

**DRAFT BOARD MEETING MINUTES  
MAY 20, 2011  
MINNESOTA CHAPTER--AMERICAN PLANNING ASSOCIATION  
WILLMAR PUBLIC LIBRARY, WILLMAR MN**

Board members, committee members, liaisons present: Trisha Rosenfeld, Bruce Peterson, Suzanne Rhees, Wayne Hurley, Chris Moates, Adam Fulton, Lyssa Leitner, Hillary Holmes, Chuck Froseth, Crystal Foust, Bob Patton, Peggy Schmid.

Trisha opened the meeting at 12:25 PM.

**Agenda:** The agenda was approved as moved by Bruce and seconded by Wayne.

**Minutes:** The minutes from March 18 were approved, with one date change, as moved by Adam and seconded by Suzanne.

**Information Items:** The information items were discussed briefly. Adam mentioned that he had met with the conference co-chairs, and they had asked about a rate change for the conference registration. After some discussion, it was recommended that the discretion to change the fees would stay with the co-chairs after they finalized their budget, but the Board also recommended that any fee change should affect all of the categories (student, session speaker, nonmember, etc.) and that it be done in the form of a percentage (i.e. students would be 50 percent of the regular member fee.) The Board also discussed the fact that the Awards Committee does have the opportunity to recommend an increase in the number of student scholarships to be awarded. Peggy will mention that to Breanne. Lyssa requested that the students be notified in advance if they are scholarship winners, so they could be sure to be present. Peggy will request that the conference co-chairs and Awards chair state in the brochure at which event each category of awards will be given out.

**Treasurer's Report:** Adam presented his Treasurer's Report. It was noted that a couple of line items in the budget may need to be changed. If the Awards Committee decides to increase the number of scholarships, that amount will need to be changed in the budget for 2011. In addition, more money will need to be moved into the President Leadership category, to pay for the attendance at the Leadership Conference in September in Washington. It was moved by Wayne and seconded by Chuck to accept the Treasurer's Report. Motion passed.

**Conference Report:** Peggy updated the latest conference report to include the information that those who were selected to present sessions at conference had been notified. She will be having a conference call with the co-chairs next week, to discuss the budget and items for the brochure.

**Legislative Report:** Bob gave an update on the background of APA MN involvement in the Variance Bill that was signed by the governor. He also talked generally about the work this committee did with MACPZA and the weekly updating on the website and in mass emails of the issues and bills at the state legislature.

**Action Items**

**Legislative Item:** The Legislative Committee requested that the July meeting of the Board be a joint meeting with the Committee on its summer retreat to discuss Planning Enabling Reform Initiative. The members present discussed for some time the fact that the retreat is held in the Lakes Area, and the Board members would prefer that the July meeting be held in the Cities. This action item died for lack of a motion. Then the members discussed the possibility of having the Board meeting in the Cities, to be

followed that same day with a joint meeting of the Board, the Legislative Committee, and the Law and Planning Committee. Some comments ensued concerning whether the general membership should also be invited to participate. It was decided to only include the full Board and the two committees. Mark Grimes would be contacted to see if he could arrange to have the meetings in Golden Valley, perhaps at Brookview. It was agreed that discussions could involve the Enabling Reform and generally how the two committees would proceed in the future when it comes to making quick policy decisions on urgent items. No action was taken. Peggy will contact Mark immediately to see if Brookview can be arranged for July 15. We then can notify all committee and board members involved.

**Amicus Curiae Request:** As this item had also been partially discussed earlier when it was agreed that the Board would meet with both Committees, Bruce moved to approve this motion, and Adam seconded. Motion was approved.

**Meeting in DC:** While it was agreed that Lance needed someone to fill in for him at the Leadership Conference in Washington this fall, and Andrew Mack was a good choice, it was also discussed that perhaps for the future the Board should consider a policy governing how a substitute for the President should be appointed for any of these national conferences or leadership conferences, if the President could not attend. It was also recommended that the budget for Leadership be adjusted by 400 dollars to cover Andrew's expenses for the conference. With those items in mind, Bruce moved and Suzanne seconded to send Andrew Mack to the meeting in Washington.

**PDO Information:** The Board did not take formal action, but they supported the idea that Jane and Rita need to keep records for AICP, and therefore, any member sponsoring Brown Bag lunches or other events that give CM credit needs to send the PDO's the number of attendees at the event and the evaluation of the event.

**Chapter Awards:** Breanne asked that the Board members help disseminate the information about the various awards, so that the committee would get a good response.

**New Business:** Suzanne asked that the survey be placed on the agenda for the July meeting. We also briefly discussed the possibility of summer events for the chapter. Peggy will contact Loren Gordon to see if he is going to do a bike ride again. Wayne also mentioned that maybe golfing for anyone interested could be arranged, perhaps the same day as the joint meeting of the Board and Committees in July.

**Director Reports:** Wayne mentioned that he had two new AICP members in his district. Suzanne reported good attendance at Metro CD Rom presentations. Bruce and Chuck both commented on low attendance at their CD Rom sessions. Chuck also mentioned that there were new hires in the Duluth planning community. All of the directors commented that we need to seek ways to find more Ethics session presentations for CM credit. It was suggested that the session at conference could be taped to show at other sites. Peggy will mention this possibility to the conference chairs. Lyssa says she will be helping to organize the St. Cloud students for attendance and volunteering at the conference. Crystal and Lyssa discussed how to best get the St. Cloud students involved. Lyssa also mentioned that she will be graduating, and has accepted a job in Washington County.

**Adjourn:** Wayne moved and Chris seconded to adjourn the meeting at 1:50 PM. Thanks to Bruce both for hosting the meeting and for arranging the very interesting tour of the MinnWest Technology Campus.