

## BOARD MINUTES

March 20, 2009

### MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Great River Energy Center, Arbor Lakes, Minnesota

Board attendance at the meeting included: Lance Bernard, Jean Coleman, Mike Darrow, Adam Fulton, Kate Garwood, Wayne Hurley, Gordon Hydukovich, Gina Mitchell, Jill Mazullo, Bruce Peterson, Dale Powers, Trisha Rosenfeld, Carissa Schively Slotterback, and Cynthia Yuen.

Others in attendance: Peg Schmid and Otto Schmid, Chapter Administrators, and Alex Conzemius, Legislative Education Coordinator.

**Call to order** at 12:00 by President Lance Bernard. Introductions were made and a quorum was achieved.

**Approval of agenda:** Upon motion by Mitchell and second by Fulton, the agenda was approved with the addition of an action item to approve funding for a training session in the Northwest district.

- I. **Approval of minutes from 2/20/09:** The minutes from the 2/20/09 meeting of the Board were reviewed. Fulton moved to approve minutes as submitted. Seconded by Peterson. Motion carried.
- II. **Information items:** Bernard noted that submission of information reports prior to board meetings is working well. No discussion.
- III. **Treasurer's report:** Fulton presented the treasurer's report noting that the Chapter has strong fund balances – approximately \$9,700 in savings and \$74,000 in checking which is up from the written Treasurer's report because of national conference donations. Major payments to the national conference are coming up, but within budgeted amounts. Membership payments from national APA have been slightly higher than expected. Hurley moved to approve Treasurer's report as presented. Seconded by Coleman. Motion carried.
- IV. **Mini-Conference update:** Rosenfeld reported that she and Mitchell visited the Northland Inn several times. Their priority is to get the session topics firmed up. They did not receive many suggestions in response to the e-mail to members and will look at possibly repeating some national conference sessions if they fit with the theme. Not a lot of Minnesota planners are attending the national conference, so the repeats may work. Government Training Services will have a session. The Legislative Committee will have a session on platform development – the session will not be CM credit. Brown Bag lunch topics may also fit in. No awards this year because of time constraints. Shively Slotterback asked if a student award could still be presented and Mitchell responded positively. Bernard said that he is working with Mark Koegler on sponsorships and donations for prizes.

V. **National Conference update:** Bernard distributed the Minnesota Chapter portion of the national conference budget. Low attendance numbers are a concern but the budget will at least break even. The attendance is estimated at 3-4,000 with 400 from Minnesota. We will receive some revenue from the local host events, but any unsold tickets will come from our budget. The logo has had to be redesigned because we can not use the spoonbridge and cherry image. Any unsold merchandise will be given away but the merchandise budget and purchases have been conservative. Everything seems to be going well in finalizing the last details.

VI. **Report on chapter membership numbers:** Bernard is working on determining increases/decreases by district and will have the numbers at the April meeting. Membership was down about 100, but is now back to normal (897) through the efforts of the Chapter Administrators sending reminders. There was discussion about how District Directors would like to see information. Most Directors like and use the e-mail list, but do not use the mailing addresses. Hurley requested that out-of-state members also be included in the e-mail list because he would like to invite them to Certification Maintenance events.

VII. **Liability insurance:** Bernard stated that he would like the Chapter to consider purchasing liability insurance. He has spoken with other Chapters and an insurance broker. The cost per year would be between \$1,500 to \$2,000 and would cover liability for events such as the conference, board meetings, Brown Bags, and CM meetings. It would also cover auto liability for contracted staff. Fulton stated that the budget this year could support the cost. Peg Schmid mentioned that this issue has come up consistently in past years. Coleman moved to approve up to \$2,000 cost for \$2 million general liability insurance. Fulton seconded and the motion passed.

Bernard also stated that he has started to investigate costs for retaining on-call legal services.

VIII. **Mentor program disbursement:** Yuen reported that the mentor response (22) has been great, but she would like more students (9) to sign up. A mentoring event will be held on May 1<sup>st</sup> at the Happy Gnome in St. Paul with a cash bar. With room rental and food, Yuen estimated the cost of the event to be \$250. Fulton stated that the Student Committee budget is \$250 which should cover the cost of the event so now motion is necessary.

IX. **2011 Chapter Conference site:** Peg Schmid reported that she talked with Wayne Hurley, Northwest District Director, about Moorhead and other possible Northwest area sites. Hurley reminded the Board that Alexandria is in the Northwest District and the conference has been held there often. Schmid has received a proposal from St. Cloud for the Kelly Inn, Radisson, and Conference Center. The best deal is the Kelly Inn and a couple of rooms at the Conference Center. Anita Rasmussen, Central District Director, would help with a site visit. Garwood moved to approve pursuing St. Cloud as the 2011 Chapter Conference site. Seconded by Hurley. Motion approved.

X. **Mileage reimbursement:** Fulton noted the discussion at the last board meeting regarding mileage reimbursement and requests that the board set a consistent rate tied to the federal reimbursement rate with the Chapter Administrator and Membership and Outreach Committee chair being eligible. These two entities have either an approved contract or

budget line item for mileage. There was concern that if other committee chairs or district directors requested mileage it would be too much for the budget. There was also discussion about why one committee chair was reimbursed and not other committee chairs. It was observed that the Membership and Outreach Committee submitted a work plan and budget with mileage reimbursement and that this was approved at the last meeting. Bernard suggested if other committee chairs were interested in reimbursement then they could ask when they submit each year's work plan and budget. Garwood moved to approve setting the MnAPA mileage reimbursement rate at the current rate set by the Internal Revenue Service as amended from time to time. Hurley seconded. Motion passed.

Garwood moved to instruct Fulton to send committee chairs a note stating that they have the opportunity to ask for mileage reimbursement with their work plans and budgets. Coleman seconded. Motion passed. It was noted that this issue could be discussed further at the Board Annual Retreat.

**XI. Technology Committee website budget request:** Darrow reported that he has talked to Eric Schmid about the cost of creating a user-friendly website. The cost estimate was no more than \$2,100. The Board spent time brainstorming issues for the website update: it should be used to provide member and non-member service areas; the appearance of the newsletter and the website should be linked; a blog or discussion forum; posting pictures or video. Darrow, assisted by Hurley, will bring to the Board a mock-up of a new website in 1-2 months. Bernard moved to authorize Darrow to continue to talk with Eric Schmid about content and structure and to further refine a budget estimate. Fulton seconded. Motion passed.

**XII. Membership and Outreach Committee members:** Powers reported on his meetings with District Directors to discuss outreach activities. His expectation is that District Directors would not be officially on the Membership and Outreach Committee, but that he would work with each Director to customize outreach in their district.

The question of charging non-members to attend Certification Maintenance course was raised. Bernard will talk with other Chapter Presidents and see what they do and report back.

Peg Schmid will get the list of MN only members to Powers.

It was suggested that an award or endowment fund be established in honor of SCSU Prof. Kent Robertson. Bernard will ask the Awards Committee to consider this.

The issue of MN FAICP nominations was raised and it was noted that our state is underrepresented. Shively Slotterback reminded the Board that she chairs the FAICP nomination committee. She will report on the selection process at the April meeting.

**XIII. New Business :**

**Northwest Training Session** – Hurley reported that the training session for the Northwest will be held on May 22<sup>nd</sup> and is open to anyone. It will be comprised of a ½ day for citizen planners and ½ day for professional planners. He is working on getting CM credit approval. It will cost \$800 to cover room rental, meals, mileage reimbursement for speakers. Some of the cost will be recovered through registration fees. Bernard requested a budget breakdown at the April meeting. Coleman moved to approve disbursing up to \$800 from the Citizen Planner budget line for the Northwest Training Session and to have a detailed budget submitted in April. Hydukovich seconded. Motion passed.

**Newsletter** - Peg Schmid complemented Mazullo on the number of live links in the last newsletter.

**Citizen Planner Manual** - Schmid reminded members that the Citizen Planner Manual needs to be reviewed and updated. Powers, Hydukovich, Peterson and Coleman will review the manuals by May 15<sup>th</sup> .

The meeting was adjourned upon motion by Bernard at 2:00 p.m.

Upcoming Board Meetings:

April 25-29		APA National Conference	Minneapolis
Friday, May 15	12:00–2:00	Chapter Board meeting	GRE, Maple Grove
Friday, June 19	12:00-2:00	Chapter Board Meeting	Mankato City Hall
July		NO MEETING	
Friday, August 21	12:00-2:00	Chapter Board Meeting	GRE, Maple Grove
September 17-18		MnAPA Mini-Conference	Northland Inn, Brooklyn Park
October ??		Annual Retreat	TBD
Friday, November 20	12:00-2:00	Chapter Board Meeting	GRE, Maple Grove
Friday, December 18	12:00-2:00	If needed	