APA Texas Chapter Board of Directors Spring Meeting
Friday, May 3, 2019, 8:30 a.m. to 2:00 p.m.
Hotel Indigo
325 N Kansas St, El Paso, TX 79901
Toll-free Dial-in Number (866) 499-7054
Conference Code: 3750530425
GoToMeeting: https://global.gotomeeting.com/join/202989749

8:30 am
Call to Order and Roll Call: Doug McDonald, AICP

8:35 am
A. President’s Report: Doug McDonald, AICP

8:45 am
B. APATX 2017-2022 Action Plan Progress Updates
   1. Leadership and Conference Activities
   2. Recognition, Partnership, and Communication Activities
   3. Membership Recruitment, Certification, and Education Activities
   4. Advocacy and Policy Activities

9:00 am
C. Executive Committee Reports
   1. Secretary’s Report: Christina Sebastian, AICP
   2. Treasurer’s Report: Angela Martinez
   3. TML Representative’s Report: Christopher Looney, AICP
   4. Section Director’s Report: Gary Mitchell, AICP
   5. Professional Development Officer’s Report: Richard Luedke, AICP

9:30 am
D. APATX Business and Action Items
   1. Fiscal Year 2020 Budget and Policy Development for use of Conference Reserve Funds – Angela Martinez
   2. Consideration of Special Committee for 2020 Census – Doug McDonald, AICP
   3. Department of State Health Services Public Health/Planning Grant Program – Mike McAnelly, FAICP
   4. AICP Certification Maintenance Update – Doug McDonald, AICP

10:30 am
E. Standing Committee Chair Reports
   1. Planning Official Development Officer: Ann Bagley, FAICP
   2. Emerging Planning Leaders: Monica Rainey
   3. Planning Awards Chair: Claire Hempel, AICP
   4. Government Relations: Kelly Porter, AICP
   5. Advocacy Network Liaison: Craig Farmer, FAICP
   6. Membership Chair: Fred Lopez, AICP
   7. Diversity and Inclusion Chair: AJ Fawver, AICP
   8. University Rep/Student Rep: Kelsey Poole/Ivonne Audirac

11:15 am
F. Other Appointed Member Reports
   1. Communications Tech: Kyle Kingma, AICP
   2. Communications Manager: Heather Nick, AICP
   3. Chapter Historian: Dave Gattis, FAICP
   4. Certification Maintenance Officer: Barbara Holly, AICP
Agenda – Board of Directors Meeting
May 3, 2019

11:45 am  G. Special Committee Updates
1. AICP Fellows Chapter Nominating Committee – Craig Farmer, FAICP; Mike McAnelly, FAICP
2. APATX19 Texas Chapter Conference – Angela Martinez; Mike McAnelly, FAICP; Doug McDonald, AICP
3. NPC20 National Planning Conference – Kimberley Mickelson, JD, AICP
4. Hurricane Harvey Task Force – Kimberly Miller, AICP
5. APATX Officer Nomination Committee – Chance Sparks, AICP

12:15 pm  H. New/Other Business
1. Border Track/Conference Proposals
2. AICP Discrimination Policy Update – Heather Nick, AICP
3. 2019 Texas Public Health Association Conference – Christina Sebastian, AICP, Mike McAnelly, FAICP
4. 2021 and 2022 RFP for Conference Locations – TML Services – Mike McAnelly, FAICP
5. Texas Municipal League Conference – Conference APA Exhibit, Session, and 2020 Legislative Priorities - San Antonio, October 9-11, 2019

I. Future Meetings
• APA Texas Executive Committee – August TBD in Central Texas
• APA Board of Directors and Executive Committee – November 6, 2019 in Waco
• New Chapter and Section Officer Orientation and Onboarding Training – November 8, 2019 in Waco
• APA Texas Chapter Conferences:
  • APA Texas Chapter – Waco – November 6-8, 2019
  • APA Texas Chapter – El Paso – October 7-9, 2020
• National Planning Conference
  2019  San Francisco, Apr 13-16, 2019
  2020  HOUSTON, Apr 25-28, 2020

12:30 pm  J. Adjourn
Report:
NPC19 Recap
Another great National Planning Conference in the books – with record breaking attendance. We had several Texas speakers showcased throughout the conference, and our NPC20 Houston mural was a huge hit. You will hear from Kim later on during the meeting, but the local host committee did a lot of shadowing throughout the conference to prepare for Houston next year.

We also had a great Texas reception at Kells Irish Pub with 584 attendees, which included the Chapters of Arkansas, Louisiana, Mississippi, Oklahoma, and Tennessee. This also included the 170 estimated at the CPC Reunion, which followed our reception.

At the Chapter Presidents Council leadership meetings, diversity, equity, and inclusion were the big themes for 2019. CPC also had a lengthy discussion regarding the changes to the CM credits (which will be discussed later on the agenda) and regarding succession planning. One of the Chapter’s goals for the 2020 year should be the development of a new Succession Manual. I have attached an outline developed by CPC to this report to show the board APA’s direction for developing a succession manual.

Delegate Assembly
The 2019 Texas Delegates included: Lee Battle (Chair), Fred Lopez, Robert McHaney, Susan Watkins, Matt Bucchin, Gincy Thoppil, Martin Zimmermann, and Angela Self. These individuals played a significant role in advancing our profession and organization by participating in the #NPC19 Delegate Assembly. The assembly passed 3 new policy guides for Housing, Equity, and Transportation. The new Equity Policy Guide will be presented at our APATX19 conference.
National Recognition for Texas
At NPC19, several Texas planners were recognized for their outstanding planning work, including the Texas Chapter which received the 2019 Overall Chapter Achievement Award. Other recognized individuals and projects included:

- NATIONAL PLANNING ACHIEVEMENT AWARD FOR RESILIENCE PLANNING — SILVER: Liberty County/Texas Target Communities
- PLANNING ACCREDITATION BOARD OUTSTANDING SITE VISITOR AWARD: Fernando Costa, FAICP
- PROJECT POSTER WINNERS:
  - MJ Biazar (Texas A&M) won first place in the Disaster Resilience and Climate Change Track for "The Texas Freedom Colonies Project"
  - Jacki Kuzio (Texas A&M) won in the Planning for Inclusiveness and Social Justice Track for "Bridging the Transportation Divide."

Chapter and Section Bylaw Amendments
Thank you to Chance Sparks and Gary Mitchell for getting this up and going. We currently have the membership vote going on for the new Section and Chapter bylaws. Please help us by sending this out to your Section to vote: https://www.txplanning.org/apatx-section-bylaw-amendment/. The deadline to vote is May 22.

HB3314 and HB3315
I testified on Thursday, April 25 to the House Urban Affairs Committee to support these two bills. The following day, they were reported favorably 8-0 from the Urban Affairs Committee. We will keep the membership updated as these two bills begin to make their way through the system.
March 1 began the consolidated election process for the Chapter, Sections, and National leadership positions. Chance and I held a webinar on March 1 to go over the timeline and functions of Chapter and Section leadership. We have received the list of nominations for the Sections and Chapter as the Call for Nominations closed on April 25. The Sections had several positions that did not have candidates, so we are working with Section Directors to find members to run.

The Chapter will announce the two nominees who are running for positions as soon as it is finalized, and then we will open the two week petition process for members to add their name on the ballot by petition. Ballots will be sent out electronically on July 15 and are due by August 15.

Reminder! New Leadership Orientation and Onboarding – November 8 in Waco

The Chapter will host a new leadership orientation, immediately following the conclusion of the Chapter Conference, in Waco on Friday, November 8, from 3:45pm-5:30pm. We will invite all new Chapter and Section Officers to join us for this training that will cover the nuts and bolts of being in a leadership role for both the Sections and the Chapter. If you are moving into a Past Director role or are planning on running for a state or section leadership role, please put this on your date on your calendar.

Planners’ Day at Capitol

On April 1, the APATX Chapter announced the 2019 Great Places in Texas. Members of the APATX Board of Directors and recipients of the 2019 Great Places in Texas were in Austin to meet with state legislators and celebrate these great planning stories. Overall, the Chapter met with 32 legislators to advocate for planning, public interest, and good development processes. Thank you to everyone who was able to make it for our inaugural Planners’ Day at the Capitol! We hope to grow this program next year.

2019 Great Places in Texas Designees

Our 2019 Great Places in Texas social media blast was a huge success. With the assistance of Chet Garner, we produced a video in Downtown Bryan highlighting the 2019 Great Places in Texas (SEE VIDEO HERE). Between Facebook, You Tube, and Twitter, we had nearly 17,000 video views! To see a short write-up of the 2019 Great Places in Texas, click on the links below:

- Downtown Bastrop (Great Neighborhood)
- Downtown Nacogdoches (Great Neighborhood)
- Hill Country Mile - Boerne (Great Street)
- Levitt Pavilion - Arlington (Great Public Space)
- Discovery Green - Houston (Great Public Space)
- San Jacinto Plaza - El Paso (Great Public Space)
The Chapter expanded the Great Places in Texas Selection Committee this year to include some of our partner organizations, such as the Texas Public Health Association and Texas Historical Commission. See names below of the Selection Committee:

- Heather Nick, AICP - City of Tyler (previous GPIT designee, Section/State Board member)
- Luis Cutaia, AICP - Walter P. Moore - Houston (Section Board Member/EPL Representative)
- Melissa Oden - Past President of Texas Public Health Association (Partner Organization)
- Tim May - ASLA Trustee (Partner Organization)
- Emily Koller, AICP - Texas Historical Commission (Partner Organization)
- Jon James, AICP - City of San Angelo (previous GPIT designee, Section Board member)
- Clayton Husband, AICP - City of North Richland Hills (previous GPIT designee)

Online Payment Now Available for Awards and Planning Excellence
Thank you to Kyle and Mike for working to set-up an online payment option for individuals submitting award nominations and Planning Excellence applications.
This past October, members of the Board of Directors worked to update the Chapter’s 2017-2022 Action Plan and identify goals for 2019. Goals for 2019 include:

Leadership and Conference Activities
- Fill position of Conference Coordinator
- Include EPL Chair on Nomination Committee
- Complete Chapter and Section Bylaw Update
- Tie better communication to Section Guide Update
- Keep training new leadership every other year (election years) for incoming Directors and Treasurers
- Make sure to maximize state representation in National Conference 2020 Planning Committee

Recognition, Partnership, and Communication Activities
- Focus on Partnerships
  - Identify partnership board positions
- Create Partner Organization Track at #APATX19
- Implement and Review Communications Plan
- Consolidate Goals in Action Plan that are redundant

Membership Recruitment, Certification, and Education Activities
- Develop social networks and recognition opportunities with Section/University/Chapter activities (include student/YP/EPL organizations)
- Identify university program coordinators to develop training opportunities and formalize membership recruitment and AICP/APA coordination
- Develop outreach to Planning Directors, City Managers, and City Secretaries regarding Planning Commissioner membership rate and benefits to address declining Planning Commissioner membership.
- Identify cities that provide training and pay for AICP/APA membership

Advocacy and Policy Activities
- Planner’s Day/Great Places at Capitol
- Spin off Planning Matters
- Implement Legislative Program
  - Information to members
  - Information on website

During this item, the board will discuss the 2019 goals and any modifications or additions that are needed.
APA Texas Chapter Board Meeting
Friday, May 3, 2019, 8:30 a.m. to 2:00 p.m.
El Paso, TX

Agenda Item No. C.1

Agenda Topic: Secretary’s Report
Action Item: ✓ Yes □ No
Submitted by: Christina Sebastian

A. Background Information:

B. Details:

C. Action Needed Today:
   • Review and Approve Minutes for Board Meeting, Conference Call, October 17, 2018 (Attachment C.1-1)
   • Review and Approve Minutes for Executive Committee Meeting, January 25, 2019 (Attachment C.1-2)
   • Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, April 4, 2019 (Attachment C.1-3)

D. Attachments:
   • Draft minutes from the Fall Board of Directors Meeting held on October 17, 2018 (Attachment C.1-1)
   • Draft minutes for Executive Committee Meeting, January 25, 2019 (Attachment C.2-2)
   • Draft minutes for Special Executive Committee Meeting, Conference Call, April 4, 2019 (Attachment C.3-3)
# Board Meeting
## October 17, 2018
Galveston Island Convention Center
5600 Seawall Blvd.
Galveston, Texas

## MEETING MINUTES

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<th>Elected Officers</th>
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<tr>
<td>President*</td>
<td>Doug McDonald X</td>
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<td>President Elect*</td>
<td>Chance Sparks X</td>
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<td>Treasurer*</td>
<td>Angela Martinez X</td>
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<td>Secretary*</td>
<td>Christina Sebastian X</td>
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<td>Past President*</td>
<td>Kim Mickelson X</td>
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<td>TML Rep*/TML Affiliate</td>
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<td>Central</td>
<td>Martin Zimmerman (for Shannon Mattingly) X</td>
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<td>Northwest AJ Fawver X</td>
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<td>East</td>
<td>Kyle Kingma CC South West Rebecca Pacini X</td>
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<td>Houston/Sections Rep*</td>
<td>Gary Mitchell X</td>
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<td>Southmost Xavier Cervantes</td>
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<td>Midwest</td>
<td>Tamara Cook X West Fred Lopez X</td>
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<td>North Central</td>
<td>Brooks Wilson (for Steven Duong) X</td>
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<td>PDO*</td>
<td>Richard Luedke X</td>
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<td>Government Relations Kelly Porter CC</td>
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<td>PODO Ann Bagley X</td>
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<td>Advocacy Network Liaison Craig Farmer X</td>
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<td>EPL Monica Rainey X</td>
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<td>University Rep Ivonne Audirac/Dr. Shen</td>
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<td>Planning Awards Claire Hempel X</td>
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<td>Student Rep Kelsey Poole X</td>
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<th>Other Members</th>
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<td>Communications Manager</td>
<td>Heather Nick X</td>
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<td>Chapter Historian</td>
<td>David Gattis X</td>
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<td>APA Director Region 3</td>
<td>Wendy Shabay X</td>
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<td>Executive Administrator Mike McAnelly X</td>
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<td>Communications Tech Kyle Kingma CC</td>
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<th>Other Attendees</th>
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<td>Sylvia Vargas, AICP Commissioner Region 3</td>
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<td>Breanne Rothstein, CPC Executive Committee Secretary/Treasurer</td>
<td>X</td>
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<td>Laura Keyes</td>
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<td>Michelle Queen</td>
<td>CC</td>
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X present in person  
CC present via conference call  
* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors
Welcome: Doug McDonald, AICP
Doug McDonald called the meeting to order at 8:37 am.

Visitor: University of North Texas Department Chair Brian Collins – New Urban Policy and Planning Degree
Brian Collins gave a summary of UNT’s new Urban Policy and Planning Degree, introducing staff members Laura Keyes and Jennifer Cowley.

WORK SESSION: APATX 2017-2022 Action Plan Committees
Attendees broke into committees, which will report out later in full meeting.

- Leadership and Conference Committee
- Recognition, Partnership, and Communications Committee
- Membership Recruitment, Certification, and Education Committee
- Advocacy and Policy Committee

The meeting adjourned for a break.

Call to Order and Roll Call: Doug McDonald, AICP
Doug McDonald called the full meeting to order at 10:12 am.

A. President’s Report: Doug McDonald, AICP
Doug gave a brief report regarding:

- Chapter annual report, National fall leadership meeting, Diversity and Inclusion Committee, APA Learn, Planners Day on Capitol Hill
- Texas received assistance from APA Foundation for Harvey relief and Doug encouraged members to pay it forward
- The AICP Commission is evaluating CM credits, and required equity credits are on the radar
- National requested Texas to host the first National State Legislative Summit in Austin in December 10 & 11, about 20 Chapters will be attending. The Texas Historical Commission helped find space to host the conference.
- Future Cities will be kicking off soon, theme is Disaster Recovery and Resiliency
- Great Places in Texas is open now; the Chapter Presidents Council approved a grant we applied for a video for the National Conference 2020 in Houston
- Thank you to our sponsors, including annual sponsors for 2017: Walter P Moore, Freese and Nichols, Stantec, City of Garland, City of Dallas, City of Plano, and City of Frisco

B. National Leadership Updates: Wendy Shabay, AICP, Silvia Vargas, AICP
Wendy Shabay reported that APA Learn is about to kick off; APA Executive Administrator Jim Drinan is retiring and they are looking for replacement; they are reviewing National awards right; Texas had two Great Places, in Georgetown and Fort Worth.

Sylvia Vargas reported that the AICP Candidate pilot program is a big success; nearly 800 students; the pass rate was very similar to seasoned professionals rate; an AICP exam refresh underway; an update to AICP code of ethics is starting up and will take a couple years; resources for embattled planners online and more to come.

C. APATX 2017-2022 Action Plan Progress Updates

1. Leadership and Conference Committee

Angela Martinez reported on goals for 2019:

- Fill position of Conference Coordinator
- Include EPL chair on nominating committee
- Tie better communication to Section Guide update
- Keep training for new leadership every other year (ie. director-elect, treasurer)
- Make sure to maximize state representation in National Conference 2020 planning committee

2. Recognition, Partnership, and Communication Committee

Heather Nick reported on goals:

- Focus on Partnerships - identify a partnership Board position
- Create partner organization track at APATX19
- Implement & review communications plan
- Consolidate goals in Action Plan that are redundant

3. Membership Recruitment, Certification, and Education Committee

Fred Lopez reported on goals:

- Develop social networks and recognition opportunities with Section/University/Chapter activities. Include student/Young Planners organizations
• Identify university program coordinators to develop training opportunities and formalize membership recruitment and AICP/APA coordination
• Develop outreach to planning directors, city managers, and city secretaries to promote planning commission membership and benefits
• Identify cities that provide training and pay for AICP/APA membership
  ○ Richard Luedke comments that we should encourage National to make it easier to sign-up planning officials; Craig Farmer suggested sending a reminder to directors in April in advance of budgets; Richard suggested outreach to the Texas Municipal Clerks Association

4. Advocacy and Policy Committee

Chance Sparks reported:
• Planner’s Day at Capitol/Great Places Announcement
• Complete spin off Planning Matters as secondary organization
• Legislative Program
  ○ Push out info to Members and on to website

D. Secretary’s Report: Christina Sebastian, AICP
1. Action Item: Approve Minutes for Board of Directors Spring Meeting, June 1, 2018 (ATTACHMENT D-1)
2. Action Item: Approve Minutes for Executive Committee Summer Meeting, August 17, 2018 (ATTACHMENT D-2)
3. Action Item: Approve Minutes for Special Executive Committee Spring Meeting, Conference Call, September 6, 2018 (ATTACHMENT D-3)

A motion was made by Chance Sparks to approve all three minutes. The motion was seconded by Richard Luedke and passed unanimously.

E. Treasurer’s Report: Angela Martinez
1. Financial Status Report for Chapter and Section Accounts

Angela reminded everyone to notify Mike and her when making a purchase over $150. She also reported that the second FY18 disbursements will be made today.

2. FY2019 Adopted Budget (ATTACHMENT E-1)

Angela reported on the FY2019 budget: $5,000 savings set aside for the 2020 National Planning Conference reserve account. They also added funds for EPL activities, Planners Day at Capitol, miscellaneous travel (to be approved by EC), and marketing travel, AICP training.

F. TML Representative’s Report: Christopher Looney, AICP

Christopher Looney reported that the Texas Municipal League is in the process of revising structure, Municipal Policy Summit was held in August where cities and affiliates discuss positions on policies. The TML Resolutions Committee met at the TML conference last week. Cities and Affiliates can submit legislative programs to the Resolutions Committee. Our participation at the TML Conference (a session and expo) went well.

Dave Gattis commented that we used to sponsor a one-day workshop day before conference - somewhat like the Short Course, which might help reach out to smaller cities. Christopher Looney commented that could also be held another time within the TML conference.

G. Section Director’s Report: Gary Mitchell, AICP

Gary Mitchell discussed highlights from the Section Directors’ Reports: many good partnerships, educational activities, regional workshops, as well as activities in large, spread-out Sections.

H. Board of Directors Committee Chair Reports

Doug McDonald discussed how reports from nine different committees are available in the packet, which are:...

PDO report; Membership committee; Diversity and Inclusion survey

I. APATX Business and Action Items
1. Modification of Texas Planning Awards Program Categories (ATTACHMENT I-1)

Doug McDonald discussed how the Chapter is working on aligning our awards with National to allow people to submit the same application to National as well as aligning timing so announcements are out in time to apply for National. Sections could also adjust to do the same thing. Wendy Shabay recommended that awards committee provide recommendations for projects that really excel. She also noted that National is very interested in seeing implementation status, so applicants could hold off on submittal to National for a year or two to allow more implementation info to be provided. Review committee could provide mentorship or comments to awardees on National-worthiness.
Kim Michelson made motion to approve modification of the Texas Planning Awards Program Categories as presented in the packet. The motion was seconded by Fred Lopez and passed unanimously.

2. Authorization of Amendment to APA Texas Bylaws as required by Article XIV, Section 14.2 (ATTACHMENT I-2)

Chance Sparks discussed the proposed amendments to the Chapter bylaws. Changes include general clean up, matching the language to National, Section funding, continuation of officer terms in regards to term-limits and no one runs against them as well as what happens if leadership moves out of Chapter, language about TML Representative responsibilities, and PSO and faculty representative selection, among others.

Gary Mitchell commented that section 6.5 says the Board of Directors must approve changes to Section bylaws - he proposes changing that to Executive Committee, since they meet more often.

Gary Mitchell motioned to approve the amendment of the Chapter bylaws with the additional change in section 6.5 from Board of Directors to Executive Committee to approve Section bylaws. The motion was seconded Dave by Dave Gattis.

Tamara Cook questioned section 4.6, proposing to remove the word “libraries” so it refers to just general universities.

Gary Mitchell amended his motion to add the change of removing the word “libraries” from section 4.6. The amendment was seconded by Dave Gattis. The motion with amendments passed unanimously.

Note: the new bylaws must be sent out to Chapter membership for final approval. And to National?

3. Authorization of Amendment to Section Bylaws for Central, East, Houston, North Central, Northwest, Midwest, Southmost, Southwest, and West Sections as required by Article IV, Section 9.2 of Section Bylaws (ATTACHMENT I-3)

Gary Mitchell discussed the effort to create uniform Section bylaws to align with National, Chapter, etc. We need it in place for the next round of elections. There may be some additional changes needed, ie. Nomination committee process may be overkill at Section level. Director-elect, past format sets up term limits that might be challenging for some Sections. Discussion ensued regarding topics such as having additional officers written into bylaws as the draft bylaws have elected officers meant to match the Chapter officer structure - Doug commented the rest can be managed by the Section as they see fit. Need to keep a repository of bylaws and other documents with Chapter, and have documents uploaded to website. Kim mentioned importance of minutes and record-keeping for 501(c)3 purposes.

Tamara Cook asked what waiting for the Executive Committee means for timeframe for approval by membership. It would push back the timeframe.

A motion was made by Gary Mitchell to approve the Section bylaws model as in the packet today, subject to another round of comments and to come back to the Executive Committee in a future meeting. The motion was seconded by Kelly Porter.

Discussion was held regarding appointed positions to provide uniform bylaws and provide flexibility. Sections can still make changes to bylaws but we want the same base. Maybe there should be parts of the bylaws that can’t change. But all changes will come to the Executive Committee to discuss changes. Fred Lopez pointed out that uniform bylaws helps set up mentorship for Sections.

The motion passed unanimously.

4. Evaluation of AICP Code of Ethics Discrimination Policy (ATTACHMENT I-4)

Heather gave a summary of actions so far. She noted the request today is for action to authorize continued investigation and draft a letter for consideration by the Executive Committee.

Sylvia Vargas noted that the AICP Commission is updating the Ethics Code. Bonnie Johnson, who drafted the original Kansas letter, is part of the effort.

Doug McDonald asked if it would be helpful for us to submit letter to continue on path. Sylvia responded yes, any input is welcome, in regards to this or other topics. Probably good to coordinate with efforts - Jim Peters, Denise McCormick.

A motion was made by Dave Gattis to continue evaluation of the AICP Code of Ethics Discrimination Policy and to submit a letter for consideration by the Executive Committee. This motion was seconded by Richard Luedke and passed unanimously.

5. Consideration of Supplemental Compensation for Executive Administrator (ATTACHMENT I-5)

Mike McAnelly left the meeting.

Doug Commented how Mike McAnelly has been doing a great job as Executive Administrator, a position many other chapters don’t have. With a very successful 2017 conference, we have room in our budget for supplemental compensation. Mike both
organizes and runs the conference and plans regional workshops. Funds for supplemental compensation can be used to purchase items rather than provide cash.

A motion was made by Rebecca Pacini and seconded by Gary Mitchell to approve a budget amendment for FY2018 to increase sponsorship revenue by $3,500, increase contracted services expenses by $3,500, and approve supplemental compensation of $3,500 for Executive Administrator. The motion passed unanimously.

J. Other Committee Updates
   1. APATX18 Texas Chapter Conference Committee
Mike McAnelly returned to the meeting. Angela Martinez and Mike McAnelly reported that registration was at 550 when online registration closed, with another 80 registered since. The opening reception was moved inside the San Luis hotel and the bike tour was cancelled due to weather. The Thursday event is different than previous years, with events planned throughout the Post Office District.

   2. NPC20 National Planning Conference Committee
Kim Mickelson reported on the local host subcommittee. Shad Comeaux and Gary Mitchell are both on the committee. Asakura Robinson will be working on the Planner’s Guide to Houston, and the Houston planning department will be helping with mobile workshops. The will need many volunteers - 200+. Trying to help find funding for other people on planning committee to go to NPC19. She asked people to start thinking about local tracks which will be due next August.

   3. Hurricane Harvey Task Force
Kim Mickelson reported that the task force has about 35 people and received some of the first grants from APA Foundation.

   4. APATX Officer Nomination Committee
Doug McDonald commented that the officer nomination committee will be spearheaded by Chance Sparks. They will be including people from EPL on the committee. The Sections will also have elections in this timeframe. Nominations needed around April, with voting in summertime.

K. APATX Discussion Items
   1. Section Boundary Adjustment Study (ATTACHMENT K-1)
Doug McDonald discussed how direction from the Central and Houston Sections is to not move forward with a boundary adjustment. A comment was made that in-between counties need attention from Chapter. Southwest would like Karnes. We should continue to increase communication between Sections and Chapter and provide opportunities to attend events wherever.

A motion was made by Martin Zimmerman and second by AJ Fawver to put Karnes County in Southwest and Zapata County in Southmost. The motion passed unanimously.

L. New/Other Business
   1. 2021 Conference Location RFP
Chance Sparks will be working on the 2021 conference location RFP. We could work on 2022 also but that comes with budget constraints since we often have to make payments upfront.
M. Future Meetings

- APA Texas Executive Committee Meeting – January 25, 2019
- APA Texas Board of Directors and Executive Committee – April TBD in El Paso
- APA Texas Executive Committee – July TBD in Central Texas
- APA Board of Directors and Executive Committee – October 16, 2019 in Waco
- APA Texas Chapter Conferences:
  - APA Texas Chapter – Waco – October 16-18, 2019
  - APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
  2019 San Francisco, Apr 13-16, 2019
  2020 HOUSTON, Apr 25-28, 2020

N. Adjourn

Doug McDonald adjourned the meeting at 12:24 pm.
# Executive Committee Meeting
January 25, 2019
Freese & Nichols
Dallas Mavericks Conference Room - 33rd Floor
2711 N Haskell Ave, Suite 3300
Dallas, Texas

## MEETING MINUTES

### Elected Officers

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<th>Position</th>
<th>Name</th>
<th>Present</th>
<th>Alternate Name</th>
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<tr>
<td>President*</td>
<td>Doug McDonald</td>
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<td>Christina Sebastian</td>
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<td>Chance Sparks</td>
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### Section Directors

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### Standing Committee Chairs

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<td>Ann Bagley</td>
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<td>Craig Farmer</td>
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### Other Members

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### Other Attendees

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<td>Claudia McAnelly</td>
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<td>Kim Miller</td>
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* Members of the Chapter Executive Committee include the Chapter President, President-Elect, Immediate Past President, Secretary, Treasurer, TML representative, Conference Coordinator, Professional Development Officer and Representative of Section Directors as selected by the Section Directors

X present in person
CC present via conference call
Call to Order and Roll Call: **Doug McDonald, AICP**

Chapter President Doug McDonald called the meeting to order at 8:46 am.

A. **President’s Report: Doug McDonald, AICP**

Doug discussed highlights in report:

- Chapter Achievement Award to be presented at NPC2019
- The State Legislative Summit was held in December in Austin, the first time APA National has held such a summit.
- Mike, Doug, and Chance attended.
- Doug has appointed Angela Martinez as Conference Coordinator.
- New Membership committee - led by Heather Nick and Fred Lopez sending out welcome packet
- Great Places in Texas jury committee now includes partner organizations.
- NPC19 Reception in San Francisco, joining other APA Chapters.
- Consolidated Elections are starting up - let anyone on the committee know if you want to run. New Leadership Orientation and Onboarding at end of conference in Waco.
- Waco conference call for sessions will start soon. Special Municipal sponsorship options will be added at the Annual Platinum and Gold levels, which includes 4 and 2, respectively, commissioner registrations. Partnerships are building up with partnerships track planned for Waco conference. Local Chair: Clint Peters at City of Waco.
- Chapter Awards Program and Planning Excellence Recognition applications moving online.
- FAICP nomination applications are due October 10, 2019 - will be presented at NPC20 in Houston.

Mike provided information on the FAICP process and the NPC19 reception.

B. **APATX 2017-2022 Action Plan Progress Updates**

Doug discussed goals from committee work at Galveston conference. Gary mentioned challenge of communicating what Emerging Planning Leaders group is and who can participate (anyone). Kim discussed Planning Matters, which has been incorporated as a separate organization. They want to work on tools for people to reach out to legislators - ie. draft letters, etc; they are monitoring climate change and flood related bills introduced at the Texas Legislature. Richard noted, regarding partnerships, Texas Municipal Clerks Association since City Secretaries often serve their P&Z boards or Councils that review planning applications and could be a good connection. Craig Farmer mentioned he’d like to be involved and Kim said that Alan Borquez was a good connection. Doug discussed that CPC now has Chapter reporting requirement with set standards - Texas meets all of the base chapter.

1. Leadership and Conference Activities
2. Recognition, Partnership, and Communication Activities
3. Membership Recruitment, Certification, and Education Activities
4. Advocacy and Policy Activities

C. **Secretary’s Report: Christina Sebastian, AICP**

Christina presented minutes for review; they will be voted on at next full Board meeting.

D. **Treasurer’s Report: Angela Martinez**

Angela thanked people for continuing to let her know when they spend over $125. She noted that Midwest’s account balance is quite high because of Focus North Texas. Section disbursements are to be made April 1, 2019. Mike noted that the Plan4Health account name needs to change, as it’s really part of National Reserve. Doug confirmed the purpose of the National Reserve account - as a cushion in case we lose funds for NPC2020 in Houston and NPC2022 (which was at one point planned for San Antonio, but they shifted it to San Diego), and Kim confirmed it is to be a cushion. Gary mentioned that draft section bylaws say to include a financial report, based on guidance by the Treasurer.

E. **TML Representative’s Report: Christopher Looney, AICP**

Christopher reported on TML board meeting held December 7, where they adopted the 2019-2020 Legislative Program. He noted that TML staff reported that it may be a more moderate session than originally predicted. There is a possible effort to bar cities from funding lobbyists with taxpayer dollars, which could hurt TML. They have produced videos to help educate people on topics such as revenue caps which are available for us to use at our discretion.

F. **Section Director’s Report: Gary Mitchell, AICP**

Gary discussed the Section Directors’ Report and highlights, including: many Sections are having community service events, the Central section is starting a student grant program, Houston and Midwest involved in Future Cities, AICP exam prep workshops, TSU accreditation, Focus North Texas, and West Section is holding partner events with USGBC.

Doug noted that UTA, Texas A&M, and Texas Southern were all reaccredited.

Doug also highlighted that the Central Section is creating a policy committee and wanted to see if anyone on Board is tied in yet - he is excited about it and encourages people to join.
Gary asked if Sections can or should ever be in an advocacy-like role, to provide comments on regional plans or efforts. Doug said Sections have in past. Kim confirmed it should be fine - National encourages advocacy. 501(c)3 rule is that you cannot spend too much money on advocacy (ie. 75% or more). Gary and Kim noted potential political/job risk of taking a position. Doug noted people have asked about National taking a position on the border wall.

G. Professional Development Officer’s Report: Richard Luedke, AICP

Richard discussed the November pass rate, which was lower than usual - 56%; The AICP Candidate pass rate was 23% (2 of 9), though National AICP Candidate pass rate dipped a little as well. National overall pass rates were: 66% regular and 58% Candidate.

AICP workshops kick off next week - 5 planned; 23 registered for Houston workshop (a record); Feb 2: San Antonio; Feb 9: Austin; Feb 23: Lubbock; March 2: UTA. Many workshops are free this year, sponsored by firms and Sections. Richard encourages people to attend both his 4 hour workshop and Jennifer’s 6-hour workshop.

A month left for AICP fee reimbursements; 3 available from AICP Commission and 3 from Chapter. He will request funding from Fellows after 6 reimbursements used up. The reimbursements are $350 and are particularly for people who don’t get reimbursement from employer.

Kim praised Richard for his efforts. Mike asked if PDO is still doing reimbursement to attend National conference - Richard said they are but he is not eligible since he received it last year.

H. APATX Business and Action Items

1. Authorization of Amendment to Section Bylaws – Gary Mitchell, AICP

Gary discussed draft uniform bylaws, an interim version on which were approved by Board at last meeting. If approved today, individual Section boards would have to vote to approve and then send to their members for vote, which will be handled by an online vote.

A few concerns that have been addressed: not having people run for positions, particularly Director-elect - worked in flexibility to allow current officer to keep serving; if Section can’t appoint people for appointed positions, elected officers can handle responsibilities; Sections are allowed to appoint additional positions; concern for due-process for removal from office; elected positions don’t need to be nominated by committee - can just say they want to run; how vacancies are handled - options including holding an election to fill position; and one section at end to add provisions specific to Section.

AJ thanked Gary for his work. Wendy and Doug expressed their appreciation that Article XI allows for any customizations all in one place. Gary noted they could be adopted as is for now and revise custom section next year.

Angela Martinez motioned to approve the Section Bylaws as drafted. The motion was seconded by Richard Luedke and passed unanimously.

2. Development of PSO Legacy Project Best Practices – Kelsey Poole

Kelsey Poole discussed lessons learned with PSOs from last Legacy Project and a drafted Best Practices document. Doug, Mike, and Monica commented that it would be a helpful document.

Doug mentioned potential opportunity to partner with Creative Waco, Inc. and conference sponsors for the Legacy Project at the Waco conference. Doug noted that we don’t need a formal vote, but we definitely support.

Skipped to item J.3: NPC20 National Planning Conference

Kim Mickelson reported on the NPC planning meeting that was held in Houston in November. They’ve identified folks in local host subcommittee; our responsibilities - mobile workshops, orientation tours, local events; working on theme and how to market at NPC19. Need to basically finalize local sessions and mobile workshops by August of 2019. Margaret Wallace Brown, Shad Comeaux, and Misty Staunton are local host committee chairs. Kim asked for ideas on themes and promotions.

Mike asked if San Francisco committee will meet with Houston committee for debrief and Kim confirmed they would. Mike asked if Chapter could set up some sort of booth for APATX at NPC19, and Kim said there might be an opportunity to do so.

3. Policy Update related to PAB School Grants – Mike McAnelly, FAICP

Mike McAnelly reported that the current policy is to award a $500 grant once a year to PAB-accredited school Planning Student Organizations (PSO). The Chapter has recently provided a grant to UTSA to help them with accreditation. Unfortunately they were not accredited and must wait at least a year to resubmit. The current plan is to give them a grant for one-year, but the Board could consider changing the policy by, for example, opening the grant up to other universities that are starting programs, requiring membership of ACSP, which includes UNT and UTSA, or requiring PSOs to be registered with APA, which gets them on the PSO Council.

Discussion ensued - most Executive Committee members supported using PSO registration with APA.

Kelsey asked if $500 is restricted in use for conference attendance or for any use and it was confirmed that it’s for any use.
A motion was made by Christina Sebastian to change policy to provide grants to PSO’s that have PSO registration with APA. The motion was seconded by Chance Sparks and passed unanimously.

4. TML Affiliate Services – Mike McAnelly, FAICP

Mike McAnelly discussed options for TML Affiliate services. The Chapter could utilize TML knowledge and experience in selecting and negotiating with large convention centers in future and could use them for the 2021 conference RFP. Could also ask TML for assistance with conference app. TML uses “Trip Builder,” but we could use other company. Doug asked about costs for these - Mike said we would be billed at $37/hour. Doug noted the process is very smooth right now using APA for registration, and supported using TML for RFP process.
People recognized that paper still needs to be available in some form, as technology can fail. Board direction is to pursue using TML for help with RFP and advice for app, along with our own research.

5. APA National Conference Administration Fee Adjustment – Mike McAnelly, FAICP

Mike McAnelly discussed APA National fee structure revision that is set to increase for conference registration services, for the first time in many years. Doug discussed the benefits of remaining with APA and pointed out the cost estimate of TML is close to APA cost, along with general benefits of using APA. The direction of the Executive Committee is to stick with APA National for conference registration.


Heather Nick discussed APA National leadership recently created a knowledge-based task force that prepares white papers, one of which will specifically focus on code of ethics. National Task Force will be established for changes to code of ethics. Sylvia Vargas supported APATX submitting a letter for Code of Ethics change quickly before white paper is completed or task force is established. May want to identify someone to liaison with or serve on task force, which could be Heather.

Doug expressed his support for the letter and having Heather be liaison due to work she has already completed.
A motion was made by Gary Mitchell to authorize submittal of letter (that will not need to go to Executive Committee) and to nominate Heather Nick as liaison for the follow-up task force. The motion was seconded by Richard Luedke and the motion passed unanimously.

6. Emerging Planning Leaders Budget Amendment Request for Programming – Monica Rainey

Monica Rainey discussed the two items EPL would like to provide at Waco - headshots ($2,500) and 6th annual leadership Forum and having Jay Mathis (out of Waco) facilitate the forum, for a total of $3,300. Doug discussed that these could be handled via sponsorships, if sponsors are found. Angela suggested instead of original proposal in agenda packet, there could be an increase in EPL activities in budget from $1,500 to $3,000, and could revisit the item at the August Executive Committee meeting if sponsorships have not been found. This would allow EPL to put deposits down on these items. Mike asked if these funds could be part of conference budget instead of EPL. Doug clarified that if we do that, we wouldn’t need to amend the budget today because costs can be absorbed into the conference budget.
The Executive Committee agreed to incorporate these two programs into the conference budget and programming.

Skipped to H-10: Sponsorship Assistance for CityLab High School Summit Keynote Speaker – Doug McDonald, AICP

Doug McDonald discussed how APATX is working with CityLab High School, a new DISD magnet school focused on architecture, urban planning, environmental science, and community development. They are looking for a keynote speaker for their Summit and Mitch Silver was suggested.
A motion was made by Richard Luedke to allocate $2,000 for travel expenses for Mitch Silver to speak at the CityLab High School Summit. The motion was seconded by Gary Mitchell and passed unanimously.

Skipped to J-4: Hurricane Harvey Task Force

Kim Miller reported that the Hurricane Harvey Task Force is meeting bi-weekly. They are planning a Forum to connect Sandy and Harvey workers, and to allow more people to participate, they are planning some webinars for the week of February 20 and March 20 with full forum event later in spring. NYC Planning Resilient Neighborhoods website is good kickstarter for conversation. Discussion was had about possibly recording some of these webinars and forum. Carol Barrett has been leading downtown Rockport team. The forum is to be held in the coastal bend area. Doug suggested reaching out to local MPO to see if maybe they’d be interested in helping record the sessions. They are seeking hoping to get AICP CM credits and are looking for volunteers for forum. Discussion was held about possible flood-related bills filed.

7. Budget Amendments related to Anticipated Travel Expenses – Angela Martinez

Angela Martinez pointed out that since we changed the EPL item H-6, and added the CityLab item H-10, we will be discussing something different from the proposal in the agenda. She discussed how the adopted budget is conservative, particularly the National Grant Income. Revised proposed changes are:

- Increase dues rebate by $9,000 (to $79,500)
- Increase Officer’s travel budget by $2,500 (to $8,000)
- Increase President’s travel budget by $500 (to $5,500)
- Add Legislator travel budget for $2,500 - must be approved by Executive Administrator along with either President or Treasurer (due to quickness of Legislative process)
- Add line item for Citylab Sponsorship of $2,000
- Increasing student rep budget by $500 (to $1,000)

A motion was made by Christina Sebastian for the above changes. The motion was seconded by Gary Mitchell and passed unanimously.

8. Reimbursement Request for Chapter President-Elect – Doug McDonald, AICP

Doug McDonald discussed how, due to Chance’s employment change, his new employer does not have budget as expected for him to attend NPC19. As President-Elect, he would benefit from shadowing Doug at NPC before Doug steps down. Registration fees must be approved by EC.

A motion was made by Gary Mitchell to reimburse Chance Sparks for registration fees for NPC19. The motion was seconded by Christopher Looney and passed unanimously.

9. Travel Reimbursement Request for APA Region III Director – Doug McDonald, AICP

Doug McDonald reported that the CPC Grant for the NPC20 Houston promotional video will pay for part of the video production. Wendy Shabay will be part of video and will need to travel to Houston. Funds for travel ($400) are available in the Miscellaneous Travel budget, but must be approved by the Executive Committee.

Chance Sparks motioned to approve reimbursement for travel for APA Region III Director for travel for the NPC20 Houston promotional video. The motion was seconded by Richard Luedke and passed unanimously.

10. Sponsorship Assistance for CityLab High School Summit Keynote Speaker – Doug McDonald, AICP

Discussed earlier.


Discussed earlier.
12. NPC19 Travel Authorization for ComTech - Mike McAnelly, FAICP

Doug McDonald discussed how the Executive Committee must approve preauthorization of travel funds for the Communications Tech. The City of Tyler is paying half of the costs for travel to NPC19. Funds are available in the budget. **Chance Sparks** motioned to approve travel reimbursement preauthorization of $1,230.50, to be shared with City of Tyler for the Communications Tech. The motion was seconded by Christina Sebastian and passed unanimously.

I. Communications Tech Report: Kyle Kingma, AICP

Kyle Kingma discussed the Communications Tech Report in the agenda packet. Upcoming items of note include legislative updates, conference updates, and the Facebook group.

J. Other Committee Updates

1. APATX19 Texas Chapter Conference

Doug McDonald reported that Mike and Doug are actively working on the conference planning. The opening night reception will likely be at Indian Springs Park as the suspension bridge will not be available. Working with Creative Waco, Inc. for similar event as we had in Galveston on Thursday night, where we may be closing Austin Street. The contract is in place with the convention center and hotel. Call for Sessions to open Feb 15. Will be looking for volunteers for conference committee, and they do not have to be local. Clint Peters will be the local chair.

Richard asked about closing the other bridge. Doug reported that the sidewalk and road are separated by a barricade. We have the ballroom available in the convention center for inclement weather.

2. 2019 Great Places in Texas Selection Committee

Doug McDonald reported that the 2019 Great Places will be selected February 1, but are to remain confidential till April.

3. NPC20 National Planning Conference

Discussed earlier.

4. Hurricane Harvey Task Force

Discussed earlier.

5. APATX Officer Nomination Committee

Doug McDonald mentioned that the nominations kick off March 1.

K. New/Other Business

Mike McAnelly informed the committee that Patrick Walsh and Bruce McClendon recently passed away. Discussion was had to possibly honor Bruce McClendon at the NPC19 Texas reception.

L. Future Meetings

- APA Texas Board of Directors and Executive Committee – May 3, 2019 in El Paso
- APA Texas Executive Committee – August TBD in Central Texas
- APA Board of Directors and Executive Committee – November 6, 2019 in Waco
- New Chapter and Section Officer Orientation and Onboarding Training – November 8, 2019 in Waco
- APA Texas Chapter Conferences:
  - APA Texas Chapter – Waco – November 6-8, 2019
  - APA Texas Chapter – El Paso – October 7-9, 2020
- National Planning Conference
  - 2019 San Francisco, Apr 13-16, 2019

M. Adjourn

Doug McDonald adjourned the Board meeting at 12:43 pm.
# MEETING MINUTES

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X present in person

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APA Texas Executive Committee Meeting Minutes
April 4, 2019
Call to Order and Roll Call: Doug McDonald, AICP

Chapter President Doug McDonald called the meeting to order at 1:32 pm.

A. Discussion of options for taking payments online

Mike McAnelly reported that we currently have a Business Merchant account with Chase Bank and use Paymentech, which has monthly and annual fees to take payments in person or over the phone. Kyle Kingma went over options for online payments. Discussion ensued, including concerns that some cities are not comfortable using Paypal. Doug confirmed if we want to take online payments for awards even with the extra costs and the Executive Committee said they did. Suggestion was to test a trial with Paypal this year, and let cities call into Mike if they cannot use it. It was determined to not increase any fees to absorb the cost at this time, but that we should discuss fees for job postings at next Board meeting.

Doug McDonald then discussed if the National Conference Reserve funds are a reserve in case we lose attendance at state conferences due to National conference being in Houston, or if the fund is also for costs for NPC20. Comments were made that people thought it was just a reserve, but we’d need to clarify with minutes of previous meetings. The Executive Committee agreed that if we do use it for NPC20 costs, we need to establish a budget.

Doug asked if we are okay with Angela and Mike finding a way to pay for promotional items to be handed out at NPC19 and the Executive Committee concurred.

B. Adjourn

Doug McDonald adjourned the Board meeting at 2:18 pm.
## Agenda Item No.: C-2

**Agenda Topic:** Treasurer's Report  *(a summary of account balances & section disbursements)*  **Action Item:** _Yes  √ No_

**Submitted by:** Angela M Martinez

### A. Background Information:
- **NOTE:** When writing checks and/or making withdrawals either from the ATM or from the bank, please list what the reimbursement is for in the memo section of the check and/or contact Mike and/or me to let us know what it is for.
- Please contact Mike and/or me when making large purchases on the VISA Debit Card. Chase Bank notifies Mike and me every time a transaction over $150 is made and it is important that we know it is not fraud and not block your debit card.

### B. Details: (include additional pages if needed)
- As of 05/02/2019 the balance of the Texas APA business account (7875) is $119,271.59 and savings account (5845) is $6,096.99. This has been a steady year for the chapter and revenues and expenditures have generally been on target with the budget.
- As of 05/02/2019 the balance of each section account is:

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- The 2nd FY2019 Chapter Disbursement will be made on or around October 01, 2019

### C. Action Needed Today:
- None

### D. Attachments:
- None
Item C.4 – Section Directors’ Report

Submitted by: Gary Mitchell, AICP – Sections Representative

Report: 9 of the 9 Sections submitted reports this round.

Attachments: Sections Representative’s Report
Sections Representative Report  
Submitted by APA Houston Section Director Gary Mitchell, AICP

Central Section | Martin Zimmermann, AICP:

• Held Section meeting/3 CM credit event on March 29, 11am - 2pm, at the Texas A&M University campus Office of the University Architect, Lila Gonzalez. Ms. Gonzales gave a presentation about the university’s 2017 Campus Master Plan update process, which was followed by a walking tour of the campus. The presentation illustrated the conditions that led to the update of the 2004 Campus Master Plan, described the critical planning elements of the update, described the “who and what” of the plan, and discussed implementation and future programmatic planning. Thirty-one (31) Central Texas Section planners attended.
• Held the Section’s second-ever community service event on Earth Day (April 22, 9am - 11am) with 60+ 1st and 2nd grade students at Bowen Elementary School in Bryan. Six (6) Central Texas Section planners gave a short talk on sustainability which was followed by activities where students drew ideas they have about making their school more sustainable on a map of the school property. At the end of the event, the students shared their ideas for the school with their classmates.
Scheduled a combined awards ceremony, reception and CM opportunity for Friday, May 17, at Abel's on the Lake in Austin. Section award nominations are due on May 1 and include the launch of the Central Section Planning Student Scholarship Grant program; a $500 scholarship will be offered to aspiring planning students and young professionals at each of the universities with urban planning programs within the section (Texas A&M University, The University of Texas and Texas State University). The event will also offer a 1.5 hour CM ethics presentation by Carol D. Barrett, FAICP.
Began planning next community service event (park clean up) for fall 2019.

In an effort to get more people involved with the Section, we started establishing a Central Section 2019 Policy Committee. The Central Texas Section Policy Committee met as a team during the second week of April to narrow down the list of topics to cover for our 2019 policy guide. They decided to align our topic areas with the three topics covered and approved at the NPC19 Delegate Assembly: Surface Transportation, Housing, and Planning for Equity. The goal for the local policy guide is to identify the local problems in these three topic areas, digest and synthesize the national guides, and then describe how these recommendations might apply in the local context. We think this approach will be helpful to our local leaders and this process may inspire other sections to translate the national policy guides to their localities. We plan to reach out to the three universities in our section to see if they might have interested students who could help research the topics. We also discussed reaching out to local leaders to help us describe the local challenges in these areas.

Continued monthly Section Board conference calls.

Sent eight (8) newsletter updates with pertinent information about events, Section meetings, and volunteer opportunities to Section members.

- January 2019 – 2 newsletter updates
- February – 1 newsletter update
- March – 2 newsletter updates
- April – 3 newsletter updates (so far)

Began discussions with City of Georgetown planning staff about a possible Section meeting/CM event in Georgetown to be held in August.

Recruited candidates for upcoming Section officer elections:

- Director-elect:
  - Sarah Korpita, AICP – Gessner Engineering
  - Carly Kehoe, JD – WSB Engineering
- Treasurer:
  - Stephanie Doland – City of Brenham (incumbent)
- Secretary:
  - Allison Kay – City of Bryan
  - Julio Carrillo – ATKINS/SNC Lavalin, Austin

East Section | Kyle Kingma, AICP, CFM:

No activities to report this time.
Houston Section | Gary Mitchell, AICP:

- January 19 – Supported Houston Area Future City Competition for first time.
- January 26 – AICP Exam Workshop at Texas Southern University with APATX PDO Richard Luedke, AICP.
- February 14 – Houston Section officers planning and coordination conference call.
- March 1 – Promoted the APATX elections webinar held this day, then began recruiting candidates for Director-Elect, Secretary and Treasurer, plus individuals interested in appointed positions starting in late 2019.
- March 4 – Arranged for a small group of local public and private sector employers of planners to meet with Dr. Sheri Smith, AICP, Interim Chair of the Department of Urban Planning and Environmental Policy at Texas Southern University. Dr. Smith was seeking input on curriculum priorities if a streamlined course load is approved for a potential new Professional Track that would enable working professionals to complete the Department’s master’s program with fewer courses than a traditional two-year student.
- March 21 – Houston Young Design Professionals Spring Happy Hour. Continued promotion by Houston Section of semi-annual event involving numerous local planning and design organizations.
- March 26 – Buffalo Heights District walking tour and happy hour was arranged for this date but cancelled at last minute due to unexpected restricted access to the active construction site of this mixed-use development (including Houston’s third two-story H-E-B urban store design). To be rescheduled for a later date.
- April 24 – Lattes and Leadership breakfast event held in west Houston with Marlene Gafrick of development firm Metro National (and former City of Houston Director of Planning and Development). Will re-evaluate time of day, location and promotion factors for these EPL-focused events due to low attendance, after a much better attended previous event in downtown Houston.
- Ongoing – e-newsletter production (3 in January, 3 in February, 1 in March, 3 in April).
- Ongoing – Continue to identify and register worthy events by other area organizations for CM credits, including the Kinder Institute for Urban Research at Rice University, the Texas Watershed Steward program, and two planning-related films during the Citizens Environmental Coalition’s Wild and Scenic Film Festival.
- Ongoing – local and APATX coordination with APA National to prepare for NPC20 in Houston, including local and statewide volunteer recruiting and promotion of NPC20 at NPC19 in San Francisco.

Upcoming Programs/Projects

- May 10 – In recognition of Bike Month in May, Tour de Brewery mobile biking event with stops at three local breweries near downtown Houston, followed by a happy hour at St. Arnold’s Brewery (and also testing out this concept as a potential NPC20-Houston mobile workshop).
- June 27 – Annual State of Planning in Houston luncheon with interim City of Houston Planning and Development Director Margaret Wallace Brown, potentially to be held at Texas Southern University as the Section continues to nurture this partnership.
- Potential events focused on Scenic Houston and its Streetscape Resource Guide, and the basics of platting and plat review with an attorney speaker among the panel so the event may offer CM legal credit.
Midwest Section | Tamara Cook, AICP:

- January 26 – Future City Competition North Texas – The Midwest Section partnered with the North Central Section and the State Chapter to sponsor a Special Award for this competition. The Midwest Section sent a volunteer judge to judge the Special Award. Additionally, the Midwest Section partnered with UTA SPA to sponsor a hands-on activity for the students with Legos, provided by NCTCOG. The activity provided students an opportunity to plan for the region’s future and decide where housing and jobs will go in the region to accommodate the additional growth. UTA SPA provided volunteers to interact with the children and go through the exercise with them.
- February 8 – Focus North Texas – The Midwest Section partnered with the North Central Section to host the Focus North Texas event at the Irving Convention Center. 275 professionals including elected officials, planners, and presenters in North Texas registered to attend this sold-out event. The Focus North Texas website has presentations, event photos, and video posted at www.focusnorthtexas.com.
- February 19 – Midwest Section Board Meeting.
- March 18 – Midwest Section Board Meeting.
- Since the conclusion of Focus North Texas, the Midwest Section has been focused on planning for its annual Awards Ceremony. This year, due to Focus North Texas, the event was moved to a summer date of June 19th. The event will also fulfill our annual effort to raise funds for student scholarships. The scholarship fundraiser will be combined with the awards ceremony in a fun-filled location, Pinstripes in Fort Worth. Coordination on scholarship sponsorships, silent auction items, and other event details are underway.
- Bi-weekly newsletters and social media postings.

Future Programs/Projects

- April 23 – Midwest Section Board Meeting.
- May 1 – Registration opens for Midwest Section Awards Ceremony and Scholarship Fundraiser.
- May 9 – Lattes and Leadership featuring Abra Nusser, AICP, at Redefined Coffee House in Grapevine.
- May 9 – Deadline for Midwest Section Awards Applications.
- May 15 – Deadline for Midwest Section Scholarship Applications.
- June 19 – Annual Midwest Section Awards Ceremony and Scholarship Fundraiser, Pinstripes, Fort Worth (4:30 p.m. - 9:00 p.m.).
- June 22 – UTA Student Planning Association and Midwest Section co-service project – UTA SPA and Midwest Section have coordinated to host a Habitat for Humanity Build Service project.

North Central Section | Drew Brawner, AICP, and Kendall Howard, AICP:

- February
  - Director-Elect special election: Kendall Howard elected and will transition to Director during the upcoming election cycle.
  - February 8: Joint Section Focus North Texas conference, Irving Convention Center.
    - Partnered with the Midwest Section to host the event.
    - Included plenary session panel discussion, 3 distinct tracks with 3 sessions each, and elected and appointed official training.
    - Total attendance was 278, including paid attendees, speakers, sponsors, students, and elected and appointed officials.
    - The total overall profit from FNT2019 was $3,247.76, with each Section receiving $1,623.88.
- March
  - March 8: NCTAPA March Board Meeting.
March 29: CityLab High School Summit.
- NCTAPA co-sponsored the event with APATX.
- NCTAPA hosted a networking social event following the Summit at Four Corners Brewery.

April
- April 5: NCTAPA April Board Meeting.
- April 24: Legislative Update, City of Plano.
  - North Central section hosted a lunch and learn event about current planning-related legislative actions.
  - Craig Farmer, FAICP, was the featured speaker along with Ken Schmidt, City of Plano.
  - Approximately 25 attendees.

Upcoming Activity
- May
  - May 11: Transit/Trail-Oriented Development Bike Tour.
    - Tour of Katy Trail, Mockingbird Bikeway Bridge, and DART Station.
    - Tour led by Bud Melton of Halff Associates.
- June
  - Date TBD: Joint Event with Midwest Section, UTA Student Planning Association – Planning Trivia Night.
  - Date TBD: Tour of Jubilee Park Neighborhood in Dallas.
- Other
  - Section Logo Contest with UTA students.

Northwest Section | AJ Fawver, AICP, CNU-A:
- Issued first newsletter of the year (Spring edition) in February and posted to APA site. Currently working on the Summer edition, to be distributed in June.
- Organized and held an educational event, “Managing Boards and Commissions: What You Need to Know” for 2.25 CM credits, on March 29th in conjunction with the City of Sweetwater, who we recently recruited to join the section. A panel of two highly experienced planning practitioners, Jocelyn Murphy (Fort Worth) and Barbara Holly (Rockdale) joined a Planning & Zoning Commissioner and a Zoning Board of Adjustment member with individual presentations followed by a panel Q&A moderated by AJ Fawver. There were 25 in attendance. The evening prior was a networking dinner at a local restaurant for attendees/speakers.
- Our first section business meeting of the year was also held on March 29th. We discussed a number of items, including passing along updates from the chapter, the ongoing bylaw update, upcoming elections, the open call for sessions at the Waco conference, current legislative activity, and a section initiative to create two subcommittees: one to focus on the collection of information for the section from a number of member cities, and the second to focus on designing a formalized recruitment package to increase membership.
- Currently planning a webinar for April 26th on strip commercial zoning patterns, to address the disadvantages, understanding how this approach began to take hold in cities, the fiscal realities, how to deal with the ever-present strip centers, and approachable ways for cities to use tools which they may already have to re-envision and plan corridors. Will be applying for 1.5 CM.
- Currently planning a one-day regional conference for May 10th with three educational sessions and a business meeting. Sessions will address: Corridor Development and Redevelopment, Fiscal Impacts - Analysis and Resilience, and Engineering for Non-Engineers - Understanding Concepts and Language.
Anticipate 6 CM. The plan is to make this an annual event for our section. It will also be accompanied by a networking dinner.

**Southmost Section | Xavier Cervantes, AICP:**

- March 7 – Had a good Latte and Leadership event regarding small cell nodes in the city right-of-way.
- July 26 – Our annual planning commissioners’ workshop is scheduled for this July Friday at Edinburg City Hall.
- Corpus Christi planners continue to have monthly meetings.

**Southwest Section | Rebecca Pacini, AICP:**

- January 30 – Members were invited for an early morning Coffee and Conversation with special guest Ian Caine, Director of the UTSA Center for Urban and Regional Planning Research at Rosella’s Coffee on Jones.
- February 14 – Section Board meeting was held to discuss upcoming events including: San Pedro Creek tour, Texas Public Health Association’s Annual Education Conference, and future lunch and learn topics.
- February 22 – San Antonio River Authority provided members a Tour of San Pedro Creek project in downtown San Antonio. Approximately 15 members were in attendance for the tour of the newly completed downtown trail and the area currently under construction.
- March 7 – Section Board meeting was held to discuss upcoming events including: Texas Public Health Association’s Annual Education Conference, networking event with UTSA students, future lunch and learn topics, and upcoming Board elections.
- March 19 – Board members had planned on collaborating with the Texas Public Health Association Annual Education Conference with a joint networking event. The event unfortunately did not happen.
- March 29 – The Speed Networking Mixer cohosted by the Southwest Section and UTSA Urban Planning Student Association was held at the UTSA Downtown campus. Seven APA professional members participated as mentors to speak one on one with attending UTSA students interested in planning careers.

**Upcoming**

- May TBD – Lunch and Learn on ConnectSA.
- June 21 – Joint summer seminar with WTS and ITE, *Planning Cities for Pre-K and Grey*. Gil Penalosa is the confirmed keynote speaker.

**West Section | Fred Lopez, AICP, CNU-A:**

- January 31 – Green Drinks with the USGBC Texas West Region at the new Stanton House Boutique Hotel, Downtown El Paso.
- March 14 – Green Drinks with the USGBC Texas West Region at the new Living Room Lounge.
- April 26 – Green Drinks Eco Brews with the USGBC Texas West Region and UTEP’s Engineers for a Sustainable World at the new Lost and Found.
- The West Section is currently working to launch a Facebook page to highlight local and state urban planning news and APA Texas Chapter and West Section activities.
A. Background Information:
- ALL Section Grant Requests are due May 31, 2019
- Conference Reserve Funds

B. Details:
- Section grant request and recommendations are due May 31, 2019:
  REQUESTED       RECOMMENDED       IN ACCOUNT
  o Central
  o East
  o Houston
  o Midwest
  o North Central
  o Northwest
  o Southmost
  o Southwest
  o West

- Conference Reserve Funds – Beginning in 2014, the Chapter Board of Directors approved to set up a Conference Reserve Fund. At this time, the 2020 National Conference was be held in Houston and the 2022 National Conference was to be held in San Antonio. The purpose of the Conference Reserve Fund was a rainy-day fund to keep the Chapter in the green should the 2019 State Conference in 2019 (Waco) and/or the 2020 State Conference (El Paso).

  There is currently $25K in the Conference Reserve Fund as of FY 2019 with an addition $5K to be added as part of the FY 2020 budget. The original use for these funds were to be allocated to the Chapter if one or more of the State Conferences were not as successful as expected. As a rule of thumb, we use an expected State Conference amount of 600 attendees. The last conference in El Paso had between 300 and 400 attendees. Though there are unique circumstances with the attendance of this conference (cancelling Galveston in October and adding El Paso in February), we are not able to fully predict the impact of the NPC20 Conference in Houston and what that will do to our attendance at the Chapter Conference in El Paso.

  This past month, the NPC20 Local Host Committee purchased Houston promotional items to giveaway at NPC19. However, the Chapter did not have funds allocated towards NPC20 expenses, so we did not have the ability to make the purchase without a vote from the Executive Committee. Discussion came up by the Executive Committee on April 4 was to fund the promotional items from the Chapter’s general fund and not the Conference Reserve Fund. But developing a formal policy by the Board of Directors would provide the Chapter consistency in decision making for the next two years as we transition leadership this fall.

  I am requesting the Board of Directors to develop a policy for the Chapter Treasurer, President, and Executive Administrator on how the Conference Reserve Funds are to be spent. Should these Conference Reserve Funds be strictly as a rainy-day fund for the Chapter to be spent after El Paso in October 2020? Or should the Chapter allocate a percentage of the Conference Reserve Funds to pay for additional activities for the 2020 National Conference in Houston?
<table>
<thead>
<tr>
<th><strong>D. Action Needed Today:</strong></th>
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<tbody>
<tr>
<td>* Board of Directors Policy Development for the use of Conference Reserve Funds.</td>
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<thead>
<tr>
<th><strong>C. Attachments:</strong></th>
</tr>
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<tbody>
<tr>
<td>* None</td>
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</table>
A. Background Information:
   With the 2020 Census approaching, I would like the Chapter to explore the creation of a Special Committee that would oversee Section and Chapter activities, training, and outreach for the 2020 Census. This Committee would assist with sending out marketing/outreach to the Communications Tech, working with Sections to provide training, and serving as an advocate on behalf of APA-Texas. An information flyer is attached to this report.
   
   This would not be a permanent position to the Board of Directors.

B. Action Needed Today:
   Approval from the Board of Directors to establish a Special Committee for the 2020 Census.

C. Attachments:
   2020 Census Partnership Fact Sheet
Partnership Fact Sheet

The once-a-decade population count affects your representation in government, determines how much funding your community receives, and provides data to help you plan for the future. Join us to spread the word about the importance of the 2020 Census and help ensure a complete and accurate count.

BENEFITS OF A COMPLETE COUNT
A complete count of every person living in the United States has tremendous benefits for you and for your stakeholders.

Census data:

- Accurately determine how many representatives each state has in Congress and inform the redrawing of congressional district boundaries.
- Are used as the basis for distributing more than $675 billion in federal funds annually to states, counties, and communities to support resources such as schools, hospitals, and fire departments.
- Inform business decisions, policy, community initiatives, and consumer advocacy.

WHAT IT MEANS TO BE A 2020 CENSUS PARTNER
You can make a difference—no matter how much time you’re able to commit. As trusted voices in the communities they serve, partners are critical to the success of the 2020 Census. These are some of the many ways you can get involved:

- Use U.S. Census Bureau tools, information, and messaging in creative ways to increase public participation; for example, share newsletter articles and co-branded products and post on social media.
- Host a workshop to devise possible solutions to 2020 Census challenges in your community and generate commitments to tackle them.
- Provide information to stakeholders about the importance and benefits of participating in the 2020 Census; for example, invite Census Bureau officials to speak to your audience.
- Encourage people in your community to work for the Census Bureau, and share this link with them: 2020census.gov/jobs.

WHY BECOME A 2020 CENSUS PARTNER?
As a 2020 Census partner, you will:

- Become part of a powerful network of government, nonprofit, corporate, and community organizations with a diverse group of industry professionals.
- Help ensure that your community is accurately represented.
- Have personalized access to Census Bureau data tools and products, workshops to help you use data effectively, and one-on-one support from data trainers.

Not only will you help ensure that the people you work with are accurately represented, but you will also be able to use Census Bureau resources to improve your community.
INTERESTED IN PARTNERING WITH THE CENSUS BUREAU?

National organizations interested in partnering with the Census Bureau can contact the 2020 Census Partnership Program at census.partners@census.gov to share ideas about how we can work together to ensure a complete and accurate count.

State and local organizations can reach out to their regional census center using the contact information below.

- **Atlanta**
  - Phone: 404-889-6520
  - E-mail: Atlanta.rcc.partnership@2020census.gov

- **Chicago**
  - Phone: 312-579-1605
  - E-mail: Chicago.rcc.partnership@2020census.gov

- **Dallas**
  - Phone: 972-510-1800
  - E-mail: Dallas.rcc.partnership@2020census.gov

- **Los Angeles**
  - Phone: 213-314-6500
  - E-mail: Los.Angeles.rcc.partnership@2020census.gov

- **New York**
  - Phone: 212-882-2130
  - E-mail: New.York.rcc.partnership@2020census.gov

- **Philadelphia**
  - Phone: 267-780-2530
  - E-mail: Philadelphia.rcc.partnership@2020census.gov

We look forward to welcoming you as a Census Bureau partner.

For the latest updates on the 2020 Census, visit 2020census.gov.
APA Texas Chapter Board of Directors Spring Meeting  
Friday, May 3, 2019, 8:30 a.m. to 2:00 p.m.  
Hotel Indigo Downtown El Paso  
325 N Kansas St, El Paso, TX 79901

Agenda Item No. D.3

Agenda Topic: State Department of Health Services (SDHS) Contract  
Action Item: ✅ Yes  □ No

Submitted by: Mike McAnelly, Executive Administrator

A. Background Information:  
Doug McDonald and Mike McAnelly have been in discussions with SDHS about a proposed grant project to improve community engagement with Texas SDHS for public health planning.

B. Details:  
We are in the process of working on a contract with the Department of State Health Services (DSHS) for a total of $100,000.00 for the contract period of October 1, 2019 - September 30, 2021.

DSHS and TX Chapter of the American Planning Association (TX APA) will agree to an interagency contract to coordinate participation between TX APA and TPHA as public health and planning partners through a roundtable model to create regional, cross-disciplinary taskforces to implement land-use interventions to support physical activity. Project objectives are to support development of Municipal/Regional planning policies and/or comprehensive planning documents to incorporate public health concepts and provide creation of a community template with trainings and training resources for planning and public health professionals using APA’s national standards document. Initially, the procurement was going to be put out for bid, but due to APA being listed in the Notice of Grant Award (NOGA), the procurement is exempt from the bid process. TPHA will be a partner with TXAPA in the project. In order to move forward with the contract, we need to obtain Board approval for the project.

C. Action Needed Today:  
Board approval to enter into contract with TSDHS.

D. Attachments: None
A. Background Information:
CM's mandatory topics and associated credits (1.5 credits in law and 1.5 credits in ethics) have not changed since the program began 10 years ago. The Commission has been evaluating the program to identify opportunities for improvement (based on suggestions from APA leadership groups) and to align mandatory credit topics with current planning issues and practice.

The Commission is considering increasing the number of mandatory credits required for each reporting period from three credits to four by:

- Adding a mandatory credit on equity to the required ethics credits
- Adding a mandatory credit on a targeted topic that will remain in place for at least four years. Climate would be the first targeted topic.
- Reducing the number of mandatory credits — on all topics — from 1.5 to one
- Requiring that a session eligible for mandatory CM credit be at least one hour

If approved, the expected implementation date is January 1, 2021. Additional background and details for each item under consideration are below.

Ethics and Ethics Equity CM Credit
Three APA leadership groups have recently identified the need for a mandatory CM credit on the topic of equity, social justice, diversity, and inclusion.

- As a part of its Diversity and Inclusion Strategy, the APA Diversity Committee asked the Commission to consider the possibility of requiring social equity, diversity, and inclusion as a required component of CM.

- The Social Equity Policy Guide Task Force's Planning for Equity Framework recommends, "Require CM credits for Equity in the same way that credits are required for Ethics and Law." to advance principles and policies addressed in the Planning for Equity Policy Guide.

- The Social Equity Task Force's report to the Board in February 2019 lists piloting a new CM equity credit requirement.
Continued: Background Information:
The Commission is considering expanding the ethics credit requirement to include a mandatory credit in equity. The Commission felt it was important to tie this new credit to the AICP Code of Ethics and Professional Conduct because equity and social justice are critical issues in the code's "Aspirational Principles" section. Adding a mandatory equity credit would address the full breadth of social justice, diversity, and inclusion issues.

If the equity ethics credit is approved, staff will develop proposed content requirements for eligible sessions. Source materials will be the Policy Guide on Social Equity, which is expected to be submitted to the Board for approval at the 2019 National Planning Conference, and the Social Equity Task Force’s report.

Law CM Credit
The Commission is maintaining law as a mandatory topic but is considering reducing the minimum required credit from 1.5 to one.

Targeted Topic CM Credit
The AICP Commission, recognizing the professional development challenges that all certified planners share in a rapidly evolving profession, is considering requiring a new mandatory CM credit on a targeted topic. This would: 1) add flexibility to the CM program's ability to address the common professional development needs of all certified planners; and 2) promote greater understanding within the planning profession of innovative practices, emerging issues, trends, specialties, and best practices. The subject of this targeted credit would vary and be determined by the AICP Commission. Each targeted topic would remain in place for at least four years so that it applies to all AICP members. The Commission would develop criteria for selecting future targeted topics.

Why Select Climate as the first Targeted Topic?
Every community will need to plan for climate change, especially for its effects on its most vulnerable people, places, and systems. The Aspirational Principles and Rules of Conduct of the AICP Code of Ethics and Professional Conduct describe the planning profession's responsibility to have special concern for the long-range consequences of present actions and to pay special attention to the interrelatedness of decisions (Principles #1b and #1c). Climate science has proven that today's natural, built, and social actions will have detrimental long-range consequences if climate mitigation and adaptation are not integrated into every planning decision.

Number of Credits Required
The Commission is considering reducing the required CM credits for each mandatory category from 1.5 to one in a two-year CM reporting period. If the addition of an ethics credit focused on equity is approved, the total number of credits required for ethics would increase by one-half credit to a total of two. If one mandatory CM credit on a targeted topic also is approved, the total number of mandatory credits would increase from three to four. If a session offers more than the required number of credits in a mandatory category, the extra credits would be applied to the member's general CM requirements.

A one-hour increment gives CM providers more flexibility in the length of their offerings, which in turn may free time for additional sessions and increase the variety of sessions offered.

Minimum Time for Mandatory Credits
Currently, all CM-eligible sessions, whether on law, ethics, or a general (non-mandatory) planning topic, must be at least 30 minutes long. In July, the AICP Commission approved reducing the minimum length of a general CM session from 30 to 15 minutes. However, due to the importance and complexity of the mandatory topics, the Commission is considering requiring that sessions offering credit on mandatory CM topics be at least one hour long (and offer one CM credit).
Continued: Background Information:

Summary of Changes Under Consideration
The chart below summarizes the updates under consideration. If approved, the proposed timeline will allow for technology updates and offer sufficient advance notice to members and CM providers. The expected implementation date is January 1, 2021.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Credits Required in a Two-Year Reporting Period</th>
<th>Minimum Length of Sessions on Mandatory Topics</th>
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<tbody>
<tr>
<td>Ethics</td>
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<tr>
<td>- 1 CM credit on ethics</td>
<td>2</td>
<td>One hour</td>
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<tr>
<td>- 1 CM credit on ethics related to equity</td>
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<td></td>
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<tr>
<td>Law</td>
<td>1</td>
<td>One hour</td>
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<tr>
<td>Targeted topic: A critical, urgent issue</td>
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<td>that is relevant to planners.</td>
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<tr>
<td>First targeted topic: Climate*</td>
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*Proposed

If all four mandatory credit topics are approved, members would log each credit type separately, as they do now for law and ethics.

B. Action Needed Today:
   No formal action, just comments from the Board of Directors.

C. Attachments:
   None
Committee: Diversity and Inclusion Committee

Submitted by: AJ Fawver, AICP

Committee Report:
Discussion of Diversity and Inclusion Committee progress and initiatives, including reviewing the preliminary results of the 2018 Diversity and Inclusion Survey, conducted by Shannon Van Zandt with Texas A&M University.

Attachments:
2018 Diversity and Inclusion Survey Preliminary Results
INTRODUCTION

In the fall of 2018, APA TX President Doug McDonald, and Diversity & Inclusion Chairperson AJ Fawver approached Dr. Shannon Van Zandt at Texas A&M University about conducting on behalf of the Chapter a survey of the Chapter membership to establish a baseline for understanding the composition of the chapter membership as well as their experiences with issues related to diversity and inclusion. The survey was drafted by Van Zandt, and then circulated to McDonald and Fawver for comments. It was also pretested by several colleagues of Van Zandt. A final internet survey was launched in November of 2018. Using the Chapter’s e-mail list, each member was sent a personal link to the survey, and sent up to three reminders to complete it. Of the XX members, 638 responded to the survey, with 586 completed surveys, for a response rate of XX, which is very strong for this type of survey. The size of the sample provides strong statistical power for the observation of real differences among groups within the population of APA TX members. However, as with all surveys of this type, there is likely a response bias that may lead to results that are not entirely generalizable to the entire population of members. Yet the demographic characteristics of the sample compared to known factors of the population (such as region and gender) suggest that the sample is quite representative of the membership, and thus results can be generalized to the entire membership.

In general, the response to the survey from the membership was very positive. Only a handful of respondents reached out to Dr. Van Zandt with negative comments about the nature of the survey and the need for it. On the whole, the response has been quite encouraging.

So far, Van Zandt has been able to generate descriptive statistics for each survey item, as well as some bivariate analyses. Additional bivariate analysis is underway, and further multivariate analysis is needed to control for other explanations for observed differences between groups, so readers should be cautious in interpreting these results.
**DEMOGRAPHIC COMPOSITION OF THE MEMBERSHIP**

### Age

The age of respondents is well-distributed. The majority of respondents are younger, between the ages of 26 and 45. Eighteen percent are middle-aged, with another eleven percent 56-65. Only six percent are over 65, and eight percent are under 25.

### Race

The sample was largely White (79 percent), with eleven percent Black, eight percent Asian-American, and two percent Native American. These percentages are roughly similar to the 2019 demographics of Texas, which includes 75 percent Whites and twelve percent Black.
Ethnicity

The sample is overwhelmingly Non-Hispanic (86 percent). Considering that nearly 40 percent of Texans are Hispanics of any race, it is clear that the planning profession in Texas is not representative of the people of Texas.

Gender/Gender Identity

Respondents were slightly more male (52 percent) than female (47 percent), with three individuals identifying as non-binary/gender fluid, and one transgender male.
PROFESSIONAL CHARACTERISTICS OF THE MEMBERSHIP

In this section, we examine the professional characteristics of the respondents.

**Sector**

More than 60 percent of respondents work in the public sector, followed by 22 percent in the private sector, 13 percent in higher education as a student or faculty member, and the remaining 4 percent in the non-profit sector.

**Salary Range**

The salary ranges represented within the sample are also well-distributed. The largest group is the most well-compensated, with 26 percent making more than $100,000. Fourteen percent are in the $80,001-$100,000 range; 25 percent make between $60,001 and $80,000; 22 percent make between $40,001 and $60,000, and only thirteen percent making less than $40,000.
Rank

The largest group of respondents (43 percent) are in senior level positions (manager or director); 26 percent are in mid-level (senior planner), and 18 percent are in entry-level positions (planning tech or planner). Ten percent of respondents are students, and the remaining three percent are planning faculty members.

Region

Regions are well-represented. The Central Section accounts for 32 percent of respondents, followed by North Central (21 percent), the Houston Section (20 percent), the Midwest Section (12 percent), and then the smaller sections.
AICP Certification

The sample is almost perfectly split between certified (296) and non-certified (299) planners.
DIVERSITY AND INCLUSION CHARACTERISTICS OF THE MEMBERSHIP

The first section of this report details the gender/gender identity, race, ethnicity, and age of respondents. In this section, we consider sexual orientation, disability, and religion.

Sexual Orientation

Over eighty percent of respondents are heterosexual, with eight percent homosexual, six percent who do not wish to disclose, and 4 percent who are bisexual. A 2017 Gallup Poll estimated that while about 4.5% of Americans identify as LBGT, about 3.6% of Texans do. This would suggest that the planning profession in Texas has an over-representation of LGBT individuals.
Disability

The vast majority of respondents experience no disabilities. Of those who do experience some type of disability, the largest numbers are of what might be termed “invisible” disabilities: long-term or chronic diseases and neuro-atypicality. These types of disabilities can be costly in terms of lost work-days and lowered productivity. They may also influence interpersonal skills. Another group of respondents experience hearing and sight impairments, with few respondents experiencing speech impairments or physical impairments. It may be useful to observe that the more prevalent disabilities are those that often go unaccommodated in the workplace, but may impact job satisfaction and even performance.
While overall, the religion question received fewer responses (141), the sample is still large enough to generalize to the population. The largest group (28 percent) identifies as having no religion or atheist, followed by non-evangelical protestants, Catholics, evangelical Christians, Jews, and then very small numbers of Muslims, Buddhists, and others. Compared to the religious affiliations among Texans reported in the Religious Landscape Study conducted by the Pew Research Group, planners in Texas are almost twice as likely to be atheists/no religion (20 percent in Texas), and are much less likely to be evangelical Christians (31 percent in Texas).
DIFFERENCES AMONG GROUPS

In this next section of the preliminary report, we consider initial differences between groups. It is important to remember that there may be multiple explanations for any observed differences between groups. Further analysis is needed (and is forthcoming) to determine if observed differences are due to discriminatory behaviors or factors.

Salary

Private sector planners make significantly more than public sector planners.
Planners with AICP Certification earn significantly more than those who do not. However, it is important to recognize that it is likely that planners who are more advanced in their careers are both more likely to be certified and also to make a higher salary. Multivariate analysis is needed to control for these alternative explanations.

The percentages below suggest that Whites are more likely to make higher salaries. As noted earlier, it is important to take these results with caution, as there may be reasons for the observed discrepancy. For example, minority planners may be more likely to be younger, or to work in the public sector, which are associated with lower levels of pay.
Non-Hispanics appear to make significantly higher salaries than Hispanics. While there may be other explanations, such as region of employment, age/experience, or sector, this clear disparity must be further explored.

By Sexual Orientation and Gender Identity

Heterosexual respondents are making significantly higher salaries than are LGBTQ planners. Again, there may be other explanations for this, but further analysis is certainly warranted.
A. Background Information:
The AICP accepts nominations for selection of AICP Fellows every second year. Nominations for the 2020 Class of AICP Fellows are due to be submitted on or before October 10, 2019. Nominations must be submitted in one of three ways (details available in the guidelines):
1. Nomination by Chapter president
2. Nomination by Division chair
3. Nomination by 10 AICP members

Assembling a nomination package that captures an exemplary planner’s career requires considerable time and attention to details.

B. Details:
- Chapter President Doug McDonald received a list of more than 250 Texas AICP members with 15+ years of AICP membership.
- The Chapter President has appointed a Chapter Nominating Committee and Craig Farmer, FAICP has accepted appointment as Chair of the Nominating Committee.
- AICP members with 15 years or more of AICP membership have been notified by email letter that they are eligible for consideration as potential Chapter nominees, and invited to submit a one-page statement highlighting their greatest achievements, along with a 10-page resume, to be submitted to the Chapter Administrator not later than April 30.
- The Chapter Nominating Committee will be meeting by conference call to consider and identify its recommendations for Chapter Nominees. Recommended nominees will be contacted to determine whether they will accept as a Chapter Nominee. Recommended Chapter nominees will be approved by the Chapter President.
- Chapter Nominees will be assisted in preparing their AICP Fellow Nomination Package.

C. Action Needed Today:
NO ACTION NEEDED TODAY.
A. Background Information:
   APA National Conference will be held in Houston April 25-28, 2019. Planning is underway with the Local Host Committee. The next meeting with the National Planning Conference Committee is set for June 12-14.

B. Details: (include additional pages if needed)
   Attendance at NPC19 was approx. 6500. That number will be tough to beat, as this was in California, home to the largest APA Chapter. In addition, the State of California and many cities have rules banning travel with taxpayer dollars to states whose policies encourage or allow discrimination against people based on color, sexual orientation, or gender identification, among other categories. Texas is on that list. Have I mentioned the importance of advocacy lately?

   Houston had a great booth, a photo mural wall that attendees put together. Photos are (or will be) on the website.

   CONT., SEE PAGE 2

C. Action Needed Today:
   NONE.

D. Attachments:
B. Details (Cont.)

1. **Subcommittees are being established and meetings starting in the next two weeks:**
   --Orientation Tours. Misty Staunton, Chief of Staff, COH Planning Dept. These will be ongoing all days of the conference.
   --Mobile Workshops. Margaret Wallace-Brown, Interim Director, COH Planning Dept., and Luis Guajardo, Asakura-Robinson.
   We need approx. 80 mobile tours planned for the conference.
   --Local Events.
   --Local Sponsors. We are somewhat limited in local sponsors, as national will, of course, seek national sponsors from some companies. We will seek financial support from some, however, in an effort to defray any expenses and be able to honor the Texas volunteers who assist in the conference in some way.
   --Volunteers—need to start thinking about how to ID these folks, recognize them.
   --Sending out another eblast next week to remind people of deadlines, submittal dates, involvement, volunteering to review session submittals, submit sessions and mobiles, etc.

2. **Other items:**
   --Giveaways for the Houston booth at NPC19 included items from Houston First (notebooks and pens) and pins of four different murals in Houston. One of these was the mural on the art wall put together by attendees. There was an expense of approx. $2500.00 for the purchase of these, but the LHC is attempting to secure donations to cover these costs and reimburse the Chapter.
   --Planners Guide to Houston. Asakura Robinson stepped up early on to take on this project. Likely to be funded through various special districts (TIRZs, MMDs) in Houston and the firm.
   --Fun run for Planners. Louis Cutaia from Walter P. Moore has stepped up to organize this.
   --Jacobs (Austin office) has stepped up to see how they can be involved and what they can do to support the conference.
   --Marissa Aho (COH CRO) is helping spread the word with other entities/planning groups as she meets with them.
A. Background Information:
As the Board has considered the impact of NPC20 on the TXAPA20 fall conference in El Paso, the Local Host Conf Committee has been approached about additional items and is working on the following

B. Details: (include additional pages if needed)

The Int’l Division approached the NPC20 Local Host Committee to see if it and the National Committee would support a border issues “track” or special conference day. Univ. of Monterey approached Int’l because they are opening an urban studies program. To date we have talked about the following:

1. Fred Lopez, others, submitting border sessions for the Waco Conference.
2. Ntnl looks like they will not support a pre-conference border trip (a la Vancouver).
3. Int’l Div and others will submit several sessions, and request Deep Dive Sessions at NPC20 on border issues.
4. The combined group would like to propose a border issues track or theme for the El Paso conference, focusing not just on the issues AT the border, but in explaining how the border affects those further north.
5. The combined group proposes that the El Paso conference be multi-jurisdictional—including Mexican planners (Juarez, Monterey), and state chapters: NM, AZ, CA.
   ALT: This larger focus might be able to be spun off as a mini-conference led by divisions and the chapters, but may not be in Texas.
6. Theme and issues can carry over to NPC22 in San Diego.

C. Action Needed Today:
NONE.

D. Attachments: