



**APATXMW
Board Meeting
Wednesday, February 21, 2024
3:00 pm – Microsoft Teams Meeting**

Clayton Comstock, AICP, CNU-A
Director

- 1) **Roll Call (3:04 pm)**
 - Present: Julie Anderson, Rachel Bradford, Brian Campbell, Clayton Comstock, David Hawkins, Kelsey Poole, Travis Liska
 - Absent: Jenny Crosby

Travis Liska, AICP
Director-Elect

- 2) **Discussion and approval of Meeting Minutes from January 19, 2024**
 - Brian Campbell motioned to approve the meeting minutes as written. David Hawkins seconded the motion, and the motion was approved with minor edits.

Rachel Bradford, AICP
Treasurer

- 3) **Past Events/Meetings**

Kelsey Poole, AICP
Secretary

- 4) **Finance/Budget**
 - Current budget \$14,268.57.
 - No budget changes since last meeting and still working on providing Rachel Bradford account access.

David Hawkins, AICP
Immediate Past Director

- 5) **Action Item Update/Old Business: January 19, 2023, meeting**

- Section Awards
 - David Hawkins and Clayton Comstock revised the award criteria.
 - MW Board no longer has access to Survey Monkey and is waiting for the State to create a state-wide survey to announce the award application. State is exploring [Joltform](#) as a survey option.
 - **Action Item:** David Hawkins following up with Chelsea Irby on state-wide platform selection.
 - **Action Item:** Julie Anderson to draft award application announcement for the newsletter, which should call out “Coming Soon” text and highlight the award application due date of March 29, 2024, at 5:00pm and underscores that the application is not supposed to be complicated.
- UNT/UTA University Talk Series
 - Prepare for Talk Series launch in Fall 2024 Semester.
 - **Action Item:** Brian Campbell will coordinate with CAPPAs staff/admin and SPA to develop programming for the fall and send a reminder email for the series during the Summer 2024 semester.

Jenny Crosby, AICP
Professional Development Officer

Julie Anderson
Communications Coordinator

Brian Campbell
EPL Representative

Brian Campbell
University of Texas at Arlington Representative

- 6) **2024 Midwest Section Events Calendar**

- 2/23: Lattes & Leadership
 - Face Book is the only platform that captures RSVPs.
 - MW Board to promote event to personals networks.
 - 3/22: Midwest/North Central Joint Board Meeting
 - **Action Item:** MW Board will discuss topics on the 3/20/2024 Board Meeting
 - 3/27, 4/1 or 4/2: Drone Delivery Session (Clayton)
 - Kim Drexler will manage CM application.
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- Meeting will be hybrid meeting hosted/streamed at NCTCOG. NCTCOG room joins as a person.
- **Action Item:** Clayton Comstock to create Zoom meeting and share with Travis Liska.
- **Action Item:** Julie Anderson draft content for newsletter and social platforms.
- 4/26: Mule Alley Tour + Section Awards Happy Hour (Clayton, David, & Travis)
 - Fort Worth Mule Away Tour will take place on April 26, 2024. This will include a one-hour tour focused on the Stock Yards Form Based Code (FBC) and will conclude with a happy hour and award ceremony.
 - MW Board agreed to not charge for the event.
 - **Action Item:** Travis Liska to reserve space to accommodate large group and order appetizers.
 - **Action Item:** Jenny Crosby is applying for CM credits.
- NCTCOG will host a Land Use and Transportation Task Force on 3/25.

7) **Officer Reports**

- Director
- EPL
- UTA SPA
 - SPA held first Spring 2024 semester membership meetings.
 - **Action Item:** Brian Campbell to share upcoming MW Board event with SPA.
 - **Action Item:** Clayton Comstock to coordinate with Rich Luke about AICP workshop at UTA.
- Treasurer
 - Carol Barrett updated that the banker stopped responding to bank access request.
- Secretary
 - Clayton Comstock to send agenda 72 in advance for website posting.
 - Kelsey Poole to take responsibility for uploading agendas and minutes to website.
 - **Action Item:** Kelsey Poole to reach out to Kyle Kigma to request access.
- Communications
 - Due to changes in email authentication to combat spam, newsletter emails can't come from Gmail account because it's a public domain and therefore cannot be authenticated with our email platform.
 - **Action Item:** MW Board to discuss creating state-wide domain with State APATX.
 - **Action Item:** MW Board to determine date for FNT call for sessions.
 - **Action Item:** Clayton Comstock to coordinate with Chelsey Smith from North Central.
- Professional Development
- Director-Elect
 - Suggestion – continue Happy Hours with Great Places theme.

8) **Future Agenda Topics**

- Great Places Happy Hour Opportunities.
 - Discuss joint board topics on the 3/20/2024 Board Meeting
 - determine date for FNT call for sessions.
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Adjourn: 3:46 pm

Microsoft Teams meeting

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