

## BOARD MINUTES

May 15, 2009

### MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Great River Energy Center, Arbor Lakes, Minnesota

Board member attendance at the meeting included: Lance Bernard, Holly Butcher, Jean Coleman, Mike Darrow, Adam Fulton, Bob Graham, Gina Mitchell, Wayne Hurley, Anita Rasmussen, Cynthia Yuen, and Jennifer Chaput

Others in attendance: Peg Schmid, Chapter Administrator

**Call to order** at 12:03 by President Lance Bernard. Introductions were made and a quorum was achieved.

**Approval of agenda:** Upon motion by Chaput and second by Rasmussen, the agenda was approved.

- I. **Approval of minutes from 4/17/09:** The minutes from the 4/17/09 meeting of the Board were reviewed. It was noted that Rasmussen attended the meeting by conference phone. Fulton moved to approve minutes with the addition. Seconded by Darrow. Motion carried.
  
- II. **Information items:** No discussion.
  
- III. **Treasurer's report:** Fulton presented the treasurer's report noting that taxes for the Chapter have been prepared. We owe just over \$1,000 in taxes due to income from newsletter advertising. Fulton will review options for reducing tax liability in the future. The Chapter will receive a \$1,200 rebate for the local host committee. Hurley asked if reducing the number of newsletters would affect income. Schmid noted that the newsletter does not incur mailing costs because it is entirely electronic. It was suggested that the number of newsletters be reviewed by the Board at a future meeting. Hurley moved to approve Treasurer's report as presented. Seconded by Butcher. Motion carried.
  
- IV. **Mini-Conference update:** Mitchell distributed a report on the conference planning. She noted that volunteers are now coming forward since the national conference is over. Plans for a bike tour and canoeing mobile workshop are moving ahead.
  
- V. **National Conference update:** Bernard noted that the volunteers were great and that he is planning an event to thank the volunteers in the near future. The conference received good media coverage. Suggestions for New Orleans were collected and will be sent to the conference planners. The extra merchandise will be used at the fall Chapter conference. Bernard noted that National APA is considering dropping the opening reception but the Chapter Board felt it was important to keep. Other Chapter Presidents were complimentary and the merchandising went well financially.

**VI. Review of National Leadership Training:** Bernard reported on a new initiative – Rebuilding America – that will be coordinated with October Planning Month activities that each state is encouraged to undertake by National APA. Bernard passed out a document describing Liquid Assets, a sewer and wastewater infrastructure report being created by Twin Cities Public Television. MN Public Works Association is also considering these issues. The question is what is the role for planners and engineers in infrastructure. We should connect these efforts to the fall conference. Support from National APA for these activities will include assistance with fundraising and national speakers. Bernard will develop a work plan to be presented to the Board at the next meeting.

**VII. Mentor Program kick-off event and other Student Program updates:** Yuen reported that 20-25 people attended the event and had a great time. Peggy Reichert offered to host an end of the summer reception for the program at her home. Yuen has encouraged students to enter the PSO competition.

Bernard spoke about establishing a Young Planner's Group in Minnesota. Yuen will review the program. Schmid noted that starting a Young Planner's Group may require a change in the Chapter Bylaws. She also noted that Bylaws changes may only occur once per year.

**VIII. Liaison to MN Green Building Council:** Bernard suggested Rita Trapp who is LEED certified as the liaison to the MN Green Building Council. The motion to appoint Rita Trapp was made by Chaput, seconded by Fulton, and passed. Jennifer Chaput will inform the US GBC.

**IX. Filing annual report to State Attorney General:** Fulton noted that the annual report to the State Attorney General requires Board approval. A motion to authorize the Treasurer and President to execute the annual report and file with the Office of the State Attorney General was made by Mitchell, seconded by Hurley, and passed.

**X. Reserve fund investment plan:** Fulton explained the draft reserve fund investment plan contained in the Action Items report and requested approval of the plan. Darrow asked if the investment would be at Wells Fargo. Fulton will review rates at several institutions before investing. Schmid recommended that the Treasurer and one other person be authorized to make deposits and withdrawals. Fulton was thanked for taking the initiative to draft the plan. Rasmussen moved that the reserve fund investment plan as drafted be approved with a second person listed as authorized to make deposits and withdrawals. Darrow seconded and the motion passed.

**XI. Membership and Outreach Committee:** Bernard reported that Dale Powers has stepped down as chair of the Membership and Outreach Committee due to increasing commitments as a volunteer on national APA efforts and with his consulting firm. There was discussion about the need to pursue a new chair. Bernard will send an e-mail about the Committee status and recruit a new chair. The activities of the Committee will be a topic for discussion at the October Board Retreat.

**XII. Website update:** Darrow, chair of the Technology Committee, reported that he met with Eric Schmid about the new website concept. There has been good feedback from members on website needs. Comments were made about the need to maintain the current functions of the website, highlighting some areas of the website, and creating some member-only features. A presentation of the website concept will be made at the June meeting.

**XIII. 2010 Conference co-chairs:** Bernard reported that there has been a lot of interest in chairing the conference. He recommends Breanne Rothstein and Bryan Gadow as co-chairs, John Considine as local host chair, and Jon Noerenberg as conference advisor. Butcher moved that the recommended people be appointed. Yuen seconded the motion and it was approved.

**XIV. Regional conference rotation:** Bernard reported that there has been discussion about the dates for the regional conferences. A draft resolution has been circulated to presidents of the WI, MN, IL, and IA chapters memorializing the rotation for future years and requesting that state conferences not be held during the months of September through November. Schmid and Graham related the history of Minnesota's participation in the regional conferences. Concern was expressed about agreeing to not hold the Minnesota conference in September as has been the tradition. Bernard will follow up with the regional chapter presidents about our concern.

**XV. Appointment to Model PUD Committee:** Coleman reported that the Legislative Committee recommends approving John Baker as an observer representative to the National Committee on Uniform State Laws Model State Planned Unit Development Committee. Coleman distributed information about the committee. Fulton moved to approve John Baker as representative to the committee. Rasmussen seconded and the motion passed. It was requested that John submit periodic updates to the Board.

**XVI. New Business:**

- A. **Local USGBC** – Chaput informed the Board that the USGBC is hosting the “Greening the Heartland” conference May 19-21, 2010 in Minnesota. The conference anticipates 2000 participants and they are looking for volunteers. The conference will be paired with the “Green by Design” conference.
- B. **District representative budgets** – Bernard suggested that line item budgets for District Representatives should be considered in next year's budget. This will make it easier for District Representatives to hold meetings and other district activities.
- C. **CM** - Chaput and other District Representatives reported that attendance at Certification Maintenance activities has been really good. CM activities are bringing out more members. It was suggested that the CM calendar be posted on the website for member access. Schmid reported that the credit format on APA's website will be changing and that non-CM certified programs could be approved after-the-fact.
- D. **Albert Lea Blue Zone** – Graham reported that the Blue Zone kick-off drew 1,300 attendees and that Twin Cities Public Television is documenting the process. Over 150 people are volunteering to help the Blue Zone project.

E. **RDC transportation planners** – Hurley reported that the RDC transportation planners met and learned: that MnDOT is developing a context sensitive design process; and that there will be a MnDOT and Friends workshop for MPOs and others. Hurley will check to see if MnAPA can be listed as a co-sponsor.

The meeting was adjourned upon motion by Hurley at 1:37 p.m.

Upcoming Board Meetings:

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		Annual membership meeting	Northland Inn, Brooklyn Park
September 17-18		MnAPA Mini-Conference	Northland Inn, Brooklyn Park
Friday, October 16	10:00-1:00	Annual Retreat	Broadway Ballrooms, Alexandria
Friday, November 20	12:00-2:00	Chapter Board Meeting	GRE, Maple Grove
December		NO MEETING	