# Executive Committee Meeting

**August 17, 2018**

**citylink**  
3661 N Plano Rd. Suite 1000  
Richardson, TX

## MEETING MINUTES

### Elected Officers

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<tr>
<th>Position</th>
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<tr>
<td>President*</td>
<td>Doug McDonald</td>
<td>X</td>
<td>Secretary*</td>
<td>Christina Sebastian</td>
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<td>President Elect*</td>
<td>Chance Sparks</td>
<td>CC</td>
<td>Past President*</td>
<td>Kim Mickelson</td>
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<td>Treasurer*</td>
<td>Angela Martinez</td>
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<td>TML Rep*</td>
<td>Christopher Looney</td>
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### Section Directors

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<tr>
<td>Central</td>
<td>Shannon Mattingly</td>
<td>CC</td>
<td>Northwest</td>
<td>AJ Fawver</td>
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<tr>
<td>East</td>
<td>Kyle Kingma</td>
<td>X</td>
<td>Southwest</td>
<td>Rebecca Pacini</td>
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<td>Houston/Sections Rep*</td>
<td>Gary Mitchell</td>
<td></td>
<td>Southmost</td>
<td>Xavier Cervantes</td>
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<td>Midwest</td>
<td>Tamara Cook</td>
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<td>West</td>
<td>Fred Lopez</td>
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<td>North Central</td>
<td>Steven Duong</td>
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### Standing Committee Chairs

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<td>PDO*</td>
<td>Richard Luedke</td>
<td>X</td>
<td>Government Relations</td>
<td>Kelly Porter</td>
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<td>PODO</td>
<td>Ann Bagley</td>
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<td>Advocacy Network Liaison</td>
<td>Craig Farmer</td>
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<td>EPL</td>
<td>Monica Rainey</td>
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<td>University Rep</td>
<td>Ivonne Audirac</td>
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<td>Planning Awards</td>
<td>Claire Hempel</td>
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<td>Student Rep</td>
<td>Kelsey Poole</td>
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### Other Members

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<tr>
<td>Communications Manager</td>
<td>Heather Nick</td>
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<td>CMO</td>
<td>Barbara Holly</td>
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<td>Chapter Historian</td>
<td>David Gattis</td>
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<td>Executive Administrator</td>
<td>Mike McAnelly</td>
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<td>APA Director Region 3</td>
<td>Wendy Shabay</td>
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<td>Communications Tech</td>
<td>Kyle Kingma</td>
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### Other Attendees

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A. President’s Remarks: Doug McDonald, AICP

1. Welcome and Introduction

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

Doug reported that a grant from the Chapter President’s Council, for $3,000 in funding assistance for production of a NPC2020/Great Places video with Chet Garner in Houston, was successful and the filming will happen immediately after the Galveston conference.

3. APA Foundation Grant Award

Mike reported on APA Foundation grant for disaster recovery - about 53,000 total. Texas submitted three - for Rockport, and Wharton, and for a proposed dialogue with New Jersey and New York. There were 11 total submittals nationally, and 9 were awarded, including all three Texas projects.

4. APA Fall Leadership Meeting & Policy and Advocacy Conference (ATTACHMENT A-2)

Doug reported on upcoming APA Policy and Advocacy Conference, which includes Planner’s Day at the Capitol. Two Great Places in America to be awarded for Texas and we will present plaques to Texas Senators. Kim, Mike, and Doug planning to attend.

5. APA-Texas Chapter Fall Leadership Meeting Future Scheduling (ATTACHMENT A-3)

Doug discussed what to do with the Chapter conference this year. Doug said we don’t have the Friday conference, but anything we do will be on Wednesday, and hope to have it in web-based format. Mike said he views the conference as Friday and Saturday. We typically don’t start the Board meeting on Monday, but we could. Over 60 rooms booked for Tuesday night for Galveston conference right now.

We will have more discussion on this in the future. The tentative plan is to have the Board meeting start early on Wednesday, with at least one round of sessions on Wednesday, plus special events, and have maybe one session after awards lunch.

Christina mentioned the possibility of moving the awards banquet to another time in the future and Mike said we could possibly do that for El Paso, as there is a great venue for them.

6. Consideration of Texas Chapter Award

Doug discussed that the Executive Committee is to select the Texas Chapter Award to present at the Galveston conference. The award is intended to go to a person or organization outside the planning profession. Doug proposed awarding it to the Texas Public Health Association for the partnership we’ve had with the Plan4Health grant. Discussion was held; we are excited to recognize them since we have been partnering with them for a little while now.

Christina motioned to award the Texas Chapter Award for 2018 to the Texas Public Health Association, Richard seconded. Motion passed unanimously.

7. 2017-2022 Strategic/Action Plan for APA Texas Chapter (ATTACHMENT A-4)

Doug discussed that the PSO effort is ramping up. Richard pointed out that joining as a commissioner is not web-based and should be more streamlined. Maybe Sections can reach out to smaller cities that may not have a planner on staff, but would still have elected/appointed officials who could benefit from membership. Since city secretaries sometimes manage planning boards, perhaps the Texas Municipal Clerks Association may be a good partner.

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

Wendy was not able to be on the call. Nor was Kim. Chance didn’t have anything to report.

9. Bylaw discussion regarding vacant position

Doug reported that we have realized our bylaws state that elected positions are not to be held for more than two consecutive terms, but Angela is on her third term as Chapter Treasurer. If she resigns now, a special appointment must be made by the full Board for the remainder of the term (end of October 2019), which won’t happen until October. With conference coming up, making a change to the Treasurer position may be challenging. What are our options to handle this? Kyle asked if she could stay on until there’s a replacement (similar to how Commission vacancies are handled) and Chance agreed with that idea.

We could potentially amend our bylaws (which are currently being updated) to address this situation - particularly when someone is running unopposed (which Angela did). Treasurer is a particularly complicated position and is difficult to find someone to run for the position.

Richard Luedke motioned that Angela Martinez remain on as Treasurer until position is filled by election. Christina Sebastian seconded the motion and it passed unanimously with Angela abstaining.
B. Secretary’s Report: Christina Sebastian, AICP

1. Review Draft Minutes for Board of Directors Spring Meeting, Friday, June 1, 2018 (ATTACHMENT B-1)

Christina presented minutes, which Doug had some edits to. Minutes will be approved at next full Board meeting.

2. Action Item: Approve Change in Contractual entity for Executive Administrator from LLC to S-Corp (ATTACHMENT B-2)

Mike discussed how his personal accountant has recommended changing his company from an LLC to an S-Corp. We will need a change via resolution to change name in our contract with Mike, with no other changes. Mike and Claudia McAnelly are the owners of the new S-Corp.

Angela Martinez motioned to change the contractor name from CoPLAN LLC to Las Edades Ranch LLC, an S-Corp organized in Texas. The motion was seconded by Richard Luedke and passed unanimously.

C. Treasurer’s Report: Angela Martinez

1. Financial Status Report for Chapter and Section Accounts (ATTACHMENT C-1)

As usual, notify Mike and Angela when making purchases over $150, write memos on checks, and scan receipts.

Account balances as of 5/29/2018:

- Chapter Checking: 7875 $145,083.24
- Chapter Savings: 5845 $6,159.19
- Central: 7019 $7,317.72
- East: 7001 $3,682.59
- Houston: 6995 $8,131.60
- Midwest: 7217 $7,333.10
- North Central: 7209 $10,486.82
- Northwest: 7050 $1,782.50
- Southmost: 7035 $3,303.33
- Southwest: 7043 $5,658.41
- West: 7027 $6,583.70
- Plan 4 Health: 3226 $6,159.00
- State Chapter Reserve: 2876 $10,000.05

The State Chapter Reserve account has been split into Plan4Health and Account 5845 to avoid service charges. Second disbursement to Sections on or around October 1.

Mike mentioned investment account invested in conservative bond fund with balance about $52,000 and that he will work with Angela to get it added to her report template.

2. FY2019 Adopted Budget (ATTACHMENT C-2)

FY2019 budget was approved previously, will begin October 1, 2018. Budget amendments, if needed, can be approved by the Executive Committee.

3. Action Item: Consider Resolution to Change Chapter and Section Checking Accounts to Chase Performance Business Accounts in order to avoid Service Charges (ATTACHMENT C-3)

Mike reported that Chase has reached out and shown that if we switch to a Performance Business Account, as long as we have a total balance of $35,000 across all our accounts, we can avoid monthly fees. We would have limits on the number of paper/cash transactions, but electronic transactions are not limited. We won’t need to do anything in person nor change cards in order to switch. Currently the monthly fee is $4/month.

Angela was slightly concerned that during October we have many student volunteer reimbursements that are paper transactions, but maybe we can split the transactions over two statement cycles. Mike will confirm that we won’t be paying an annual fee for a Chase business credit card. Could do electronic transfers. Limit of 250 transactions per month should be per account, but Mike will confirm.

Angela Martinez motioned changing Chapter and Section checking accounts to Chase Performance Business Accounts. The motion was seconded by Chance Sparks and passed unanimously.

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

1. APA Texas will LEAD the planning movement in this state.
   - Section Director’s Report - Gary Mitchell, AICP (ATTACHMENT D-1)
     Gary Mitchell was not able to be on the call, but provided the Section report in the attachment.
   - Appointment of Membership Committee Chair - Doug McDonald, AICP
     Doug McDonald appointed Fred Lopez as the membership committee chair. A workplan should be available for review by the full Board in October.
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 reported that they had AICP training in El Paso with 5 attendees. He reported on the May 2018 AICP pass rates: 40 people took the regular exam, with a 60% pass rate. 7 AICP Candidates took the exam and 6 passed (86%, the national rate was 67%). Overall Texas’s pass rate was 64%; national is 68%. The Chapter AICP scholarship was awarded but returned because employer paid, so it can be used for November. Jennifer Crowley is in line to teach AICP workshop in Galveston. They may have an AICP workshop on Nov 8 in Midland and piggyback on commissioners training.

- Communications Coordinator Report - Heather Nick, AICP (ATTACHMENT D-3)

Kyle Kingma reported for Heather on the report in the attachment. We need to discuss how mobile workshops may affect Short Course attendance.

- Communications Tech Report - Kyle Kingma, AICP (ATTACHMENT D-4)

Kyle Kingma reported on the report in the attachment. He pointed out it is free to post a job on the website and he would be happy to help with posting. Doug asked if we could include Instagram numbers in the report. Richard suggested issuing a press release before the Waco conference.

- Planning Legend Selection Process - Dave Gattis, FAICP

Dave Gattis wasn’t able to be on call, but Doug reported that Karen Walz will chair the Planning Legend selection process, as she was recipient last year. Per action at previous meetings, Fellows will now be making that selection instead of the Board.

- NPC Proceedings Proposal - Dave Gattis, FAICP (ATTACHMENT D-5)

Doug McDonald reported for Dave that Bruce McClendon submitted a request to APA National to prepare proceedings for the national conference. National provided an in-depth response, including a summary that they don’t see the demand for the proceedings and they do not see the benefit.

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

- Hurricane Harvey Task Force Update - Kimberly Miller, AICP

Kimberly Miller wasn’t able to be on call. Mike reported that Kimberly Miller is leading the task force, which has meetings every two weeks. FEMA community planners that have been working on Harvey cleanup are participating in the calls. The group prepared the three APA foundation grant proposals that were awarded. They recently invited Robert Paternoster from California Community Planning Assistance Team (CPAT) as a speaker on the last call. We may need to consider implementing chapter-level CPAT ourselves.

- Greater Dallas Planning Council (GDPC) Collaboration for Urban Design Professionals, Dallas, August 28 - Doug McDonald, AICP

Doug McDonald described this upcoming collaboration event with other professional organizations and commended the idea.
- Action Item: 2018 Texas Municipal League Annual Conference, Fort Worth, October 9-12 - Christopher Looney, AICP (ATTACHMENT D-6)

Christopher Looney had to leave the call for a minute, so Doug McDonald gave summary of session that we will host at the upcoming TML conference, related to disaster recovery. It has been suggested to become an exhibitor at the TML conference as an opportunity to be in front of City administrators and discuss the importance of planning and APA. There is a cost for the exhibitor fee, promotional items, mileage, etc. A number of Board members will be attending the conference, so this could be a good test year to see how it goes. It may not always be feasible to exhibit at the conference based on the location and timing of our conference. It looks like booths are already filling up, so if we want to do this next year, we should book early.

A motion was made by Angela Martinez to approve having an exhibit booth for the Chapter at the TML 2018 conference. The motion was seconded by Richard Luedke and passed unanimously.

Angela Martinez discussed realotting $2,500 from Misc Travel to TML conference. However we were very conservative when budgeting the national dues rate since the full year of new rates will not be in effect yet. We could adjust that line item to $71,500 and add item for marketing for TML Conference.

A motion was made by Angela Martinez to adjust FY2019 budget to adjust the National Chapter Grant Income (dues rebate) to $71,500 and add $2,500 for marketing for TML Conference. The motion was seconded by Christina Sebastian and passed unanimously.

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 reported that the TML Policy Summit will be held next Thursday and Friday in Austin for all city reps to meet and vote on policies. The outcome will go to the TML business meeting held at their conference. TML will consider resolutions from Affiliates and we intend to send ours this year. Christopher will be using Craig Farmer’s updates and resolution from last year. Our general stances is to oppose any bills that would erode municipal authority. Due to the Policy Summit being August 27, Christopher will present the draft to the EC for a special meeting once drafted.

   - Advocacy Network Liaison Report - Craig Farmer, FAICP

Craig Farmer reported they want to coordinate with lobbyists for the cities who have them. We also may need to coordinate with planning directors for testimony and would like to work with Planning Matters as appropriate. Craig would like to have a small group for feedback on legislative issues to see if appropriate to send out to members for action. Bills start being introduced in middle of November and sessions starts in January.

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

Kim Mickelson was not able to be on call

   - Planners Day at the Texas Capitol - Chance Sparks, AICP

Doug McDonald discussed that the Great Places in Texas announcement will be made during the event.

   - Appointment of Diversity and Inclusion Committee Chair - Doug McDonald, AICP

Doug appointed AJ Fawver as the Diversity and Inclusion Committee Chair. They will be talking next week with the New York Chapter Diversity and Inclusion Committee.

   - AICP Code of Ethics, Discrimination Policy - Heather Nick, AICP

Heather Nick was not able to be on call but Doug reported that this policy will be addressed separately from the Diversity and Inclusion Committee. Heather has been working with Carol Barrett and other committees.

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-7)

Claire Hempel was not able to be on call but Doug reported they have created a subcommittee to overhaul the award categories and timing for 2019 to coincide better with National. The would like to get approval of new categories at the next Board meeting so they can be announced at the conference. Send any comments on the attachment to Claire.

   - Great Places in Texas Program - Doug McDonald, AICP

Doug reported that the Great Places in Texas Program will be kicking off in October. Chet will be at Thursday night event at the Galveston conference to help promote the program and call for applications.

   - Planning Excellence Recognition Plaques - Chance Sparks, AICP

Chance Sparks had to leave the call. Doug discussed how the City of Tyler has a large plaque for their Planning Excellence recognition and adds a year each time they receive recognition. The large plaques are somewhat expensive, but the years would be very inexpensive. We may want to change to plaques in the future, but will stick with certificates this year. We could maybe start in conjunction with our upcoming anniversary.
APA Texas Executive Committee Meeting Minutes
August 17, 2018

- **APATX18 Chapter Conference Update - Angela Martinez, Conference Co-Chair**
  Mike McAnelly reported we have 254 people registered for the Galveston conference as of last Friday. The hotels are booked up, but we are working to add rooms to our block.
  Angela Martinez reported that sessions are complete and mobile and special workshops are developed. AJ will do a walk and talk along the beach one morning. There are to be shop specials during the Thursday night event. Our keynote speaker is Janet Woodka. The Thursday plenary will be on Harvey recovery and the Friday morning plenary is being put together by Wendy Shabay with cities who’ve been talking to Amazon about HQ2.
  Kelsey Poole spoke about the Legacy Project in Hitchcock, where they met with officials. Each school will create a resiliency plan focusing on a specific topic and creating a visual component to present to the task force. They may possibly host a CHARM (Community Health And Resource Management, a GIS mapping activity for stakeholders) workshop at conference at different location. Posters are planned to be posted at the conference at University Central.

- **NPC20 National Planning Conference Update - Kim Mickelson, JD, AICP**
  Kim wasn’t on the call but will provide updates in the future.

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

  - **APA Texas Boundary Adjustment Study - Christina Sebastian, AICP**
  Doug McDonald discussed that Central reported back that they do not want to pursue a boundary adjustment. Houston did not have strong feelings either way. Southwest and Southmost may also need to provide input. We will continue discussion in October with the Board.

  - **Planning Student Organizations Representative - Kelsey Poole**
  Kelsey Poole had to leave the call.

  - **Regional Workshops - Mike McAnelly, FAICP**
  Workshops were recently held in Tyler and El Paso. The Midwest and Southmost Sections each put on their own workshop. Future workshops are being planned in Midland and Corpus Christi.

  - **Short Course, Regional Workshops and The Guide to Urban Planning in Texas Communities - Kim Mickelson, JD, AICP**
  Kim was not on the call.

  - **Texas Municipal League Services - Chance Sparks, AICP (ATTACHMENT D-8)**
  Doug McDonald discussed how we are looking into possibly using TML for municipal services for conference planning. Their services are available a-la-carte, so we don’t have to use them for everything. Chance mentioned that we are one of the few TML Affiliates who do not use TML services. Could start small and add more services in future as we see fit. Mike mentioned APA National is beginning to look into extending their website services to Chapters and he is hopeful the conference app will come next.

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

- **APA Texas Board of Directors and Executive Committee**
  a. Chapter Board Fall Meeting, Galveston TX - October 17, 2018

- **APA Texas Chapter Conferences:**
  a. APA Texas Chapter - Galveston - October 16-19, 2018
  b. APA Texas Chapter - Waco - October 16-18, 2019
  c. 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
  2022 San Diego
  2023 Philadelphia

F. **New Business**

G. **Adjourn**

Doug adjourned the meeting at 12:35 pm.