

BOARD MINUTES

November 20, 2009

MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Great River Energy, Maple Grove

Board members present: Lance Bernard, Jennifer Chaput, Jean Coleman, Mike Darrow, Adam Fulton, Kate Garwood, Wayne Hurley, Gina Mitchell, Bob Patton, Bruce Peterson, Anita Rasmussen, Peg Schmid, and Cynthia Yuen

Guests present: Karin Burkholz, Michael Noonan, Andy Gitzlaff, Cindy Kirchoff, Jason Inskeep, Jim Erkel

12:00 Lance opened the meeting.

Agenda: An item on collaboration with Government Training Services was added to the agenda with the Information Items. Motion to approve with addition by Wayne, seconded by Anita. Motion passed.

Approval of August and September 2009 Minutes: Minutes were passed without change.

Information items: In addition to the Information Items report, the following items were noted:

- Anita and Jeff Smyser met with Helene Johnson from Government Training Services to discuss interest in offering certification maintenance credit for GTS courses. The proposed curriculum needs to be in-depth and faculty will attend to this. The cost will be \$50-60 for 4 CM credits if approved. One-third of the revenue will come to MnAPA and about the same in costs. Jeff said there is enough in the PDO budget. Peg noted that will have a role in our conference and that they have been a co-sponsor for years. Gina suggested that the focus be on citizen planner/entry level planners to help us with our citizen planner goals.
- Lance reported that a member put up a social networking site on LinkedIn without the board's knowledge. National advised us to adopt criteria for social networking and require board action prior to posting. We also should have a policy for using the membership list with social networking.
- Peg distributed a sample election ballot and reported that electronic voting was being tested.

Service Awards: Lance made awards Bob Graham, Jill Mazzulo, and Carolyn Braun for their years of service to the Chapter. He also gave a parting gift to Jen Chaput as she leaves Minnesota for sunny Australia.

Treasurer's Report: Adam presented the treasurer's report. He reviewed the balances in the checking (42K) and savings (39K) and previewed year-end expenses. Although we budgeted a loss in the 2009 budget, we added more expenses as well as more income to end the year with approximately \$10,000 in the black. Mike made a motion to approve the treasurer's report. Jen seconded the motion. Motion passed.

Presentation on Smart Growth Web-based Clearinghouse: Jean introduced Jim Erkel and Jason Inskeep from MCEA. They presented a web-based clearinghouse developed to collect and disseminate information on smart growth tools and techniques. Anyone is encouraged to add information to the clearinghouse.

Gunnar Isberg Scholarship Award: Lance reported that four students applied and he suggested funding all applicants using funds from the postal service line item to cover the extra cost. The money will go directly to the schools. Gina moved to approve the motion which was seconded and approved.

Reserve Fund Policy: Adam introduced the suggested reserve fund policy. The policy is intended to create criteria for using dollars in the reserve fund certificates of deposit. The suggestion is that the funds be used first for any budget shortfall up to 25% of the funds; then the funds could be used for special projects that are one time expenses but not to exceed 10% of the current year's budget. The policy will help with anticipated expenses over the next couple of years. Gina moved to approve the policy as written. Jen seconded the motion. Motion passed.

2010 Budget: Adam introduced the proposed 2010 budget and noted some highlights such as expected income from the state conference, transfer from the reserve fund, membership credits increase, reduced job posting income, newsletter contribution increases.

Peg suggested that if newsletter contributions are to be increased the decision should be made now since letters will go out soon. Anita made a motion to increase the newsletter contributions to \$450 per year or \$75 per month. Bruce seconded and the motion passed.

Adam continued to present the expenses in the budget noting that most are remaining the same except for administrator's wages, President's leadership, membership committee, scholarships, newsletter, PDO, and FAICP. After brief discussion, Gina made a motion to approve the budget. Jen seconded. Motion passed.

Special Budget Items: Adam presented the special budget items including district representative line items of \$750 (\$2,250 metro), Liquid Assets programming, student outreach, citizen planner activities. Bruce made a motion to approve the special budget items which was seconded by Anita. Motion passed.

Support for students to attend National Conference: Cynthia presented a request from students for financial support of \$50 each to attend the national conference. Lance mentioned that we would have to consider all students and the budget implications could be great. The item did not receive a motion.

Committee appointments: Lance asked for approval for the following appointments:

- Cindy Kirchoff – Chair of Planning and Law Committee. Cindy is an attorney and planner.
- Loren Gordon – Networking Committee

The appointments were approved unanimously.

Legislative Committee workplan: Bob Patton introduced the proposed 2010 Legislative Committee workplan noting that the first 5 items were similar to last year's workplan. There are 2 new activities: increased communication with the legislature and initiating grant applications. Bob explained the budget changes related to the workplan. Adam moved to approve the Legislative Committee workplan and a \$4,500 budget. Cynthia seconded the motion. Motion passed.

Legislative Policy Platform: Lance introduced the policy platform and noted that the development process involved a lot of feedback from members. Bob Patton noted the two years of effort and described the platform statements. Discussion complimented the Legislative Committee on their work and noted the excitement of members. Wayne suggested adding “, where one exists.” to the end of platform statement #3 and with that change made a motion to adopt the platform. Bruce seconded and the motion was adopted.

2010 meeting schedule: Lance presented the 2010 meeting schedule. Peg suggested switching the locations for the March and May meetings. It was suggested to invite city staff to the meeting in their city to give an update on planning activities. Mike made a motion to adopt the schedule with the change in locations. Cynthia seconded and the motion passed.

New business: Adam said that Holly Butcher wanted to ask about how to improve networking for citizen planners. The webpage and blog function was mentioned. Lance said that this issue would be a focus in 2010 including an update of the citizen planner manual in conjunction with MCPZA, especially since new planning commission members are rolling in due to the discount.\

Lance thanked the directors that will be leaving after the election - Kate Garwood, Jen Chaput, and Bob Graham.

Wayne mentioned the RDC transportation planners meeting about the MnDOT planning coordination study. Wayne will represent MnAPA to the study.

Jen reminded us of the USGBC regional conference in Minneapolis in May. Rita Trapp is the MnAPA liaison to the conference.

Lance celebrated that we all accomplished a lot in 2009!

Meeting adjourned at 2:04 PM upon motion.