

BOARD MINUTES

April 17, 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, Bob Graham, Gina Mitchell, Bruce Peterson, Dale Powers, Trisha Rosenfeld, Carissa Schively Slotterback, Jeff Smyser, Cynthia Yuen, and Jennifer Chaput

Attending by conference phone: Holly Butcher; Anita Rasmussen

Others in attendance: Peg Schmid, Chapter Administrator

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

Approval of agenda: Upon motion by Peterson and second by Chaput, the agenda was approved with the addition of an action item to approve a change in the budget for the mentor training event.

- I. **Approval of minutes from 3/20/09:** The minutes from the 3/20/09 meeting of the Board were reviewed. Mitchell noted that Rosenfeld presented the mini-conference update, not Mitchell. Mitchell moved to approve minutes with the change under the mini-conference update. Seconded by Fulton. Motion carried.
- II. **Information items:** Bernard noted that submission of information reports prior to board meetings is working well. No discussion.
- III. **Green Building Council presentation:** Chaput introduced Richard Graves, a national board member of the U.S. Green Building Council. Graves spoke about the Minnesota Green Building Council (GBC) and how MnAPA and GBC might work together. The goal of the GBC is to transform how we build buildings and communities. Sustainability is the goal and GBC tries to achieve this by establishing standards supported by the entire industry. Graves spoke about LEED ND, CERTS, and the Mayor's climate protection program. MN GBC is developing MN specific examples. There will be several GBC related events at the national APA conference. Discussion produced several suggestions for working with GBC: student involvement; appoint a liaison to MGBC; and call for planners to engage in USGBC committees. USGBC may host a partnership forum and invite APA and others.
- IV. **Information only items:** Bernard distributed a diagram from the Legislative Committee illustrating the process and timeline for developing MnAPA policy platforms.
- V. **Treasurer's report:** Fulton presented the treasurer's report noting that the Chapter has strong fund balances – approximately \$9,700 in savings and \$72,000 in checking. We have received all the sponsorships for the national conference now it will be about expenditures

for the conference. With the recent budget additions, the budget is showing a \$3,000 deficit. This may be erased if we make money on the conference. Fulton noted that he will have to leave early but endorsed the budget amendment later in the agenda for the student mentor program event. Coleman moved to approve Treasurer's report as presented. Seconded by Peterson. Motion carried.

- VI. **Mini-Conference update:** Rosenfeld reported that the co-chairs are working on a budget and will meet with Fulton next week. They have a draft brochure that should be finalized next month. Mitchell reported that Schively Slotterback has been helpful in developing sessions. The goal is to have 2 speakers in each session since there are so few sessions. The schedule will allow for 14 sessions and they have 15 possibilities. The next step is contacting speakers and getting Certification Maintenance (CM) information to Smyser. They are identifying what volunteer help they will need and Bernard suggested they consider asking students. The second day mobile workshops are shaping up nicely and they will try to add a biking mobile workshop.
- VII. **National Conference update:** Bernard reported that the local host committee is working on last minute details. The budget early projection is that we may earn \$1-2,000 on special events. Leadership is encouraged to attend the local host committee reception on Friday night. Smyser noted that the badge scanning for CM will not happen this year. The latest registration numbers are around 4,000. Schively Slotterback invited everyone to the Humphrey event on Monday 6:00.
- VIII. **Filing Minnesota Articles of Incorporation:** Fulton explained the Chapter's status as a federally-recognized non-profit derived from national APA's status. He then explained that the Chapter is not recognized as a Minnesota non-profit because that requires a separate filing with the state. He recommended that we file with the state for a \$70 fee, no continuing cost, but yearly update filings would be required. Darrow moved to authorize the Chapter Treasurer to file Articles of Incorporation for a Nonprofit Corporation with the Minnesota Secretary of State, with the \$70.00 filing fee to be paid from the Chapter Board Expense budget. Coleman seconded and the motion passed.
- IX. **Fees at MnAPA events for non-members.** Bernard explained that Mark Grimes and Joe Hogeboom, Program Committee members, requested a clarification on the discussion at previous meetings. Bernard reported that most Chapters charge a fee for non-members. Schmid said that Wayne Hurley wants clarification as to whether or not fees would be paid by APA members from another state. It was clarified that it would only apply to non-APA members and that an APA member of another state would not be charged. Smyser reminded everyone to have sign-in sheets at events to verify AICP CM credit attendance. It was observed that collecting fees might create an extra burden. It was also observed that charging is one way to distinguish services provided to members and encourage non-members to join. Bernard said that the website upgrades should facilitate charging non-members because they would have to pay when they register on-line. It was moved by Darrow to approve charging a registration fee to non-APA members who attend sponsored MnAPA events and that the fees would start when the website is able to be used for registration. Coleman seconded, motion passed with one nay.

X. Board meeting schedule. Bernard proposed a meeting schedule for the remainder of 2009. Mitchell asked if a location and time slot was needed at the Sept. conference for the annual membership meeting. They will work to find a time and location at the conference. Hurley, as reported by Schmid, offered Alexandria as a location for the October annual retreat. Schmid offered to arrange a tour of the 2010 conference site before the June meeting. Peterson moved the following schedule for the remainder of 2009: July, no meeting; August 21, meeting at GRE, 12-2; Sept. 17, annual membership meeting at the mini-conference; 3rd Friday of October, annual board retreat, Alexandria; Nov. 20, GRE, 12-2; no meeting in December. Darrow seconded and the motion passed.

XI. Committee budgets. Coleman reviewed the proposed schedule for submitting committee budgets for 2010 budget year. Bernard noted that we are trying to be proactive on budget requests so that each expenditure does not require approval or adjustment of the budget. He also said that District Directors will have their own budget lines in the 2010 budget. Schmid noted that we also need budget requests for the conference and should use the Duluth conference budget as a starting point. Darrow moved to approve the budget submission schedule as outlined in the Action Items report. Chaput seconded and the motion passed.

XII. District Director elections for 2010: Bernard noted that elections for District Directors are in December and he encouraged all Directors to run again or encourage others to run. Garwood, Metro Director, and Graham, SE District Director, both stated that they will not be running for 2010. An e-mail about elections will be sent in August to all members and an announcement will be made at the conference.

XIII. Mentor event budget: Yuen distributed an updated budget for the mentor program kick-off event. There has been great response and mentors and mentees have been matched. She requested an additional \$100 be allocated to the event to cover costs due to more people responding than anticipated. Coleman moved to approve an additional \$100 for the event. Garwood seconded and the motion was approved.

XIV. Work plan check-in: The Legislative Committee is developing draft policy platforms for consideration by the membership at the mini-conference. The draft platform language will be included in the conference brochure. Concern was expressed that the language of the draft platforms should not be such that it pits groups against each other, for example – rural v. urban, or professional planners v. public planners. Coleman will relay this concern to the Legislative Committee.

There was discussion about several bills in the legislature and EIS and shoreland rules updates.

Peterson asked if responses to the e-mail blast questions can be accessed. This will be available on-line when the website is updated.

Concerns about the quality of participating by conference call at Board meetings was noted.

XV. 2011 Conference: Schmid reported that she and Anita Rasmussen toured the St. Cloud conference site and feel that it should work out well at the Kelly Inn and Convention Center. A contract should be ready for the President's signature soon.

XVI. **New Business: Albert Lea Blue Zones** - Graham reported on Albert Lea's selection as a Blue Zone city. He explained the term and outlined the events that will take place over the next 3 years. It is built on author Dan Buettner's book where he identified 9 principles for a community of healthy people. Albert Lea is the first city in the world to participate in the health and wellness vision program. It will be a topic at the mini-conference and there will be a series of articles in the newsletter.

The meeting was adjourned upon motion by Bernard at 1:52 p.m.

Upcoming Board Meetings:

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		Annual membership meeting	Northland Inn, Brooklyn Park
September 17-18		MnAPA Mini-Conference	Northland Inn, Brooklyn Park
Friday, October 16	½ day	Annual Retreat	Alexandria
Friday, November 20	12:00-2:00	Chapter Board Meeting	GRE, Maple Grove
December		NO MEETING	