

DRAFT BOARD MINUTES

January 9, 2009

MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Great River Energy Center, Arbor Lakes, Minnesota

Board attendance at the meeting included: Lance Bernard, Jean Coleman, Adam Fulton, Kate Garwood, Mark Grimes, Dan Jochum, Jill Mazullo, Bruce Peterson, Anita Rasmussen, Brad Scheib, Jeff Smyser, Sam Woods, and Jennifer Zierke.

Attending via conference call: Holly Butcher and Robin Cauffman

Others in attendance: Guest Laurie , GRE intern; Peg Schmid, Chapter Administrator

Call to order at 12:05 by Vice President Brad Scheib. Introductions were made and a quorum was achieved.

Approval of agenda: The agenda was approved with the addition of an item on Northwest Professional Development under district reports.

- I. **Approval of minutes from 11/14/08:** The minutes from the 11/14/08 meeting of the Board were distributed and reviewed. Garwood moved to approve minutes. Seconded by Peterson. Motion carried.
- II. **Treasurer's report:** Bernard presented the treasurer's report noting that the Chapter has approximately \$62,000 in checking because of income from the state conference, and \$10,000 in savings. Bernard is working with Fulton (incoming Treasurer) on transition. He is close to final on the 2009 budget as approved at the 11/14/08 meeting. The final budget will be available soon. Garwood moved to approve. Seconded by Jochum. Motion carried.
- III. **Installation of new officers:** Schmid reported 160 ballots were received from members in the election of officers. This is the highest number ever, but still only about 20% of total members. The following officers were elected: Lance Bernard, President; Mike Darrow, Vice President; Jean Coleman, Secretary; and Adam Fulton, Treasurer. Cynthia Yuen is the new student director.

Thanks were given to Dale Powers for his candidacy for President, and to the retiring officers – Carolyn Braun, Brad Scheib, and Dan Jochum. It was noted that there has been increased activity by the Board under their leadership. Thanks also to Sam Woods for his service as student representative.

There was discussion about ideas for increasing the number of members voting. The ideas included: conduct the voting at the conference; have on-line voting; actively recruit more nominations to have more contested races; and certification maintenance (CM) may make the Chapter more visible and provide services statewide.

Scheib transferred the chair to Bernard to continue the meeting.

IV. Committee reports

- A. **Legislative Committee report:** Coleman handed out the Legislative Committee report and requests for Board action. The first item was a request to appoint new Committee leadership – Suzanne Rhees, Secretary, and Andrew Mack, co-chair. Peterson moved to approve. Seconded by _____. Motion approved. The President also agreed to appoint Coleman as the liaison between the Board and the Committee.

The draft position description for the Legislative Education Coordinator was presented with no discussion.

Coleman asked for Board action approving a letter of support for a potential legislative change to the statute of limitations for appeals of municipal land use decisions. The issue was brought to the Legislative Committee by the City of Minneapolis which has seen an appeal years after a decision was made. The Legislative Committee recommends that the Board approve a letter of support. Per the Committee's approved workplan, this is the first request from the Legislative Committee regarding potential support for legislation and there was much discussion about venturing into new territory that may include lobbying.

A motion was made by Coleman to direct the Legislative Committee to: 1. draft a pro/con statement regarding the topic; 2. e-mail the statement to the membership with a request for comments; and 3. report on the results to the Board at the February meeting. Seconded by Garwood. Motion approved.

- B. Program Committee report:** Grimes distributed the Brown Bag event schedule and requested ideas for dates that did not have a topic. 25 members attended the Brown Bag Holiday Party which was a success. The question was asked if CM credits would be available for Brown Bags. Grimes answered that it is possible with at least 6 weeks notice to National APA and by providing information on the event. There would be no additional fee to the Chapter if CM credits were given for Brown Bags. March will try to get CM credits to the extent possible and will continue to not charge a fee for Brown Bags.

V. Old Business

- A. Budget changes:** A working budget was approved at the 11/14/08 Board meeting. Accounts will be established for each district representative funded by excess from the National Conference. Direct any budget questions to the new Treasurer Fulton.
- B. Appoint new Professional Development Officer (PDO):** Bernard appointed Jeff Smyser as the new PDO. Garwood was thanked for her extraordinary effort and perseverance during her term as PDO.
- C. Appoint liaison to Minnesota Public Works Association (MPWA):** After discussion of several interested candidates, Bernard appointed John Rodeberg, a planner and civil engineer, as liaison to MPWA.
- D. Purchase of additional CM CDs:** Garwood reported on 4 additional CM CDs that have been purchased.
- E. Signing of license agreement for CM CDs:** Garwood reported that the Chapter has signed a license agreement for the CM CDs and reminded members that the CDs can not be copied nor can their be a charge for their use.
- F. Scheduling of CM CDs through Districts:** Garwood arranged for District Representatives to schedule the CDs for their districts and reminded members about free credits through webinars announced in the AICP Interact e-mail newsletter from APA.
- G. Presentation of CDs – emailing:** See above.
- H. National conference:** Bernard reported on national conference planning noting: need for fundraising committee to cover state costs and purchase of merchandise happening soon. Coleman reported that the Legislative Committee would like to invite state

legislators to an event. Bernard suggested that the local host committee event would be the best fit.

- I. **Mini-conference:** Schmid reported that the Northland Inn contract extension was in place. The conference will be held on Sept. 17th, 8-5, with off-site mobile workshops on the 18th. The conference will be one day with 5-7 concurrent sessions for a total of 12 sessions. 2-4 mobile tours will be arranged for the morning following the conference. There is still no co-chairs for the conference. Bernard will recruit co-chairs.
- J. **Other:** Bernard reported on website improvements and asked that members let him know of other ideas for improvements

VI. New Business

- A. **Board 2009 meeting schedule:** Board members decided to hold monthly meetings on the 3rd Friday at least through the national conference. It was suggested that some meetings after the national conference be held outstate.
- B. **Other committee appointments:** Coleman noted that another co-chair for the Legislative Committee may be recruited by next month.
- C. **Newsletter article submission list:** Mazullo reminded members of the newsletter article submission assignments. She is happy to talk to members about topic ideas.
- D. **Other:** Bernard reminded members of the role of Board members at the national conference: Carolyn Braun is a conference co-chair; we put together committees; and attend the host committee event.

The 2010 state conference needs a chair appointed soon. There was discussion of locations for the 2011 conference and Moorhead was suggested.

Schmid reported that Andrew Mack and Wayne Hurley are planning a day-long session for CM credits for both professional and citizen planners in the northwest district. They requested monetary support from the Citizen Planner fund. There was general agreement that this was an appropriate use of the fund. Schmid will ask them for an amount and report to the February Board meeting.

VII. District and Representative Reports

- A. **Northeast District:** Butcher reported that housing teams are preparing for the Iron Range Readiness Project and that the kick-off meeting for the new Duluth zoning ordinance has been held. She also informed the Board that she is taking a new position with the City of Cloquet.
- B. **Student Director:** Woods reported that he has met with Cynthia Yuen and that she likes the idea of a student social event and mentoring.
- C. **Central District:** Rasmussen reported that a regional sustainability plan will be developed for the St. Cloud region. She is getting interest from members, even non-AICP members, about CM CD events because education budgets are being cut. She will forward information about legislation concerning area transportation overlays.
- D. **Metro District:** Zierke reported about the popularity of the CM CD events and the LEED-ND standards out for public review. She reminded members of the CERTS conference on energy efficiency and local governments on 2/10 and 11.
- E. **Southwest District:** Peterson reported on the Willmar comprehensive plan progress and that the CM CDs have also been well received in the Southwest.

The meeting was adjourned upon motion at 2:05 p.m.