

DRAFT BOARD MINUTES

August 21, 2009

MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Great River Energy, Maple Grove

Board members present: Lance Bernard, Holly Butcher, Jennifer Chaput, Mike Darrow, Kate Garwood, Wayne Hurley, Gina Mitchell, Bruce Peterson, Trish Rosenfeld, Peggy Schmid, Carissa Schively Slotterback, Jeff Smyser, Cynthia Yuen

Guests present: Bob Garwood

12:00 Lance opened the meeting and asked if there were any changes to the agenda.

Approval of Agenda: Add new items at end of agenda: USGBC update; resume services; and student scholarship. Motion to approve agenda passed.

Approval of Minutes: Change about newsletter editor replacement and identifying that “he” in the fourth line is Lance. Motion to approve as amended passed.

Information Items: Carissa distributed a report on the FAICP Committee. 12 people on the Committee with a good mix of members. They met on July 1st and have 6 possible candidates. They will meet on September 2nd to recommend a slate of candidates. December 17th is the deadline, and each submission costs \$95. At September Board Meeting, the Board will consider the recommendations.

Board Meeting at the September Annual Meeting: We will only have ½ hour and will cover action items including FAICP and Committee updates.

Treasurer’s Report: Adam said we hit the National conference spot on and had a positive cash flow. At the October retreat, we should discuss what to do with profit and opportunities for District Directors to consider additional outreach in Districts. We incurred an overage charge by Hanover Insurance which was fully refunded. There have been a couple of unexpected costs in this year due to the 2010 & 2011 conference deposits. There is an 80k account balance. Motion to approve the Treasurer’s report passed.

Mini-conference Report: Trisha and Gina reported that the brochure is out, and the registration deadline is 9/10. Registrations are slow but that is expected. Sponsorships have been very good at \$1200 in cash and a couple of prizes. The cash will be used for raffle prizes. A food shelf drive will occur. The final details are being worked on with Northland Inn. Volunteer session moderators are needed. Lodging rooms have been released but rate will be honored until 80% capacity.

Paul Axt, an electric car company representative, called Peg and wanted in on the conference. Peg said no, but he arranged to buy a table from Northland Inn. She is not completely comfortable with this because we told planning firms that tables were not available. After discussion, Peg was directed to call Northland Inn and Paul and tell them that we are not

comfortable with this situation because of the appearance of a relationship and ask that Mr. Axt not have a table near the conference. Kate said she would be happy to talk with Paul following up with Peg's conversation with him.

Lance said that September 16th is the National Conference Volunteer Thank You Event – Please RSVP. Dick Krier & Wayne Hurley are also holding a thank you event for local Host Committee Members on Friday the 18th.

Rebuilding & Reinvesting In Minnesota's Infrastructure Update: Lance reported that the work plan approved at the last Board meeting is premature because of all the other organizations trying to move forward. Lance will continue to meet with subcommittee. Wayne described a 9-county study by the West Central Initiative that showed estimated infrastructure needs are phenomenal. WCI is trying to connect with state groups to move ahead in a uniform approach.

Website Redesign Update: Mike described the updates to the website – video, blog, etc. He will work to get people to use the blog and encourages Board members to use it. The Board thanked Mike and Eric for their efforts.

Approval of new Newsletter Editor: Peg, Bruce, Mike, Lance met as a subcommittee to review applications for the newsletter editor. 9 good submittals, 4 were reviewed using a scoring system. The subcommittee recommends Kate & Bob Garwood because Bob is mechanical engineer and has done a lot of newsletters, and Kate has planning background and will solicit articles. Services proposed by all applicants were similar. Involvement with APA was an important criteria. The Garwoods proposed redesign ideas were fresh and having 2 people available provides some redundancy. Gina made a motion, it was seconded, to approve Kate & Bob Garwood.

Jill Mazullo was thanked for her amazing efforts on the newsletter.

Academic Outreach Director: Cynthia introduced the concept of an Academic Outreach Director to overcome the issue of the Student Director only being one year terms and lacking continuity. She feels this new position could focus on professional development, and how to provide a better connection between chapter and academic institute. Suggestions for other approaches to solve the issue of short term for student directors were discussed. Peg mentioned that a review of the Bylaws raises question of adding voting members and proportionality of representation. Cynthia will consider feedback and make suggestions for the October retreat.

District Director Elections: Peg passed out the timeline for chapter elections and noted that the Past President has traditionally served as chair of nomination committee. Kate will ask Carolyn if she has time; if not, Jean will serve as chair. There was discussion of electronic balloting but we may need to use balloting like last year – paper with numbers. Cynthia will help with electronic voting

Agenda items for October board retreat: Lance mentioned items for the retreat:

Membership coordinator role / appt.

Citizen Planner role and outreach effort and chapter mission relative to citizen planners

Legislative Platform discussion results
Alexandria Planning Dept. would like to present what's happening in Alex.
Setting goals

Bruce will not be able to attend.

The question was raised if the Certification Maintenance CD schedule for all districts can be posted on the website. Jeff said they will consider it for next year. Statements will be added to the website to watch calendar for new CM opportunities and if "not on calendar, please contact your district director."

New Business:

Rita Trapp is new liaison with USGBC. Rita is working to plan the May 2010 – Greening the Heartland Regional Conference. USGBC would like to use our conference registration page for proposals. CM credits will be available, but USGBC is not a registered provider. Rita is working with National APA on this. They are trying to get more planners involved. Maybe we could get a booth comped in exchange for website time. This would also help expedite CM credit authorization.

Adam moved, seconded by Mike, to move ahead with working with USGBC on conference sessions through MnAPA website in exchange for some benefit to the chapter such as waiving booth fee. Passed.

Lance discussed Resume Services information in the packet. There was discussion of posting it to the website. No motion.

Student Scholarship – Carissa asked if the student scholarship would still be awarded this year. The answer was yes, and Adam will coordinate with awards committee which is working on this and shooting to award at the conference. Adam asked if the budgeted scholarship amount was enough or should it change.

PDO – Jeff is buying AICP study manuals/guides. 23 people in MN will be taking exam in November. They will cost \$200 for 2 boxes of CDs. We have charged \$10/copy in past 2 years. Board action is not necessary because it is already in PDO budget. It was recommended that there be no fee, and Adam will work with Jeff on purchase.

Mike asked if there were any concerns about videotaping sessions at the conference. No as long as it is announced at the beginning of each session and speakers are o.k. with it. Gina asked about charging for videos in future and the impact videos being available might have on conference registrations.

Adjourn – 2:00