislative session.

- Advocacy Training Pre-Conference Workshop, Nov. 1, Fort Worth – Karen Walz, FAICP

Karen Walz noted that there will be a pre-conference workshop with Salient Strategies and a regular session at the conference about legislative advocacy.

- Legislative Advocacy Forum and Planners' Day at Capitol (March 27-30, 2022) – Doug McDonald, AICP

Doug McDonald was not able to be on the call.

- Legislative Day Scheduler (Constituent Voice)

This item will be discussed at a later date.

### 5. Membership Committee – Matt Jones, AICP

Matt Jones was not able to be on the call.

### 6. Diversity and Inclusion Committee – AJ Fawver, AICP

Shai Roos gave an update regarding the work of the Diversity and Inclusion Committee, which is sponsoring three sessions during the conference. The committee has started working on next year's plan and subcommittees are putting together reports for the November Board meeting.

### 7. Universities and Planning Student Organizations – Sheri Smith, PhD

Dr. Sheri Smith asked if there was a role for students at the conference - volunteers and Legacy Project, especially with Covid restrictions and travel limitations. Dr. Smith noted that universities are looking at increased enrollment, which is positive. Mike McAnelly noted the reduced student registration fee and volunteer waiver opportunity.

Abra Nusser brought up that the Midwest Section board had an idea to have universities submit poster sessions to display online and virtually (maybe as exhibitors or a separate group). The idea was encouraged to pursue further, along with possibly a pre-recorded virtual student session.

## E. Special Committee Reports

### 1. Communications – Heather Nick, AICP and Kyle Kingma, AICP

Heather Nick noted that Kyle Kingma is working on updating the website.

### 2. Chapter Historian – David Gattis, FAICP

Dave Gattis noted he is still working through archive files and that he would like to get the 2020 and 201 Legacy award winners to the conference.

### 3. DSHS Plan4Health Texas Project – Mike McAnelly, FAICP

Mike McAnelly noted that the Plan4Health team will be working with three additional communities and have hired four interns from UT Arlington and UT Health Science Center (both planners and public health students). A pre-conference workshop will occur Monday afternoon focusing on building healthy communities. The speaker, Mark Fenton, will also be the Tuesday morning plenary speaker.

## F. Future Meetings

1. APATX Board of Directors (Virtual Meeting) – Nov. 1, 2021, Fort Worth
2. APATX Executive Committee (Virtual Meeting) – Jan. 2022
3. APATX Board of Directors (Virtual Meeting) – Apr. 2022
4. APATX Board of Directors (Virtual Meeting) and Legislative Advocacy Forum – Mar. 27-30, 2022, Austin
5. APATX Executive Committee (Virtual Meeting) – Jul. 2022
6. APA Texas Chapter Conferences:
  - APA Texas Chapter– Nov. 1-3, 2021 – Hybrid Conference in Fort Worth (TML 10/6 to 10/8 in Houston)
  - APA Texas Chapter – Oct. 2022 – El Paso (TML 10/5 to 10/7 in San Antonio)
  - APA Texas Chapter – Oct. 2023 – Bryan/College Station
7. APA National Planning Conferences:
  - 2022 April 30-May 3, 2022 Virtual Conference (was in San Diego)
  - 2023 PHILADELPHIA, April 1-4, 2023
  - 2024 MINNEAPOLIS, April 13-16, 2024
  - 2025 DENVER, March 25-31, 2025
  - 2026 MIAMI BEACH, May 2-5, 2026

## G. New/Other Business

Abra Nusser noted that the Midwest Section award program is scheduled for December 10 at Legal Draft Brewery.

## H. Adjourn

**Chance Sparks adjourned the Executive Committee meeting at 3:26 pm CST.**

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

Secretary: Christina Sebastian