

MnAPA Action Items Report
For March 18, 2011, Chapter Board meeting

The MnAPA Board is requested to act on the following items at the March 18, 2011, Chapter Board meeting. Please review this report prior to the Board meeting.

1. **Action Requested:** Adopt APA MN workplan for 2011
 - a. **Background:** The proposed workplan is included as a separate attachment.
2. **Action Requested:** Authorize creation of a Finance Committee consisting of APA MN officers and one additional member. The Committee will report to the Board after its meeting every 6 to 10 months as to the condition of the Chapter's finances.
 - a. **Background:** Creation of a finance committee to increase oversight into the organization's books was recommended as part of the 2010 audit process. The Budget Work Group recommends a five-member finance committee, consisting of the executive committee and one rotating member, to allow for participation by District Directors. The finance committee should meet every six to 10 months, or as necessary.
3. **Action Requested:** Approve appointment of Suzanne Rhees as APA MN liaison to Minnesota Main Street Program Steering Committee
 - a. **Background:** Suzanne Rhees, Metro District Director, was on the task force that planned the reintroduction of the Main Street Program (through the Preservation Alliance of Minnesota) and she has been serving on this committee informally. It would be helpful for the APA-MN chapter to have an official link to the program, as we do with the MN Design Team. The Main Street Program's approach to downtown revitalization goals is highly relevant to many of our member communities. See <http://www.mnpreservation.org/programs/main-street/>
4. **Action Requested:** Approve questions for 2011 APA MN member survey

Background: Draft survey questions are included below on pages 2-4 of this report. See Attachment. Questions were based on previous surveys conducted by other chapters. Gina Mitchell, Bruce Peterson, Rita Trapp and Hillary Holmes assisted in drafting the survey. The survey will be posted on-line.
5. **Action Requested:** Approve Professional Development Officers to work with webmaven to create an on-line form for inputting brown bag and other Certification Maintenance opportunities
 - a. **Background:** Several entities request CM credits for various activities. We would like to create an on-line form for these entities to fill out, so we will have proper information to submit.

Draft Survey Questions

1. Are you a member of APA Minnesota?
 - a. Yes
 - b. No

2. Are you AICP certified?
 - a. Yes
 - b. No

3. How long have you been an APA MN member?
 - a. Less than 1 year
 - b. 2-5 years
 - c. 5-10 years
 - d. 10-15 years
 - e. Over 15 years

4. Which district do you reside in?
 - a. Northeast
 - b. North west
 - c. Central
 - d. Metro
 - e. Southeast
 - f. Southwest

5. Are you currently involved in your district?
 - a. Yes
 - b. No

If not, please explain the factors that prevent you from participating:

6. How would you describe your employment status?
 - a. Professional planner in the public sector
 - b. Professional planner in the private sector
 - c. Professional planner for a non-profit
 - d. Professor/Teacher
 - e. Citizen Planner
 - f. Student
 - g. Unemployed
 - h. Retired
 - i. Employed, but in a different field

7. How often do you access the APA Minnesota website?
 - a. All the time – it's my start-up page
 - b. At least once a day
 - c. A couple times a week
 - d. A couple times a month
 - e. Once a month
 - f. Less than monthly

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8. Do you use the APA MN website for any of the following items? Please check all that apply.
 - a. To access the events calendar
 - b. To view discussion topics
 - c. To participate in discussion topics
 - d. To view the spotlight community
 - e. To access committee and board agendas/minutes
 - f. To view job postings
 - g. To read the APA MN monthly newsletter
 - h. To view legislative updates
 - i. Other, please list:

9. Would you like to suggest any changes to the website? Please describe:

10. How would you classify yourself as a reader of the APA MN newsletter?
 - a. I read it cover to cover
 - b. I read most of the articles
 - c. I only read one or two articles in each issue
 - d. I read every other issue
 - e. I never read an issue

11. Would you like to suggest any changes to the newsletter publication or add any new features?
Please describe:

12. How likely are you to attend the 2011 APA MN conference in St. Cloud?
 - a. Absolutely, Its always on my calendar
 - b. Planning on going
 - c. Haven't thought about it, but will likely attend
 - d. It is unlikely I will attend
 - e. I will not attend

13. If you do not plan on attending, please check all the factors that are preventing you from going.
 - a. Cost
 - b. Conference Location
 - c. Program/Event Content
 - d. Employer will not pay
 - e. Do not need CM credits
 - f. Time Conflict
 - g. Other, please list:

14. What do you like or dislike about the State conference? Please describe:

15. Would you attend a future conference if it were located in one of the following areas? Please check all that apply:
 - a. Twin Cities
 - b. Duluth
 - c. Fargo/Moorhead
 - d. Rochester
 - e. Mankato
 - f. St. Cloud
 - g. Red Wing
 - h. Brainerd/Baxter
 - i. Conference Facility at a Casino (i.e. Grand Casino, Mystic Lake)

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- j. Other, please list:
16. How familiar are you with the Chapter's legislative initiatives?
- Very familiar
 - Somewhat familiar
 - Not very familiar
 - Not at all familiar
17. Do you generally agree with the Chapter's legislative initiatives?
- Yes
 - No
- If no, please identify your concerns.
18. How satisfied are you with each of the following services offered by APA MN? (1 being the lowest and 5 being the highest?)
- Website
 - Newsletter
 - Legislative Updates
 - Trainings (Brown Bags)
 - State Conference
 - Opportunities to Volunteer
 - Student Activities
 - Opportunities to obtain CM Credits
 - Social Events
 - Overall communication to general membership
 - Response to questions
19. How likely will you take advantage of these services/events in the next year?
(Yes, Very Likely, Somewhat Likely, Not Likely, No)
- Access the APA MN Website
 - Read the APA MN Planning Newsletter
 - Follow APA MN Legislative Updates
 - Attend Trainings (Brown Bags)
 - Participate in National Planning Month (October)
 - Volunteer
 - Attend a Student Activity
 - Attend a Social Event
 - Utilize the Citizen Planner Manual
20. If you chose "Not Likely" or "No" for any of the services/events in question 19, please let us know your reason.
21. What are the most important benefits or services you receive through your membership in APA MN? Please list them with 1 being the most important:
- -
 -
 -
22. What benefits or services, if any, would you like to obtain from APA MN that are not currently offered?
23. Please provide us with any other additional comments.