



APATXMW
Board Meeting
Friday, January 19, 2024
2:00 pm – Microsoft Teams Meeting

Clayton Comstock, AICP, CNU-A
Director

Travis Liska, AICP
Director-Elect

Rachel Bradford, AICP
Treasurer

Kelsey Poole, AICP
Secretary

David Hawkins, AICP
Immediate Past Director

Jenny Crosby, AICP
Professional Development Officer

Julie Anderson
Communications Coordinator

Brian Campbell
EPL Representative

Brian Campbell
University of Texas at Arlington Representative

1) **Roll Call (2:08 pm)**

- Present: Julie Anderson, Rachel Bradford, Brian Campbell, Clayton Comstock, Jenny Crosby, David Hawkins, Travis Liska
- Absent: Kelsey Poole

2) **Discussion and approval of Meeting Minutes from November 28, 2023**

- Rachel Bradford motioned to approve the meeting minutes as written. Brian Campbell seconded the motion and the motion carried unanimously.

3) **Past Events/Meetings**

- *Holiday Mixer*
 - All charges related to the event have been resolved and transfers were made between the North Central and Midwest accounts to settle profits/expenses.
 - The event was well attended with only 9 or 10 spots remaining.
 - Scholarship recipients attended and were recognized.
 - MW Board would support hosting the event at that location again. It is a priority to keep the location central in region.
- *APATX New State/Section Officer Orientation*
 - APATX launching webinars spotlighting different universities as well as a new podcast.
 - Leadership Academy cohort should be announced soon.
 - **Action Item:** Julie Anderson to feature Leadership Academy members from the Midwest in the newsletter.
 - Angela will be reaching out to MW section about the Allen conference. It is still TBD what will specifically be needed from our section and what collaboration needs to happen between North Central and Midwest Boards.
 - There are currently 357 enrolled members in the Midwest section.

4) **Finance/Budget**

- Rachel Bradford is still waiting on account access from APATX/Chase Bank. Travis Liska is providing updates to Rachel in the interim.
- Since the last board meeting, there have been \$2,348.36 in expenses and \$953.73 in deposits to the account related to both the Holiday Mixer and the student scholarship. This leaves the current balance of the account at \$14,268.57.
- Don't anticipate more than \$150-200 in expenses (at most) for the upcoming Lattes and Leadership event. For this first one, the room rental fee will be \$50.

5) **Topics for Joint North Central / Midwest board meeting, date TBD**

- Vivian Fung sent out a doodle poll to find date for combined board meeting.
 - **Action Item:** MW Board to respond to Doodle Poll.
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- Clayton and Travis have been working on a draft agenda with North Central. Potential agenda items may include:
 - Introductions (Role on APA, “Day-Job”, What are your goals in your APA role?)
 - Message from Directors – Goals for coordination this year.
 - Specific Collaboration Items for this Year – FNT, organization/marketing of social events and PD events, APA state conference, slack.
 - Share your contact info with your peer in the other section.
- Jenny Crosby suggests coordinating on Boards and Commissioners training as well.

6) **Action Item Update/Old Business: November 28, 2023 meeting**

a. *Use of Slack*

- i. Chelsea Irby’s run-through of Slack at last meeting was helpful and the application is helpful for document continuity.
- ii. **Action Item:** Clayton Comstock will share calendar in MW Section slack channel before next board meeting.

b. *Midwest Section email account*

- i. Julie has access but so does everyone else. Anyone can log in at any time.

c. *Social Media & Communications Accounts Inventory & Logins*

- i. Julie sent this list after the last board meeting. It is also saved in the Gmail associated google drive (as opposed to the google drive accessible through slack).
- ii. **Action Item:** Work on moving items from Gmail associated google drive to APATX Google Drive associated with the Slack channel.

d. *Debit Cards*

- i. Carol Barret has Rachel Bradford’s documentation. We are still waiting on Rachel to receive access/debit card.

e. *Mini-FNT*

- i. Confirmed we’re not doing FNT this year. We will do a draft call for smaller sessions to happen throughout the year. This was previously in the works but need to pick back up now we are past the holidays.
 - 1. **Action Item:** Julie Anderson to include call for sessions in the next newsletter.
- ii. **Action Item:** MW Board should be thinking of what projects we can highlight in North Texas. They can be virtual, in person, tours, etc.
- iii. This replaces FNT and we want to encourage everyone to attend the Allen conference in October.

f. *Section Awards*

- i. If we’re going to do it, we need to determine what the categories are going to be.
- ii. **Action Item:** David Hawkins will share previous category list.
- iii. **Action Item:** Clayton Comstock and David Hawkins will have separate call and determine if the categories need to change. The goal is to have an easy plug and play with the state awards.
- iv. David Hawkins will lead/chair section awards.
- v. MW Board members are supportive of it. We want to keep the section engaged and celebrating successes.
- vi. Goal should be to make verbiage match the criteria of state awards as much as possible.

g. *UNT/UTA University Talk Series*

- i. Brian Campbell reached out Dr. Li (head of MCRP at UTA) and Dr. Laura Keyes (UNT). Both are very interested. He will follow up with them once he knows what the specifics are.
 - 1. Brian will have them send him a list of interested professors and then coordinate MW volunteers to speak.
 - ii. We want to develop a list of members in MW that would be good speakers.
 - iii. Talks should be no later than 1st-2nd week of April because you don't want to run into finals. Alternatively, we could start in Fall semester instead.
 - iv. **Action Item:** Brian Campbell will continue coordinating with the universities get their input, see when would be best for them, and develop a list of how many professors would be interested.
 - h. *Student Scholarship Award Criteria*
 - i. Previously talked about widening it to other adjacent fields to diversify possible applicants.
 - ii. We can evaluate the criteria and have a conversation about what this would look like.
 - iii. David Hawkins is leading this. Anyone interested can assist.
 - iv. Budget has room to award a second scholarship. There is \$5,000 allocated for a future FNT, so there's currently about \$9,000 wiggle room.
 - v. Do we want to award at June happy hour or August? Leaning toward August but we will put a pin in it.

7) **2024 Midwest Section Events Calendar**

- a. February 23 – Lattes & Leadership
 - i. Featuring Jackie Reyff, Planning Manager, City of Colleyville
 - ii. Location: Chelsea Coffee House
 - iii. Thinking this event will cost no more than \$200.
- b. May 17 – Lattes & Leadership
 - i. Featuring: LaShondra Stringfellow, Assistant Director, Development Services, City of Fort Worth
 - ii. Location TBD
 - iii. Clayton Comstock recommends something on Magnolia because that's on the list of Great Places.
- c. September 20 – Lattes & Leadership
 - i. Featuring: Sara Hensley, Director of Community Development, City of Keller
 - ii. Location TBD
 - iii. If not one of the great places, maybe hold in Keller town center area.
- d. Jenny Crosby is organizing a roundtable for planning directors.
- e. Management of logistics and cost for happy hours. We don't usually book space or pay for anything, but we could budget no more than \$300 for appetizers/space if needed.

8) **Officer Reports**

- a. Director – No report
 - b. EPL – No report
 - c. UTA SPA
 - i. Recently had a kickoff meeting for the semester. Nothing major to report just yet.
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- ii. Want to reach out to Richard Luedke to see if he'll do a truncated version of his workshop for UTA students.
 - 1. Not well attended before, but those that attended enjoyed it. Felt they could get more attendance if partner with Midwest and North Central sections.
 - 2. Cons: May be hard to trim down. One held before was mainly question review and not super comprehensive.
 - 3. **Action Item:** Clayton Comstock will follow up with Richard after this Saturday's workshop.
- d. Treasurer – No report
- e. Secretary – No report
- f. Communications
 - i. Julie Anderson did get access to the website and is in the process of updating.
 - ii. If you want anything in newsletter, make sure you send to Julie. Julie is sending out the next newsletter next week.
 - iii. Clayton asked to have agendas posted on website prior to board meeting.
 - iv. **Action Item:** Julie Anderson to post about Great Places on social media.
- g. Professional Development
 - i. AICP exam workshop is this Saturday.
- h. Director-Elect
 - i. Deadline for Great Places submission is February 1st
 - ii. **Action Item:** Travis Liska will reach out to cities on his list and encourage submissions.
 - iii. Travis will also be at the AICP workshop on Saturday.

9) **Future Agenda Topics**

Adjourned at 3:02 pm

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