# MEETING MINUTES

## Elected Officers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>President*</td>
<td>Doug McDonald</td>
<td></td>
</tr>
<tr>
<td>President Elect*</td>
<td>Chance Sparks</td>
<td></td>
</tr>
<tr>
<td>Treasurer*</td>
<td>Angela Martinez</td>
<td></td>
</tr>
<tr>
<td>Secretary*</td>
<td>Christina Sebastian</td>
<td></td>
</tr>
<tr>
<td>Past President*</td>
<td>Kim Mickelson</td>
<td></td>
</tr>
<tr>
<td>TML Rep*/TML Affiliate</td>
<td>Christopher Looney</td>
<td></td>
</tr>
</tbody>
</table>

## Section Directors

<table>
<thead>
<tr>
<th>Section</th>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central</td>
<td>Shannon Mattingly</td>
<td>CC</td>
</tr>
<tr>
<td>East</td>
<td>Kyle Kingma</td>
<td></td>
</tr>
<tr>
<td>Houston/Sections Rep*</td>
<td>Gary Mitchell</td>
<td>X</td>
</tr>
<tr>
<td>Southwest</td>
<td>Rebecca Pacini</td>
<td></td>
</tr>
<tr>
<td>Southmost</td>
<td>Xavier Pacini</td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>Fred Lopez</td>
<td></td>
</tr>
<tr>
<td>North Central</td>
<td>Steven Duong</td>
<td></td>
</tr>
</tbody>
</table>

## Standing Committee Chairs

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Chair</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDO*</td>
<td>Richard Luedke</td>
<td>X</td>
</tr>
<tr>
<td>PODO</td>
<td>Ann Bagley</td>
<td></td>
</tr>
<tr>
<td>EPL</td>
<td>Monica Rainey</td>
<td>X</td>
</tr>
<tr>
<td>Planning Awards</td>
<td>Claire Hempel</td>
<td>CC</td>
</tr>
<tr>
<td>PDO</td>
<td>Government Relations</td>
<td>Kelly Porter</td>
</tr>
<tr>
<td>PODO</td>
<td>Advocacy Network Liaison</td>
<td>Craig Farmer</td>
</tr>
<tr>
<td>EPL</td>
<td>University Rep</td>
<td>CC</td>
</tr>
<tr>
<td>Planning Awards</td>
<td>Student Rep</td>
<td></td>
</tr>
<tr>
<td>PDO</td>
<td>Communications Tech</td>
<td>Kelsey Poole</td>
</tr>
<tr>
<td>PODO</td>
<td>Executive Administrator</td>
<td>Mike McAnelly</td>
</tr>
<tr>
<td>PDO</td>
<td>Communications Tech</td>
<td>Kyle Kingma</td>
</tr>
</tbody>
</table>

## Other Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Manager</td>
<td>Heather Nick</td>
<td></td>
</tr>
<tr>
<td>Chapter Historian</td>
<td>David Gattis</td>
<td>X</td>
</tr>
<tr>
<td>APA Director Region 3</td>
<td>Wendy Shabay</td>
<td>CC</td>
</tr>
<tr>
<td>CMO</td>
<td>Barbara Holly</td>
<td>CC</td>
</tr>
<tr>
<td>Executive Administrator</td>
<td>Mike McAnelly</td>
<td>X</td>
</tr>
<tr>
<td>Communications Tech</td>
<td>Kyle Kingma</td>
<td>X</td>
</tr>
</tbody>
</table>

## Other Attendees

<table>
<thead>
<tr>
<th>Name</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia McAnelly</td>
<td>X</td>
</tr>
<tr>
<td>Martin Zimmerman, Director Elect Central</td>
<td>X</td>
</tr>
<tr>
<td>Shima Hamidi</td>
<td>X</td>
</tr>
<tr>
<td>Ahoura Zandi</td>
<td>X</td>
</tr>
<tr>
<td>James B Duncan</td>
<td>X</td>
</tr>
<tr>
<td>Connie Cooper</td>
<td>X</td>
</tr>
<tr>
<td>Lee Battle</td>
<td>CC</td>
</tr>
<tr>
<td>David Weinreich</td>
<td>X</td>
</tr>
<tr>
<td>James Wood</td>
<td>X</td>
</tr>
<tr>
<td>Norm Standerfer</td>
<td>X</td>
</tr>
<tr>
<td>Bruce McClendon</td>
<td>X</td>
</tr>
</tbody>
</table>

* 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 9:07 am.

A. President’s Remarks: Doug McDonald, AICP

1. Welcome and Introduction

2. 2018 Delegate Assembly Recap – Lee Battle, AICP

Lee Battle, AICP, was lead liaison for Delegate Assembly at APA National in New Orleans. He shared that APA National holds a National Delegate Assembly at the National APA Conference to update and adopt policy guidelines. Texas had seven delegates this year. Three topics were discussed: update to APA housing policy, surface transportation policy, and a new policy called planning for equity. This delegation was a presentation on frameworks and ideas with discussion, but no actions were taken at this time. The delegation will be drafting policies and will meet at Policy and Advocacy Conference in fall for action.

3. NPC18 Recap

Doug McDonald discussed National Planning Conference held in New Orleans in April 2018. 5,700 attendees; 350 from Texas, with 37 session speakers from Texas. Texas Chapter reception was successful as usual & Wendy won Chapter Presidents Council dance contest. Louisiana chapter conference will be in Shreveport soon and have asked for some assistance with speakers.

4. New Texas AICP Fellows: Bill Barker, FAICP; John Dugan, FAICP; David Preziosi, FAICP; and Shafik Rifat, FAICP

Mike McAnelly discussed how Texas chapter nominated 5 people for consideration as AICP Fellows, 3 of which were successful. One candidate also applied via petition and was also successful. The new Texas Fellows are: Barker of San Antonio; John Dugan, most recently of Arlington, Texas; David Preziosi, Director of the Historic Dallas Commission; Shafik Rifat, University of Houston professor who started their planning program.

Craig Farmer added that petition candidate had asked nominating committee to consider him, but the process was too far along at that point. They started late this year. All nominees that didn’t make it will be nominated next time; many people take 2 or 3 times to be designated as a Fellow. There are currently a total of 49 fellows in Texas. Mentorship by existing Fellows is included in the process. Dave also pointed out that addresses on roster need to be updated.

5. Chapter President’s Council Grant (ATTACHMENT A-1)

Doug McDonald reported on grant application recently submitted to Chapter Presidents Council (CPC) for Great Places in Texas Program. Expect to hear results in June.

6. APA Chapter Performance Criteria (ATTACHMENT A-2)

Doug reported how CPC has created Chapter performance criteria that Chapters are to meet to remain in good standing. Ten criteria are required and four electives must be included. Texas meets all the criteria and all but one of the electives, which we will be discussing today. If chapters don’t meet requirements, they will get a mentor to assist with meeting criteria. Eventually chapters not in compliance will not be eligible for grants, etc. Kim added that this first year of this performance criteria will be pilot year.

7. 2017-2022 Development Plan for APA Texas Chapter (ATTACHMENT A-3)

Doug will be completing the status, implementation timeframe, and responsibilities of the Development Plan before next EC meeting.

8. Reports from APA Board Director for Region III, Past President, President Elect - Wendy Shabay, AICP, Kim Mickelson, JD, AICP, Chance Sparks, AICP

Wendy Shabay reported on APA activities: APA has been very active legislatively, when APA worked on advocacy for infrastructure bill, CDBG, Tiger, etc. New student member program (free membership for all students) has created a spike in student membership and increased chapter attendance. The AICP Candidate Program launched. Upcoming initiatives include APA Learn, a new online system for educational opportunities, with more videos of sessions available online with CM credits. The Education Committee, which Wendy is on, has laid out a five year plan for APA’s education platform. Looking to labeling sessions more clearly, ie: 101 (basic info), 201 (new trends), 301 (deep dive). They are also looking at possible micro-credentials in certain topics in the future.

Kim Mickelson reported that she remained on the CPC Advocacy committee and was appointed to the Legislative Policy Council. LPC is updating the Social Policy and Equity Guide.

Chance was not able to be on call.
9. UT-Arlington Center for Transportation, Equity, Decisions and Dollars (CTEDD)
   Presentation

Special presentation from CTEDD. Dr Shima Hamidi discussed Institute of Urban Studies at UT Arlington, which employs about 22 doctoral and masters students to work on planning projects throughout Texas. The Institute established the Center to Transportation, Equity, Decisions and Dollar, which received a federal grant to fund study of transportation and equity. The grant is for 5 years, with 1.5 million per year.

David Weinreich spoke about a government fragmentation study they are working on, to evaluate 200 metro regions, collecting data on government structures, and evaluating how those structures relate to the the services provided and the equity of that service. They are also studying metro regions in Texas and how they are implementing public on-demand transit, looking at multi-jurisdictional services and relationships with MPOs. Ahoura Zandi spoke about study to look into the change to and growth in the knowledge economy. James Wood spoke about research on stationless bike share: government relations and potential for equity in transportation: James also spoke on research on older adults in more rural communities and how they are able to connect with medical centers.

Dr. Hamidi spoke about center’s focus on transportation and equity, and a wide-variety of other projects they are working on, including a study of job accessibility in Dallas - most jobs north of Dallas; downtown walkability study for Dallas. The center works with elected officials and city staff and would like to work with APATX.

B. Secretary’s Report: Christina Sebastian, AICP
   1. Action Item: Review and Approve Minutes for Board of Directors Spring Meeting, Houston, Friday, June 2, 2017 (ATTACHMENT B-1)
   2. Action Item: Review and Approve Minutes for Board of Directors Fall Meeting, Frisco, Wednesday, November 1, 2017 (ATTACHMENT B-2)
   3. Action Item: Review and Approve Minutes for Executive Committee Meeting, Pearland, Friday, February 2, 2018 (ATTACHMENT B-3)
   4. Action Item: Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, Friday, April 6, 2018 (ATTACHMENT B-4)
   5. Action Item: Review and Approve Minutes for Special Executive Committee Meeting, Conference Call, Friday, May 14, 2018 (ATTACHMENT B-5)

Heather Nick noted to make some changes based on last meeting: from Dave Gattis.

Angela Martinez motioned to approve all five minutes with recommended changes from Heather Nick; Richard Luedke seconded. Motion passed unanimously.

C. Treasurer’s Report: Angela Martinez, AICP
   1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

Angela Martinez noted that all purchases over $150 they should notify her and Mike, as the bank will reach out to them. Checks should use the memo field to denote what check is for. Receipts need to be sent to Mike and Angela for accounting records (scans are okay).

Account balances as of May 29, 2018:

- Chapter Checking: $83,942.65
- Chapter Savings: $6,094.88
- Central: $8,131.60
- East: $4,084.31
- Houston: $8,386.99
- Midwest: $5,604.89
- North Central: $10,786.82
- Northwest: $2,367.97
- Southmost: $1,128.71
- Southwest: $7,071.32
- West: $7,071.32
- Plan 4 Health: $6,159.00
- State Chapter Reserve: $10,000.05

Second disbursements will be made October 1, 2018. Section disbursements for the next fiscal year will be made April 1, 2019.
2. Budget Report (ATTACHMENT C-2)
3. Action Item: Draft FY2019 Chapter Budget (ATTACHMENT C-3)
4. FY2019 Section Grant Requests (ATTACHMENT C-4)
5. FY2019 Section Grant Request Recommendations (ATTACHMENT C-5)

Angela discussed Section grant requests:

- Central: requested $3,000 - recommendation for $3,000. The Section had very successful programs proposed. Their request would help to fund planning scholarships.
- Houston: requested $1,500 - recommendation for $1,500. Houston has very successful programming with over 50 CM credits for their members. They also coordinate regularly with other professional organizations in area.
- Midwest: requested $2,500 - recommendation for $2,500. This grant will help with Focus North Texas.
- Northwest: requested $5,000 - recommendation for $4,500. Northwest received a separate special grant recently. Northwest has a huge geographic area that is challenging for section, and are working to build their Section.
- Southmost: requested $7,000 - $4,500. Section size is challenging so they put on events in multiple areas. Recommend to look for sponsorships to help with additional costs.
- Southwest: requested $3,500 - recommendation for $3,500. Southwest has many innovative programs on radar.
- West: requested $4,500 - recommendation for $4,000. There was confusion in regards to fiscal year 2016 grants, as 2016 disbursement was given early, due to lack of previous recent grant requests. West will be working with Northwest and southern New Mexico section and other professional organizations.

Doug commented how grants this year are larger than usual, which was not supposed to be the goal. The 2017 conference was very successful and we have some extra funds available to help sections become self-sufficient. These section directors are particularly active this time. The next two years might not be as lucrative, so this level of grants may not be available for a while.

Angela pointed out that attending the state conference helps fund sections, so we should encourage members to attend.

Martin asked what made Frisco conference successful. Doug: we raised the registration fee and had very successful sponsorships. Mike added that North Texas location provides high attendance: 850 attendees.

Rebecca asked if Chapter makes any funds at National conference. Mike: not anymore.

**Fred Lopez moved to approve the section grant requests, which was seconded by Christina Sebastian. The motion passed unanimously.**

Angela then discussed the proposed budget, noting the adjustment to AICP training income, expenses added for EPL, Planners Day at the Capital, marketing, travel for additional board members, and Great Places marketing and video production.

**Dave Gattis moved to approve FY2019 Chapter budget, which was seconded by Richard Luedke. The motion passed unanimously.**

D. Action Plan Progress Reports: The Action Plan includes the following five major categories:

1. APA Texas will LEAD the planning movement in this state.
   - **Section Director’s Report** – Gary Mitchell, AICP (ATTACHMENT D-1)
     Gary presented the report, which included information from all Sections. Educational components, CM credits, social activities, interactions with universities and students. Houston is trying to do revenue neutral events. Angela mentioned that we haven’t had reports from all the Sections in a long time, and those reports help with deciding upon Section grant requests.
   - **EPL Representative’s Report** – Monica Rainey
     Monica discussed Latte and Leadership events and efforts for additional EPL events in fall including AICP study sessions and happy hour events. Latte and Leadershers are occurring in Midwest, Central, and Southmost and North Central has a mentorship event soon. Northwest section does not have EPL representative currently, but AJ is working to find someone. Mentorship matches expected in July. EPL will be planning for the Legacy Project and conference activities. Richard Luedke mentioned he is interested in working with EPL on AICP-related events.
   - **Uniform Section Bylaws** – Doug McDonald, AICP and Gary Mitchell, AICP (ATTACHMENT D-2)
     Doug discussed how Section bylaws are inconsistent and some are out of date. Inconsistencies include term lengths, fiscal/calendar years, elected positions, election cycles, notice, and quorum requirements. We would like to get them in line before next election in 2019. Doug will be working with Gary Mitchell and Kim Mickelson on draft of new bylaws. Section boards must initiate changes to bylaws. The plan is for Gary to oversee discussion with Section directors on template bylaws, with goal to be have draft ready by next spring.
   - **2019 Chapter and Section Board Elections** – Doug McDonald, AICP
     Next election cycle will be coming up soon. We will need to have candidates identified for Chapter and all Sections by June 2019, so start working now. The elections will be a consolidated election with National APA.
• Action Item: Consideration of a Membership Committee – Doug McDonald, AICP (ATTACHMENT D-3)

This is the one item our Chapter does not meet of the electives of the CPC standards. The committee would send welcome letters to new members, AICP candidates and recipients, and advertisement membership to students at universities. The chair would be a standing committee member on the Board of Directors. Anyone who is interested should contact Doug.

Kim Mickelson motioned to approve the creation of a membership committee, with a second by Angela Martinez. The motion passed unanimously.

2. APA Texas will COMMUNICATE AND ENGAGE to foster quality leadership & participation and provide planning information.
   • Professional Development Officer’s Report – Richard Luedke, AICP

Richard presented the PDO Report - Texas had a stable AICP pass rate: 56%, compared with 63% nationally. We had a dramatic increase in attendance at AICP workshops - 134, compared with 83 last year; there have been 6 workshops since the state conference. Outreach improved attendance with targeted announcements. All three AICP-furnished scholarships were used, and the Chapter provided 2 scholarships. An additional Chapter scholarship will be returned and will be available for use in November. AICP-furnished scholarships don’t all get used, so they often get redistributed to other Chapters. Fellows are also sometimes asked to contribute for scholarships.

The National PDO meeting was held in New Orleans: AICP Candidate program - over 600 enrolled nationally, with about 27 in Texas; AICP will be phasing out 3.0 study guide and moving to updated, web-based study guide; a minor exam refresh is coming starting with May 2019 exam; and an update to the CPC study manual is expected in Fall 2018.

The fees for the AICP Candidate program are slightly different: upfront fees are $120; once they have experience and submit essays, then they pay $375 (normal price is $495 upfront). Currently, an AICP Candidate gets $25 for scholarship. Richard is proposing 70% scholarship for upfront fee: $85 scholarship; by the time they get experience they would be eligible $265. The Candidates would make two separate requests.

Glenn Larson, AICP Commission President, is looking for opportunities to make CM program stronger.

Craig asked about how AICP certification lapsed for over 100 Texas members and must be reinstated. Chapter and National have sent letters out. Some of the issues might be lapsed contact information, not-knowing what counts towards CM credits, or simply may not be working in the planning field anymore.

Rebecca Pacini motioned to approve AICP Candidate scholarships at 70% level, seconded by Angela Martinez. Passed unanimously.

• AICP CM Coordinator Report – Barbara Holly, AICP

Barbara Holly discussed how there is a standard from National APA that the Chapter must receive a financial benefit to provide CM credits for partner events, which isn’t very friendly to the partnerships. Some events try to get CM credits separately, but not all do it, which means less are available for APA members. Richard Luedke spoke to Glenn Larson (AICP Commission President) who encouraged having Chapter leadership contact Larson to discuss this further. National APA seems to be encouraging these organizations to seek their own CMs, but this means we at the Chapter can’t advertise or partner with these events.

• Planning Official Development Officer’s Report – Ann Bagley, FAICP

Ann was not able to be on the phone, but she sent in an update to Doug, who reported that planning for the Short Course is coming along. The Midwest and Southmost Sections will be holding P&Z workshop on August 10.

• Historian’s Report – Dave Gattis, FAICP (ATTACHMENT D-4)

Dave Gattis reported that he interviewed Alan Erfuss, who is still working for the City of Paris in his 80s, for the oral history project. He also reported on the Planning Legend selection process. Typically the Historian nominates candidates and Executive Committee/Board makes selection. However, as many Board members are not aware of the candidates, Dave recommends to have selection committee of members with 15+ years of experience.

Angela Martinez made a motion to change the selection committee to members with 15+ years of experience, which was seconded by Craig Farmer. The motion passed unanimously.

Dave then reported that it is the 48th Anniversary of the Chapter separating from the Gulf Coast Chapter, as well as the 40th anniversary of the APA Chapter (when APA was created from combining American Institute of Planners and the American Society of Planning Officials). Connie pointed out the 50th anniversary celebration could be held with the Houston and El Paso conferences. After further discussion, it was decided to send invitations to former Chapter presidents for recognition at the Galveston conference, and have a big celebration in 2020.

Bruce McClendan presented the idea of issuing conference proceedings, which was done in the past, again. Proceedings were distributed to attendees as part of their registration, in book form and digital. Session papers are optional from session speakers. Bruce proposed to do it again at the national conference in Houston and to have the Texas Chapter request to CPC
that we do so. Further discussion was had regarding the appropriateness of issuing proceedings at this more digital time. An example of past proceedings can be found here: data.quaytest.net/apaprocessings.

Craig Farmer made a motion to continue to explore the option of proposing to issue conference proceedings. Gary Mitchell seconded the motion and it passed unanimously.

A break was held for lunch at noon, and the meeting resumed at 1:15 pm.

- **Communications Coordinator Report – Heather Nick, AICP**

Heather Nick reported that we have hired a communications technician, Kyle Kingma. Upcoming action items regarding communications: do more to engage elected and appointed officials and create a structure to engage legacy professionals.

We will be sending out welcome letters to new members, new AICPs, and early professionals.

- **Communications Tech Report – Kyle Kingma, AICP (ATTACHMENT D-5)**

Kyle Kingma started as Communications Technician in March after a competitive selection process. He reported on some recent website improvements: an announcements feature at the top of page, displaying options to connect with Chapter, instructions for placing events on the calendar, and creation of tutorials on how to use the functions of the website. We are sending monthly Chapter newsletters with added planner profiles. A new planner resource center webpage and a Facebook group were created. Monthly engagement contests will be ongoing. Upcoming work: conference call with sections communication officers, membership surveys, and ramp-up on Chapter Conference.

3. APA Texas will PARTNER with other Texas professional organizations and non-profits to leverage resources and build coalitions.

- **Hurricane Harvey Committee Update – Kimberly Miller, AICP**

Kimberly Miller provided a report on the Hurricane Harvey Committee. The committee has a webpage on the APATX website about recovery efforts. They have also put together a survey on Harvey recovery, with one of the main outputs being that people want to know how to build back better and stronger. The committee would like to apply for an APA Foundation Grant, which is due soon. The committee would like to do a two phase program: 1: dialogue between people affected by Hurricane Harvey and Hurricane Sandy so as to learn from each other, and 2: reach out to Texas planning schools to discuss how they might help with recovery efforts and connect to affected communities.

Kim Mickelson added that the Sonoran Institute is interested in coming to Texas next year, maybe during the conference.

- **Action Item – Approval of APA Foundation Grant Application for Hurricane Harvey Recovery Project – Mike McAnelly, FAICP (ATTACHMENT D-6)**

Mike McAnelly reported that the grant application is due on June 19th and a letter of support from the Chapter is needed. Two requests: the Chapter request and a request for Rockport.

Dave Gattis moved for the Board to issue a letter of support for the Hurricane Harvey Recover Project. This motion was second by Angela Martinez and the motion passed unanimously.

- **Action Item – Approval for Chapter Letter of Support for Grant Application for Texas A&M Target Cities Community Planning Assistance Team – Mike McAnelly, FAICP (ATTACHMENT D-7)**

Kim Mickelson moved for the Chapter to provide letter of support for Texas A&M Target Cities Community Planning Assistance Team. The motion was second by Dave Gattis and passed unanimously.

- **Texas Department of State Health Services - Obesity Prevention Program – Mike McAnelly, FAICP**

  - Obesity Prevention Program, CDC Grant – Physical Activity and the Built Environment

Mike McAnelly discussed that the Texas Department of State Health Services is applying for a CDC grant in regards to an obesity prevention program and may partner with the Chapter.

- **National Association of County and City Health Officials’ Award – Mike McAnelly, FAICP**

  - NACCHO - July 10-12, New Orleans

Mike reported that the Texas Public Health Associated submitted the Hazards Planning Toolkit for Small and Rural Communities to the National Association of County and City Health Officials for an award, and it will be receiving an award for the interaction of planning and public health professionals. Dr. Melissa Oden and Kim Mickelson are planning to go to receive the award.
 ● 2018 Texas Municipal League Annual Conference, Fort Worth, Oct 9-12 - Christopher Looney, AICP

Chris Looney reported that APATX is planning on presenting a session regarding upcoming changes to FEMA’s floodplain maps based on data from the National Oceanic and Atmospheric Administration.

4. APA Texas will ADVOCATE for planning, planning leaders and good government in our unique Texas setting.

● TML Representative Report – Christopher Looney, AICP

Christopher Looney gave a report on the Texas Municipal League (TML) board meeting held earlier this year. TML advised to stay alert as state may be pushing cities to a more partisan approach. The Speaker of the House is expected to be picked from a coalition approach. Anticipated bills on the radar for short-term rental regulation. TML has changed their policy committee structure - the plan is to have a municipal policy summit - cities would appoint representatives to the summit, which would hold an intensive two-day workshop to make recommendations.

● Government Relations Report – Kelly Porter, AICP

Kelly Porter was not able to be on phone call.

● Advocacy Network Liaison Report – Craig Farmer, FAICP

Craig Farmer reported on the full 2017 session (previously had only reported on special sessions). The next session will start soon, so people need to visit with their elected officials and staff now before they are busy again. We focus quite a bit on the state, but would like to find someone who can focus on national legislation to work on national bills and with national officials.

● Progress report for Planning Matters--the Texas Planning Roundtable - Kim Mickelson, JD, AICP

Kim Mickelson reported that Planning Matters should be kicking off soon as an incorporated group. They will be creating bylaws and updating webpage in preparation for legislative session.

● Action Item – Consideration of a Diversity and Inclusion Committee – Doug McDonald, AICP (ATTACHMENT D-8)

Doug reported that at CPC meeting the Kansas chapter mentioned they submitted a letter to the AICP Commission on revising the code of ethics in regards to discrimination. The AICP Code of Ethics reads “We shall not unlawfully discriminate against another person,” but in Kansas, and in many other states, it is lawful to discriminate against someone who is gay or transgender. At the CPC meeting, four professional organization discrimination statements (ASCE, AIA, ASLA) were presented at CPC, and most people could not identify the AICP code. American Society of Civil Engineering (ASCE) : “treat all persons fairly and encourage equitable participation without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status.” Doug suggested that we look at creating a diversity and inclusion committee to look at these issues more broadly, including supporting the Kansas request. The New York Metro Chapter has a diversity committee that would likely be a good model. The committee would have a standing committee chair on the Board.

Discussion ensued regarding creating the committee. Dave Gattis pointed out that ours is not bad, it’s just not strong, and also that ASCE only recently adopted their ethics code (2017).

Rebecca Pacini motioned to create a Diversity and Inclusion Committee, which was seconded by Tamara Cook. The motion passed unanimously.

5. APA Texas will INSPIRE building great communities that meet the needs of Texans and benefit from our state’s character, climate and other assets.

● Texas Planning Awards Program – Claire Hempel, AICP (ATTACHMENT D-9)

Claire Hempel discussed updates to award program and getting current call for awards out. Applications are due in July. A few changes have already been made, using ZoomGrants and a virtual jury made up of section directors (or appointees). They kept awards categories mostly similar to previous years, but may change for next year. We removed the application fee for the commissioner award. We will provide advance notifications to winners and will publicly announce via press release just prior to our conference with National Planning Month. Future changes are to possibly do a jury award with other Chapters and accept online payments. Martin asked if the awards deadline might change next year, so as to possibly coordinate when Section awards are announced. Claire wasn’t sure yet, but would like to discuss further.

Doug asked Board to look at the attachments and send him and Claire an email if they have comments or want to participate on the planning committee. He also requested to have Section directors let Claire know if they will be serving on jury, or who
they will appoint. Tamara asked if ZoomGrants could be used by Sections for their awards submittals. Doug responded that they can’t right now, but may be able to set that up in the future.

- **Great Places in Texas Program – Doug McDonald, AICP**

Six new Great Places in Texas were announced. Doug McDonald reported that National just changed their standards for the Great Places in America program, and we will align the Great Places in Texas program with it. The City of Bryan is having Chet Garner come in to do a promotional video for their award.

- **Emerging Planning Leaders Mentorship Program – Monica Rainey**

Monica Rainey was not able to stay for the report.

- **APATX18 Chapter Conference Update – Angela Martinez, Conference Co-Chair**

Angela Martinez reported that the conference planning is going well. The Thursday social event will be held at the Tremont Ballroom. Connie mentioned they are looking to partner with the Galveston Historic Foundation for a boat tour on Wednesday as well as a ghost tour on Thursday. Two mobile workshops will be held outside Galveston: Pearland, League City & Kemah. Session submittals evaluation is underway. Doug and Mike discussed the possibility of removing the all-universities reception from the schedule to allow time for other groups to have gatherings during this time.

6. **APA Texas will use Chapter and Section resources to SERVE its professional, appointed/elected, academic and student members.**

- **Action Item - APA Texas Boundary Adjustment Study – Christina Sebastian, AICP (ATTACHMENT D-10)**

Christina Sebastian gave a summary of analysis of Section boundaries, particularly in regards to what Section Bryan and College Station are in, and asked for comments. Martin Zimmerman (of Central Section and the City of Bryan) provided his personal opinion that this has come up before and people have said they were happy to stay where they are. He would be concerned about establishing a 10th Section due to number of students in the College Station area. After further discussion by the Board, it was determined that Central, Houston, and Southmost Sections should discuss if they want to take it further, while encouraging people to attend events in other Sections.

- **Action Item - Big Six Conference Assistance (ATTACHMENT D-11)**

Tamara Cook discussed that the Midwest and North Central Sections have requested a loan of $5,000 for the Big Six Conference that has been proposed to be held in the North Central or Midwest area this year (previously has been held in Austin & Houston area). Neither Section has budgeted to host event, so they are requesting a loan that they would pay back after event to help pay for venues, director travel, etc. Dave asked if we have funds available for loan. Angela said they could pay for it out of reserve. Discussion was held about possible alternate and free venues.

Christina Sebastian motioned to approve a loan up to $5,000, where the Chapter would pay for the venue or other fees and the funds would be paid back evenly between Midwest and North Central, but also encourage looking for free venues. The motion was seconded by Dave Gattis and passed unanimously.

- **Planning Student Organizations Representative’s Report – Kelsey Poole**

Kelsey Poole reported that the UTA SPA will be having a board transition meeting next week to discuss new goals.

- **University Faculty Representative Report - Shen Guoqiang**

Ivonne Audirac reported that all the planning schools in Texas have gone through the accreditation process this past spring. UTA is interested in exploring opportunities with ASLA, AIA, and APA to determine synergies in regards to planning. Maybe a roundtable on equity with these other groups. UTA has a new planning director: Shen Guoqiang.

- **Regional Workshops – Kim Mickelson, JD, AICP, Mike McAnelly, FAICP**

Doug McDonald reported for Kim Mickelson that the Midland, El Paso, and Tyler workshops are being planned. Mike confirmed that Ann Bagley will be holding one in McAllen.

- **The Guide to Urban Planning in Texas Communities – Kim Mickelson, JD, AICP**

Doug McDonald gave an update for Kim Mickelson that they are still working on this and are looking for a student or someone knowledgeable of web-based format.

- **NPC20 Update - Local Host Chair Kim Mickelson, JD, AICP**

Doug McDonald reported for Kim that Shad Comeaux, Chance Sparks, and another Houstonian not confirmed yet will be on the NPC20 conference committee.

E. **Future Meetings: Doug McDonald, AICP**

Doug discussed the following upcoming meetings and events:
1. APA Texas Board of Directors and Executive Committee
   ● APA Texas Board of Directors and Executive Committee
     ○ Executive Committee Summer Meeting – TBD - August 4, 2018
     ○ Chapter Board Fall Meeting, Galveston TX - October 17, 2018
     ○ Executive Committee Winter Meeting – TBD – January 25, 2019
     ○ Chapter Board Spring Meeting, El Paso TX – May 3, 2019
   ● APA Texas Chapter Conferences:
     ○ APA Texas Chapter – Gulf Coast/Galveston – October 17-19, 2018
     ○ APA Texas Chapter – Waco – October 16-18, 2019
     Discussion of Baylor Club versus Hippodrome - people preferred the Hippodrome.
     ○ 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
     ○ 2021 Boston, May 1-4, 2021
     ○ 2022 San Diego, April 3-May 3, 2022
     ○ 2023 Philadelphia, April 1-4, 2023
     ○ 2024 Minneapolis, April 13-16, 2024

F. New Business
No new business.

G. Adjourn
Doug McDonald adjourned the Board meeting at 3:34 pm.