

DRAFT BOARD MINUTES

February 20, 2009

MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Great River Energy Center, Arbor Lakes, Minnesota

Board attendance at the meeting included: Lance Bernard, Holly Butcher, Jean Coleman, Mike Darrow, Adam Fulton, Kate Garwood, Gina Mitchell, Bob Patton, Bruce Peterson, Dale Powers, Anita Rasmussen, Carissa Schively Slotterback, Cynthia Yuen, and Jennifer Zierke.

Attending via conference call: Wayne Hurley and Gordon Hydukovich

Others in attendance: Peg Schmid, Chapter Administrator, and Alex Conzemius

Call to order at 12:05 by President Lance Bernard. Introductions were made and a quorum was achieved.

Approval of agenda: Bernard introduced the new agenda format with information and action items. Upon motion by Garwood and second by Coleman, the agenda was approved with the addition of an action item to approve appointments by the President as the first action item.

- I. **Approval of minutes from 1/9/09:** The minutes from the 1/9/09 meeting of the Board were distributed and reviewed. Coleman noted changes in spelling of names and noting that Smyser did not second Legislative Committee Report. Peterson moved to approve minutes. Seconded by Fulton. Motion carried.

- II. **Information items:** An information report from Wayne Hurley was distributed. No discussion.

- III. **Treasurer's report:** Bernard presented the treasurer's report noting that the Chapter has healthy balances. Expenditures for the national conference will be coming in but sponsorships are good. The national conference budget is looking fine. The State conference will be one of our main expenditures this year. Butcher moved to approve Treasurer's report as presented. Seconded by Zierke. Motion carried.

- IV. **Appointments:** Bernard reported that he has made the following appointments:
 - Gina Mitchell to replace Robin Caufman as Metro District Director. Caufman stepped down because of other commitments
 - Bob Patton as co-chair of the Legislative Committee
 - Dale Powers as chair of the Membership and Outreach Committee
 - Gina Mitchell and Trisha Rosenfeld as co-chairs of the 2009 Chapter Mini-conferenceGarwood moved to accept the appointments. Seconded by Peterson. Motion approved.

V. **Mini-Conference:** Mitchell reported on the status of the planning for the Mini-Conference. It will be 1.5 days. The first day will have 2 tracks with 12 sessions for a possible maximum of 6 Certification Maintenance credits. The evening activity will be stepped up. The second day will be off-site mobile workshops and fun activities only. The key in the planning is to manage expectations for a small conference. The theme is "Planning in the time of economic recovery. Time was spent gathering suggestions for sessions and speakers from Board members.

VI. **2009 Chapter Work Plan:** Bernard introduced the proposed 2009 Chapter Work Plan. The intent is to be able to measure success and track activities against the goals. It is not intended that we are stepping up our activity, but rather that we are more cognizant of what we are doing. The work plan also relates to membership services so we can answer the question of "what do I get for my membership dollars?" The work plan includes monthly board meetings at least until June. The June meeting will be in Mankato since that is the site of the 2010 Chapter Conference. The work plan will be posted on the website. After brief discussion, Fulton moved to approve the work plan. Seconded by Darrow. Motion passed.

VII. **2009 Membership and Outreach Committee Work Plan:** Powers introduced his experience in membership recruitment and introduced the proposed work plan. He noted that membership work does not result in instant gratification and the work plan proposes consistent, increased effort in outreach. Powers reviewed the committee budget request for incentives, mileage and postage. Bernard thanked Powers for putting together the work plan. Fulton reviewed the budget and the request if affordable. Some members expressed concerns about the incentive of paying for the national conference and including city clerks as a targeted group. Bernard suggested that the focus be on outreach to planners, improving relationships with partner organizations. There was discussion about mileage rates being consistent for all parties reimbursed by the Chapter. Fulton noted that he will prepare an action item on this for the March board meeting.

Bernard moved that the work plan be approved with a 6 month budget of \$1,000 for mileage; \$297.50 for mailing costs; and deleting the incentive for APA national conference registration, but replacing it with 2 incentives of Chapter conference registrations. Seconded by Darrow. Motion approved

Garwood moved that Bernard and Powers will meet to discuss focus for outreach efforts and report back at a future board meeting. Seconded by Zierke. Motion approved.

VIII. **Charges for CM credits:** Motion by Coleman to confirm that there will be no charges for CM credits at Brown Bag events. Seconded by Fulton. Motion passed.

Hurley asked for clarification about charging non-members who attend CD trainings. Garwood explained that we should be charging all people who attend the same amount. She will ask Jeff Smyser to investigate this issue.

IX. **2011 Chapter Conference Site:** In investigating the Moorhead site for the 2011 Chapter Conference, Schmid is concerned about having only 80 reserved rooms on-site. The others would be off-site. She also checked with local colleges and there are problems because classes are still in session. There was discussion about considering Fargo. Fulton moved

to direct Schmid to solicit bids from other cities in the NW District. Garwood seconded. Motion passed.

X. Contract for Legislative Education Coordinator Services: Coleman introduced Alex Conzemius as the person chosen by the Legislative Committee to be contracted to provide Legislative Education Coordinator Services. She also introduced the proposed contract. There was brief discussion about adding auto and worker's compensation insurance requirements to the contract. Peterson moved to approve the contract with Conzemius with the addition of auto and worker's compensation insurance requirements. Rasmussen seconded. Motion approved.

XI. Access to e-mail list for CM CD courses: Garwood introduced the question of providing access to the Chapter e-mail list to private companies sponsoring CM CD sessions. Schmid noted that providing access to the list would be a violation of APA policy.

XII. Mentor program materials: Yuen introduced herself as the new Student Director and introduced the mentor program intake sheets that have been prepared. The sheets will allow better pairing in interests and geographic location for students and mentors. She would like to get the program going by April. Garwood moved to approve the intake sheets.. Seconded by Mitchell. Motion approved.

XIII. New Business: Schmid asked if an amount had been set to come from the Citizen's Planners funds for CM activities in the NW? Hurley said he will try to get an estimate to the Board at the March meeting.

Schmid said the Citizen Planner Manuals need review and updating. Powers, Hydukovich, Peterson and Coleman will review the manuals.

Schmid requested that only one person from a committee or project contact the webmaven to request posting of items. There has been confusion and posting of wrong information in the past because of several people getting involved.

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

Upcoming Board Meetings:

Friday, April 17	12:00–2:00	Chapter Board meeting	
Friday, May 15	12:00–2:00	Chapter Board meeting	
Friday, June 19	??	Annual Chapter Board Retreat	Mankato City Hall