

DRAFT BOARD MEETING MINUTES
November 18, 2011
AMERICAN PLANNING ASSOCIATION MINNESOTA CHAPTER
Golden Valley, MN

Board members, committee members, and liaisons present: Lance Bernard, Adam Fulton, Trisha Rosenfeld, Hilary Holmes, Lyssa Lietner, Andy Gitzlaff, Jean Coleman, Tim Gladhill, Bruce Peterson, Haila Maze, Jonathan Maze, Cathy Waldhauser, Cindy Kirchoff, Peggy Schmid, Bryan Gadow, Suzanne Rhees, Rita Trapp, Jane Kansier, Crystal Pauman, and Carissa Shively Slotterback.

Welcome and introductions: Lance opened the meeting at 1:00 a.m. and asked people to introduce themselves.

Agenda: Lance asked to move action item 6 to item 1 to respect the time of Haila and Jonathan Maze. Bruce moved to approve the agenda with the change in order of action items. Trisha seconded and the motion passed.

Minutes: Adam moved to approve the minutes from 7/15/11 and 9/30/11 as presented. Suzanne seconded the motion and it passed.

Information item report: Lance noted the information item report. There were not questions or comments.

Treasurer's report: Adam reported that the conference had positive revenue flow of approximately \$20,000. Because of this positive revenue we will not need to transfer any money from reserves. Expenditures are on target as budgeted. We are slightly over budget on the newsletter line because 2010 costs showed up in this year. District representatives still have funds to spend. We have \$42,000 in savings and \$47,000 in checking. Lance mentioned that the last 2-3 conferences have made money and we should think about how this should be budgeted in coming years and discuss it at the January retreat. Revenue is down this year, but with the conference we will end \$4,000 in the black. At the January retreat we should also talk about how much should be kept in reserves.

Bruce made a motion to approve the Treasurer's report. Suzanne seconded and the motion passed.

Election ballot: Peggy reported that there are 4 district director candidates and 2 student director candidates. The balloting opens on 12/1 and closes on 12/21. National APA will assist with the electronic balloting again this year. Biographies and pictures of the candidates are on the website and will appear in the newsletter. At the January retreat we should consider the election provisions in the Bylaws, particularly the write-in provisions.

President's report: Lance reported that the Holiday party is scheduled for 12/14 from 4-7 at Broadway Pizza in north Minneapolis. The Minneapolis Park Board will make a presentation and give a tour of their building prior to the Holiday party. The budget for the party is coming from the Metro District Directors and Student Directors budgets this year.

The Executive Committee presented a recognition award to Kate Garwood for her many years of service as a District Rep, PDO, and newsletter editor.

Conference Committee: Tim Gladhill reported that this year's conference was great success from an attendance and income standpoint. He will write up comments. The rental of projectors and laptops worked well even though it cost more than asking for volunteers to bring projectors. Evaluations gave good ratings to the site with some concerns about hotel rates. Conference co-chairs for 2012 are Greg Wagner, West Central Initiative, and Stephanie Scott-Sims, City of Minnetonka.

2012 Newsletter design and schedule: Haila and Jon Maze introduced themselves as the new newsletter editors. They distributed a proposed format and storyboard. The newsletter will be published every other month with an e-mail news blast in alternate months. They requested that members submit photos for potential use on newsletter covers. They are still working on layout/fonts/etc. Standard pieces will include a continuing education page, a jobs page, and events page, and feature article. Haila will send reminders to people about content and will develop a calendar with submission deadlines.

Peg reported that requests have been sent to advertisers. The rate will increase as there is now more visibility with the website and newsletter.

Adam made a motion to move forward with the design and schedule as proposed. Bruce seconded the motion and it passed.

Mail-in registration fee: Adam handed out a proposal for a vendor payment policy for mail-in payments. He noted the frustrations we have encountered with the state system which has led to delays and extra costs. About 20-25% of conference registrations are mail-in. There was discussion about who would be disadvantaged with this change. State employees and members in rural Minnesota are the ones who use mail-in registration most. Adam will continue to communicate with the state about our frustrations and the yet unpaid registrations from Sept.

Jean made a motion to approve the proposed mail-in registration fee. Trisha seconded the motion and the motion passed.

Webinar ideas: Jane reported on opportunities to participate in webcast series by national divisions and chapters. She suggested that we join in this series. The cost is within the PDO budget line so no motion was required. Hosting a webinar is expected and there was discussion about possible webinar ideas such as one on the variance legislation.

2012 work plan: Lance introduced the 2012 work plan. There was discussion of the mentorship program. Carissa mentioned that 3 FAICP nominations were completed this year for Bob Worthington, David Pitt, and Suzanne Rhees. Carissa will write an article after decisions are made. Special initiatives will be discussed at the January retreat.

Jean made a motion to adopt the 2012 work plan. The motion was seconded by Suzanne and passed.

Legislative Committee: Bob presented the 2012 work plan and budget for the Legislative Committee. The work plan is similar to last year with the addition of connecting with the Governor and agencies in addition to the Legislature. Bob requested an extension of the contract with Tom Jensen as Legislative Education Coordinator. Jean mentioned that Tom has done a great job this year in tracking the tremendous amount of legislation. The Legislative Committee will start to meet before the legislative session starts in January. Bruce moved to approve the work plan and budget, and approve the extension of the Legislative Education Coordinator contract. Andy seconded the motion and the motion passed.

2012 APA MN Board meeting schedule: Jean presented the 2012 Board meeting schedule. Meetings will be held from 12-2:30 and locations were discussed – Jan/March/July/November in the metro, May in Faribault or Willmar, and Sept. in Alexandria. Suzanne made a motion to adopt the meeting schedule. Trisha seconded the motion and the motion passed.

District Representative reports: Lyssa said she has enjoyed being student director and plans to stay involved. Trisha asked people to monitor the website for information about their committees and to submit timely information for posting.

Meeting adjourned at 2:43 upon motion.