

BOARD MINUTES

July 16, 2010

MINNESOTA CHAPTER—AMERICAN PLANNING ASSOCIATION

Conference call

Board members, committee members, and liaisons present: Lance Bernard, Jean Coleman, Adam Fulton, Chuck Froseth, Andy Gitzlaff, Chris Moates, Mike Darrow, Wayne Hurley, Lyssa Leitner, Andrew Mack, Anita Rasmussen, Peggy Schmid, Cathy Waldhauser, and Bryan Gadow

12:00 Lance opened the meeting which was held via conference call.

To make the phone meeting move quickly, members were asked to review the minutes and Treasurer's report and e-mail any changes. (Note: no e-mails with comments were received.)

Citizen Planner manual update: Lance reported that Suzanne Rhees has combined comments on the draft. Please send any more comments to Suzanne. A request for proposals for a graphic designer was discussed. Suggestions were to focus on function rather than looks. Distribution will be primarily on line. Peg raised a concern about copyright since the original handbook came from Minnesota Planners Association.

Conference update: Bryan reported that the committee is wrapping up final details. The first draft of the brochure is being edited, and it should be on the web by the first part of August. Save the date e-mails will be sent in late July. Registration will be live by the second week of August. The attendance goal is 270.

Audit/Finance Committee: Adam stated that the audit is complete and available for review. There were several issues identified by the audit. The issue on cash management has already been improved though the adopted cash management policy. Reporting on conference finances will be implemented this year. The last suggestion was to create a finance committee which requires board action. Jean moved that the executive committee serve as a finance committee for the short term and consider adding other members over the next year. Mike seconded and the motion passed. The Finance Committee will tackle developing a reimbursement policy.

Web support request for proposals: Mike introduced the recommendation that a request for proposal (RFP) be issued for web support services. It is good fiscal policy to have a contract to hold the service provider accountable. Currently there are three people who provide some aspect of web services. The RFP will have defined deliverables. Bruce made a motion to authorize the executive committee to create the RFP, advertise, and review applications; and authorize up to three board members to conduct interviews. Chris seconded and the motion passed. Anita volunteered to help with interviews and Lance will put out a call for other board members to assist with interviews.

Professional Development Officer resignation: Lance informed the board that Jeff Smyser has submitted a letter of resignation and that he will be stepping down after the conference in September. Adam moved acceptance of Jeff's resignation. Jean seconded and the motion passed. Lance will talk to several people about becoming PDO and Peg will send out an e-mail.

Chapter President's grant application: Lance stated that the Legislative Committee would like to pursue a grant which is due on August 31st. Lance may submit an application for the Liquid Assets video production. More than one application may be submitted. Wayne moved approval to submit an application for support for Liquid Assets. Cathy seconded and the motion passed.

2012 Conference location: Peg expressed concern about attendance numbers in Mankato because of the economy. Therefore, should we be considering an expensive site for the 2012 location? Peg said that we cannot work with Grand Rapids as a site because the facilities are not big enough. She also has some concerns about Willmar facilities if we have 300 or more attendees. It was suggested that we wait until after this year's conference to estimate how many attendees to plan for next year. Someone mentioned Red Wing could be good but food and conference room costs would be more expensive. Adam suggested we drop consideration of Willmar and Grand Rapids and consider Red Wing and Brainerd. There was support for this suggestion. Attendance may increase when CM credits are due.

New business: Wayne suggested that the discount for Planning Commissions joining as a group should be considered since it has been a year since the discount was offered. At the next board meeting we will discuss a discount coupon.

Since the meeting in Duluth was a bust this month, someone moved to hold the November meeting in Duluth. Adam seconded and the motion passed.

Meeting adjourned at 1:30 PM upon motion.